

HENRY ART GALLERY

RENTAL FACILITY GUIDELINES

Thank you for considering the Henry Art Gallery as a venue for your event! We're delighted to open our available spaces to the community. Our goal is to provide an elegant, inviting environment and assistance in presenting a well-run, organized event. Our rental program supports the museum's general operations and programming while increasing awareness of the museum in the community. We truly appreciate your interest and support! For further information, questions or to set up an appointment, please contact:

Karyn Gold, Programming and Events Coordinator 206.543.2130; karyn@henryart.org

Kinds of Events the Henry Can Host

The guidelines and policies presented here can help you decide if the Henry's facilities are a good match for your event. We host a wide range of events such as lectures, film showings, performances, private parties, retreats, meetings and even weddings. Rental events must work around our exhibition schedule and programming as well as be consonant with the mission of the museum. Because we're a department of the University of Washington, we are unable to hold fundraisers soliciting onsite donations or the sale of goods.

F A C I L I T I E S & E Q U I P M E N T

- ***The Auditorium*** is the perfect venue for lectures, presentations, seminars, films and artistic performances. Designed with both style and functionality, its maple paneled walls and stage (10d x 26w), high ceiling and 150 comfortable seats create a warm, inviting atmosphere your guests will enjoy. Our integrated audio-visual equipment includes a sound system, LCD projector with viewing screen (10h x 21w), double slide projectors, DVD/CD, Mac/PC projector hook up w/ audio output and ethernet access, podium and microphones.

****Please Note: There is no laptop available.***

- ***The Baci Café & Outdoor Sculpture Court*** provide an elegant backdrop for receptions. You and your guests will have access to our Mezzanine while enjoying views of the East Gallery and James Turrell Skyspace. Tables and chairs for up to 60 guests are provided. Buffet tables also available. Up to 142 seated and 285 standing between adjoining spaces.

- ***The Conference Room*** is ideal for meetings, presentations, luncheons and small retreats. Convene in comfortable, plush chairs around a 24 foot maple table (seats 18, with 8 extra chairs in room, 26 total). Ethernet connection, projection screen, dry erase board and TV/VCR/DVD. Food/drinks allowed.

- ***The Education Studio*** is fun for informal events. 5 playful, movable square tables with 25 stools. Great as a reception space for auditorium guests, break out sessions or educational workshops. Can accommodate up to 36.

- ***The James Turrell Skyspace*** is a beautiful, peaceful place for intimate gatherings, sky gazing, meditations or even small weddings. This wonderfully unique space was created exclusively for the Henry by artist James Turrell. Room for a cozy party of 24.

- ***The Galleries*** on exhibition are also available to rent for exclusive viewings and private parties during our museum closed hours.

GENERAL GUIDELINES

Catering Services

Catering for events is provided by The Wedge Catering. The Wedge Catering: 206.523.2560; www.thewedgecatering.com. We cannot accommodate any outside caterers.

Food, Beverages & Alcohol

- Food/ beverages are permitted in the Café, Outdoor Sculpture Court, Mezzanine, Conf. Room and Education Studio. They are not permitted in the Galleries or Auditorium.
- **Red wine cannot be served anywhere in the Museum or Outdoor Sculpture Court.**
- Events serving alcohol on campus must be approved by the UW. You'll be provided with an application form and detailed instructions. Upon UW approval, you must then purchase a \$10 banquet permit available at any WA State liquor store.
- The client assumes all liability for any incidents resulting from the serving of alcohol.
- The Wedge Catering is responsible for cleanup of the kitchen and serving areas. They must remove all food, waste, recycling and equipment from the building the day of the event.

Outside Equipment & Decorations

- **All outside equipment or alterations to any area of the building must be pre-approved.** This includes tables, chairs, linens, heaters, decorations, fixtures, furniture, halogens, musical or stereo equipment, etc. The Wedge Catering can often rent equipment for you.
- Heaters rented for the Outdoor Sculpture Court must be the **non-torch** variety.
- Flowers and plants must be pest free and come from a certified florist.
- Balloons are not permitted anywhere inside the Museum or Outdoor Sculpture Court.

Deliveries & Load In

- **All deliveries must be pre-scheduled and made for the day of your event, no earlier.**
- All businesses and individuals delivering items or equipment (including any performers) must contact me in advance to schedule delivery/pick up times.
- If you are providing any alcohol/beverages, delivery must be during your scheduled set up time on the day of your event. We cannot store these items for you. Upon pre-arrangement, The Wedge Catering can bring any beverages you wish to provide on your behalf.
- The Henry is not able to sign for or accept any mailed packages on your behalf. Packages mailed directly to the Henry will be returned to sender.

Protecting the Museum Environment

- Exhibition lighting, room temperature and the placement of art in exhibition areas are all established according to museum standards. These elements cannot be changed. Rentals will be planned to function within all restrictions necessitated by the presence of art.
- Smoking, open flames and incense are strictly prohibited anywhere within the Museum and the Outdoor Sculpture Court.
- Food/drinks are not allowed inside the galleries at any time.

Parking

- **Central Plaza Garage** is the closest garage to the Henry. Located just north of the Henry at NE 41st St. and 15th Ave N. Parking rates: Mon – Fri: 6am-4pm, \$11, after 4pm, \$5; Saturdays: 7am-12pm, \$5. Parking is free *most* Saturdays after 12pm and all day on Sundays. Contact UW Parking Services at (206) 685-1543 for further information about available parking the day of your event.

- **Street Parking** is easy to find nearby if you don't mind walking a couple blocks. Good streets to check are: Campus Parkway, University Way, Brooklyn St and numbered streets from 40th-43rd. Parking is metered until 6pm.

E V E N T P R E P A R A T I O N

Be Prepared to Discuss:

- An event schedule including set up time, house doors opening, event time and strike.
 - A plan for how your guests will be identified as they enter the building.
 - A contact person from your group who will be present during the event.
 - Set up of any table(s) for registration, ticketing, book sales, literature, name tags etc.
 - Any outside equipment or decorations you would like approved.
 - **Receptions:**
 - Food/Bar set up: configuration and location of banquet tables.
 - Seating Arrangements: configuration of tables/chairs in Café and Outdoor Sculpture Court.
 - **Lectures:**
 - AV technical check: an AV tech. check is required at least 1 hour prior to the start of all lectures (unless *only* the podium microphone is needed). This allows approx a half-hour for the AV tech. check and a half-hour once doors open for guests to arrive and be seated. A rental contact and all presenters should be present for the AV tech. check.
 - Technical needs: what your presenter(s) need for the event ie: bringing a laptop, showing hard slides, showing a DVD, having a panel discussion, using audio etc.
 - stage set up: (if any) panel table, chairs, easels etc.
- *Please Note: There is no laptop available. Renters and lecturers are responsible for providing a laptop. Multiple presentations must be consolidated onto one laptop or brought on flash drives.*

Our Responsibilities

- The Henry Art Gallery provides an onsite supervisor during your rental who will act as an event coordinator. This person's job is to provide support in creating an organized event as well as ensure all guests adhere to the Henry policies. He/She will have a written event schedule, will run all logistical arrangements, and be authorized to make decisions regarding the event, freeing you up to be a guest at your own party.
- Security Staff is included in the rental rates and will be present as appropriate for the safety and security of the building, exhibitions, and guests.
- AV technicians are provided by the Henry for auditorium events at \$15/hr.

Your Responsibilities

- You or a member of your group or organization must act as our on-site contact during the rental. This person is responsible for working with the onsite Henry supervisor to create a well run event.
- A representative from your organization should be present in the lobby as guests arrive. Although a Front Desk Attendant will be stationed throughout the event for security, he/she may not be able to answer your guests' specific questions or even identify non-guests.
- If your event is ticketed, we are glad to provide you a table for ticket sales. We are not able to handle tickets or money on your behalf. **Tickets may not be oversold and must be within the capacity of the rental space(s).**

Publicizing Your Event

Advertising or publicity of any nature including all printed material, tickets, press releases and advertising may not state or imply that the Henry Art Gallery is a sponsor of, or is responsible for your activities during the your rental. Failure to comply will result in an additional \$200.00 charge for each occurrence. Please clearly identify the name of producing/presenting organization at least three times larger than the Henry Art Gallery.

P A Y M E N T S

Rental Payments

Payment in full is due no later than ten working days (about 2 weeks) prior to events; a 25% non-refundable deposits due no later than 30 days in advance. Many renters find it the most convenient to submit the entire payment with the letter of agreement. **Reservations are subject to change or cancellation until a deposit or payment in full is received with a signed contract.**

We accept checks and most major credit cards including procards. We're unable to accept American Express & UW budget numbers.

**Please Note: All payments received after the date of the event will incur an additional 20% charge. If an event is cancelled or altered with less than two weeks' notice, then 100% of the rental fee remains payable.*

Cancellations

Cancellations of any part of the rental must be made well in advance of the event date. If an event or activity is cancelled or altered with less than **14 days notice**, then 100% of the rental fee remains payable.

Overtime

Rates are billed for facilities and staffing in increments of thirty minutes. If your event or strike goes beyond the contracted time, you will be charged accordingly. There is a fifteen-minute grace period before costs are incurred. **All events must conclude by 9:00pm.** **Special consideration can be made for weddings, wedding receptions and large scale events.**

HENRY FACILITY RATES

UW & Non-Profit Organizations

Facility	Capacity	Museum Open	Museum Closed
Auditorium	150 seats	\$75/hr	\$125/hr

General Rates

Museum Open	Museum Closed
\$100/hr	\$150/hr

Level 1

AV Includes: all microphones, sound system and any SINGLE use of
\$100/event LCD projector, slide projectors, DVD or VCR

Level 2

AV Includes: all microphones, sound system and any MULTIPLE use of
\$200/event LCD projector, slide projectors, DVD and VCR

UW & Non-Profit Organizations

Facility	Capacity	Museum Open	Museum Closed
Baci Café/Outdoor Sculpture Ct.	285 guests*	<i>Ask about availability</i>	\$125/hr

General Rates

Museum Open	Museum Closed
<i>Ask about availability</i>	\$200/hr

*Baci Café: 85 standing/43 seated; Outdoor Sculpture Court: 200 standing/100 seated

Conference Room	26 guests	\$40/hr	\$60/hr
Education Studio	36 guests	\$40/hr	\$60/hr
North Galleries	250 guests		\$300/hr
South/East Galleries	600 guests		\$300/hr
All Galleries	850 guests		\$500/hr
James Turrell Skyspace	25 guests		\$175/hr
Skyspace Package Deal**	310 guests		\$250/hr

\$50/hr	\$75/hr
\$50/hr	\$75/hr
	\$400/hr
	\$400/hr
	\$750/hr
	\$250/hr
	\$375/hr

**Package deal includes use of Skyspace, Baci Café and Outdoor Sculpture Court at a 15% discount

All Rentals require a *minimum* of 30 minutes for set up and strike before and after the event.

Museum Hours:

Tues-Sun 11a-5p (Thursdays to 8p); Closed Mondays

Baci Café Hours:

Tues-Fri 9:30a-4p (Thurs to 7p); Sat 11a-4p; Closed Sun/Mon

Additional

Staffing/Overtime:

Supervisors \$20/hr; Guards \$20/hr; Gallery/Front Desk Attendants: \$15/hr; Custodians: as needed basis only, rates vary per event

