RENTAL FACTS

Reserving and Payments:
- ✓ A Rental Agreement, Post-Event Check List and Food and Beverage Service Agreement (Exhibits A & B) must be signed at the time of reserving your event date.
- ✓ Any discounts must be applied at the time of reserving.
- ✓ A refundable Security/Damage Deposit in the amount of $500 is due at the time of reserving.
- ✓ A non-refundable Retainer in the amount of $1,000 is due at the time of reserving. This will be applied to your total rental fee. It is non-refundable if you cancel or move your event date.
- ✓ The remaining rental balance is due two months (60 days) prior to your event date.
- ✓ Booking reservations made less than 60 days require the full amount in advance.
- ✓ Rental Agreement applicant(s) must be at least 21 years of age.

Venue Guidelines:
- ✓ All pre-event visits to the Museum must be schedule in advance with the Event Manager.
- ✓ Applicant (User/Lessee) assumes full responsibility for their party and guests in case of damages, theft or disturbances during the event.
- ✓ The maximum rental period is eight hours which includes vendor deliveries, set-up, event and tear down. Additional hours may be available if available by request; unscheduled overtime is $5 per minute past the departure time per the Rental Agreement.
- ✓ Capacity is 350 guests
- ✓ User and/or Caterer is responsible for erecting and tear down of Tables & Chairs.
- ✓ Equipment Included: (21) 60" Round Tables, (150) Banquet Chairs, (12) 6' Banquet Tables, (5) Bistro Tables, (1) Bar
- ✓ 16 complimentary parking stalls are included with the Museum rental. Additional parking stalls available through Republic Parking.
- ✓ Event Insurance is required.
- ✓ Foss Waterway Seaport event staff will be onsite for the duration of your event for venue questions and facility janitorial needs.
- ✓ Additional FWS personnel is required for groups of 200 or higher. A fee of $30 per hour will be added to your rental fees.
- ✓ The Bamford Foundation Room is available to use as a “ready” space if available, you must prearrange reserving the space and are responsible for clean-up and trash removal (alcohol is prohibited).
- ✓ If using the Esplanade you must leave a 12’ pathway for public use.
- ✓ Moorage is available; the first four hours are complimentary.
- ✓ All amplified sound must be turned off by 11:00 PM.
- ✓ All bodies must vacate the Museum by 12:00 AM.
- ✓ Indoor and outdoor spaces utilized must be left in its original condition in compliance with Exhibit A.

Food and Beverage Service:
- ✓ For groups larger than 50 all food and beverage service must be provided by one of our preferred Caterers. FWS Event Manager must be informed of and pre-approve use of a Caterer outside of the list.
- ✓ If alcohol service is being provided a Banquet Permit must be obtained and displayed at the Bar.
- ✓ Alcohol must be served from the designated Bar(s) by a licensed Bartender in conjunction with food service.
- ✓ The sale of alcoholic beverages and/or event entry ticket required a Washington State Special Occasion License.