

## 2009/2010 Application for Use of Special Event Facilities

### RESERVATION INFORMATION

Based on information contained in this application, we will issue a licensing agreement to the name & address listed below. **The completed application and a \$250 security/damage deposit are required to reserve your date.** The \$250 security/damage deposit is *in addition* to your event fees. Barring any additional charges, the deposit will be refunded 45 days after your event.

**Day & Date of Event** \_\_\_\_\_

*Please complete a separate form for each day requested.*

#### Facilities Requested

McEachern Auditorium    McCurdy Gallery    Brinkley Gallery    Carkeek Gallery    Founders Lounge

#### Hours in Building:

Access to building at\*: \_\_\_\_\_

Function starts at: \_\_\_\_\_

Function ends by: \_\_\_\_\_

Clean up & exit by: \_\_\_\_\_

**The base rental rate covers up to 6 hours in the building in one space and includes the setup of all necessary tables, chairs, and other equipment rented from MOHAI. Gallery access is not included and must be contracted separately. See pricing sheet for additional information and staffing and equipment charges.**

*\*Access time must include all deliveries, including caterer access. Consult your caterer for set-up required.*

### EVENT INFORMATION

Type of Function \_\_\_\_\_ Number of Guests \_\_\_\_\_

Artist/Speaker \_\_\_\_\_ Information Phone (Public Inquiries)\* \_\_\_\_\_

*\*All inquiries and publicity for ticketed events must be handled by Licensee's organization.*

### CLIENT INFORMATION

Name of Group \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Person \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_

**A \$1 million comprehensive/general liability policy AND endorsement to the policy naming the Historical Society of Seattle and King County as an additional insured is required. Please include event date(s) on policy.**

**If your organization is a non-profit, a copy of your 501 (c) (3) designation letter is required to receive discounted rates.**

### FOOD & BEVERAGE

Will you be serving food or beverages?    Yes    No

If yes, please write in the name and contact info (phone or email) for your caterer:  
\_\_\_\_\_

Will you be selling concessions?    Yes    No

Will you be serving/selling\* alcohol?    Yes    No

*\*Serving alcohol requires a Liquor Control Board Banquet Permit.  
Selling alcohol requires a Liquor License, generally provided by your caterer or other service.*

### EQUIPMENT (must be operated by MOHAI staff)

\_\_\_\_\_ Staffing (1 minimum; events office to determine final number)

\_\_\_\_\_ 60" banquet tables   \_\_\_\_\_ 6' buffet tables (up to 20 ea)

\_\_\_\_\_ 30" bistro tables (4' tall; up to 6 available)

\_\_\_\_\_ Basic sound (in Auditorium; up to one microphone or input)

\_\_\_\_\_ Full sound (Portable sound system other than Auditorium, &/or multiple microphones or inputs)

\_\_\_\_\_ Wireless lapel &/or handheld microphone(s)

\_\_\_\_\_ Basic Lights (Auditorium basic wash; one look)

\_\_\_\_\_ Full Lights (multiple cues &/or refocusing in galleries)

\_\_\_\_\_ Basic A/V resources:

\_\_\_\_\_ Slide Projector   \_\_\_\_\_ Overhead projector

\_\_\_\_\_ CD player   \_\_\_\_\_ TV with VCR/DVD

\_\_\_\_\_ Laptop   \_\_\_\_\_ Wireless Internet Access

\_\_\_\_\_ LCD/Data Projector

### INTERPRETIVE SERVICES

Guided tours, lectures and gallery access are all available in conjunction with your event. Scheduling some services is dependent on availability; please inquire with your event planner and see the current pricing sheet for details.