

# FACILITY RENTALS

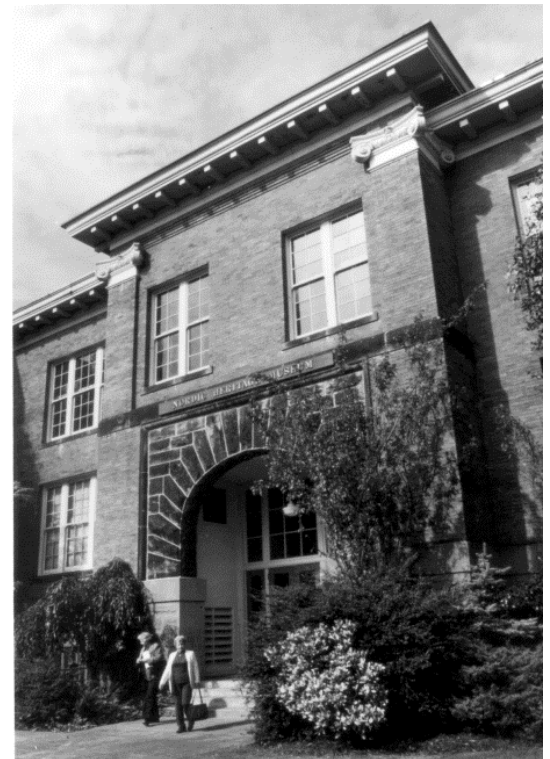
**WEDDINGS • RECEPTIONS • BANQUETS • DINNERS • MEETINGS  
PERFORMANCES • LECTURES • CLASSES • SPECIAL EVENTS**

The Nordic Heritage Museum is housed in the historic Daniel Webster School Building located in the Ballard neighborhood of Seattle. Built in 1907, the Museum features the turn-of-the-century charm ideal for hosting events including weddings, parties, business meetings and conferences, community events, performances and classes.

Located on a quiet, tree-lined residential street, the building is rich with vintage architectural details. A beautiful auditorium with large windows, wood floors, and a fully equipped kitchen, and three classrooms are available for rent. Facility rentals also include complimentary use of the museum's ample parking lot, as well as free street parking.

You can find our Rental Agreement on our online Facilities page at:

<http://nordicmuseum.org/about/facilities>



The Nordic Heritage Museum is located at:  
3014 NW 67th Street Seattle, WA 98117  
[www.nordicmuseum.org](http://www.nordicmuseum.org)

**Ask about our discounts for Non-Profit organizations and Museum Members**

For more information please contact the Operations Coordinator at 206.789.5707 ext. 26

# Heritage NordicMuseum

Share the Nordic Spirit!

## AUDITORIUM

### Capacity

Reception	200
Seated Dinner	150
Lecture/Concert	220

### Dimensions

Room	62' x 39'
Ceiling Height	20'
Stage	24' x 18.5'
Depth from curtain to back wall	13.5'

### Pricing

Mon-Fri: 8am-4pm	\$115/hr
Mon-Fri: 4pm-12am	\$165/hr
Sat-Sun: 8am-12am	\$165/hr
All-Day, Mon-Sun: 8am-12am	\$1,700
Damage Deposit	\$350

### Other Amenities

Baldwin Grand Piano (flat rate)	\$200
Use of Dumpster (flat rate)	\$100



### Auditorium Rentals Include:

- Sound system
- Microphone
- Podium
- 6 ft. round tables
- 6 & 8 ft. rectangular tables
- Chairs

## KITCHEN

### Pricing

Mon-Sun: (flat rate with Auditorium)	\$200
Damage Deposit (with Auditorium)	\$100
Mon-Sun: 8am-12am (hourly rate)	\$150/hr
Damage Deposit (w/o Auditorium)	\$100

*Our kitchen can comfortably accommodate 6-8 persons, and features 2 pass through windows to service the auditorium area.*

*The kitchen may be rented alone or in conjunction with the auditorium. When rented with the auditorium, an all-day flat fee is available for those customers who rent the facility beyond a 1-hour period.*



### Kitchen Equipped With:

- Gas range
- Gas stove
- Commercial Refrigerator
- Commercial dishwasher
- 2 Coffee brewers
- Freezer

# Heritage NordicMuseum

Share the Nordic Spirit!

## Capacity

Reception, lecture or concert	50
Seated Dinner	30

## Dimensions

Classrooms 1 & 2	31' x 22'
Classroom 3	34' x 23'

## Pricing

Weekday/Weekend	\$40/hr
When Rented with Auditorium	\$35/hr
All Day 8am-12am	\$360
Damage Deposit	\$120

## Other Amenities

Use of Dumpster (flat rate)	\$100
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*Our Classroom Kitchenette features: Refrigerator, Freezer, Electric stovetop, Sink, and Microwave*

## CLASSROOMS



### Classroom Rentals Include:

- Blackboard
- Kitchenette
- 6 ft. rectangular tables
- Chairs

## PARKING LOT

## Capacity

Stalls	60
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## Pricing

Weekday/Weekend	\$40/hr
All Day 8am-12am	\$360
Damage Deposit	\$65

*The parking lot amenity is complimentary with any facility rental, but the lot may also be rented alone. Great for over-flow parking for neighborhood events in proximity to the Museum. When rented alone, hours and availability are limited.*



*Getting married? Inquire about a rental of our Norwegian Wedding Crown. The Museum's Norwegian Wedding Crown was made by hand in Norway utilizing traditional filigree techniques.*



## WEDDING CROWN

Please mark N/A in fields not applicable

Facilities Rental Charges (please refer to front page for pricing)			
\$	Auditorium		_____ hrs.
\$	Kitchen		_____ hrs. or Flat rate
\$	Classroom (1 & 2 OR 3)		_____ hrs.
\$	Small Kitchen	(Included)	
\$	Dumpster	\$100	Flat rate
\$	Piano	\$200	Flat rate
\$	Other:		
\$	<b>Total Due (Facility Charges Only)</b>		
\$	Damage Deposit Auditorium	\$350	Flat rate
\$	Damage Deposit Classroom	\$120	Flat rate
\$	Damage Deposit Kitchen	\$100	Flat rate
\$	<b>Total Due (Deposit Charges Only)</b>		
\$			
\$	<b>TOTAL PAYMENT DUE AT SIGNING</b>		
	<b>DATE OF PAYMENT</b>		
Recurring rentals information or special instructions, please note below:			
Lessee Information			
Group Name			
Contact Name			
Date (or Date Range)			
Event Time Begin		Event Time End	
Arrival Time		Departure Time	
Telephone			
Billing Address			
Email Address			
Description of Event			
Projected Attendance			
Rental Co. (if any)		Rental Co. Phone	
Caterer (if any)		Caterer Phone	
Caterer Arrival Time		Caterer Departure Time	
Special Instruction Check List:			
<input type="checkbox"/> Podium	<input type="checkbox"/> Refrigerator space	<input type="checkbox"/> Stove & Oven On	<input type="checkbox"/> Use of Dumpster
<input type="checkbox"/> Piano	Other:		
<input type="checkbox"/> Freezer space	<input type="checkbox"/> Dishwasher On	<input type="checkbox"/> Handicap Access Open	<input type="checkbox"/> PA System On/ Microphone
Other:		Other:	



Please  
initial by each  
condition

**Conditions of this Agreement:**  
**(Please read carefully)**

- \_\_\_\_\_ 1. The Museum assumes no liability for damage or loss of personal property or equipment left in any area of the Museum prior to, during, or after a function. The Lessee will assume all risks and responsibilities for those people associated with and attending the event. The Museum or its representatives reserves the right to control all private functions. The Museum provides additional security services during non-museum hours. Lessee is responsible for their own security at the kitchen door. Liability for damages to the premises will be charged accordingly.
- \_\_\_\_\_ 2. Reservations are confirmed when this agreement has been signed and returned to the Museum accompanied by full payment and damage deposit. The Museum will not hold dates.
- \_\_\_\_\_ 3. The Museum must be notified 45 days prior to the cancellation of an event for lessee to be fully refunded for the event. The following portion of the balance will be refunded:
  - Prior to 45 days: 100%
  - 45-30 days prior: 50%
  - Less than 30 days prior: 0%Same rules apply to rentals created within 45 days of event date.
- \_\_\_\_\_ 4. Charges begin when the lessee enters the premises not when the event begins. Charges include time for event set-up and clean-up.
- \_\_\_\_\_ 5. The Museum does not provide china, glassware, silverware, tablecloths or dishwashing services. Only with prior authorization will access be provided to use of the freezer or refrigerator.
- \_\_\_\_\_ 6. The lessee is responsible for setup and cleanup of his/her event. The lessee must restore the auditorium, classroom, kitchen and restrooms to the condition in which they were received. All countertops, tables, and sinks must be wiped down and all floors must be swept and mopped. Chairs and tables must be put back properly. Failure to comply will result in additional charges against your deposit. (Please review the "Cleanup Procedures" handout).
- \_\_\_\_\_ 7. The Museum is a smoke-free facility and no food or drink is allowed outside of the auditorium/classrooms. Consumption of alcoholic drinks is not allowed outside of the Museum.
- \_\_\_\_\_ 8. Please refrain from running or excessive noise when entering or exiting the auditorium/classrooms.
- \_\_\_\_\_ 9. Groups must abide by the Seattle Noise Ordinance (not to exceed 55 decibels) or will forfeit the deposit. DJs must supply their own sound equipment. All music must end by 11:00 PM.
- \_\_\_\_\_ 10. A charge of \$100 will be assessed for the use of our dumpster and/or recycle bins.
- \_\_\_\_\_ 11. Tape, nails, and tacks may not be used on the walls without prior approval from the Facilities Coordinator. Confetti, rice, rose petals, birdseed, and artificial fog are not allowed. Use of these prohibited materials will result in forfeit of your deposit.

- \_\_\_\_\_ 12. Fees do not include Museum admission or viewing of exhibits. Additional charges will be assessed if viewing any Museum exhibits. Arrangements for viewing must be made three weeks before the event.
- \_\_\_\_\_ 13. The lessee is responsible for providing all necessary licenses and permits when food and/or alcohol is being served.
- \_\_\_\_\_ 14. The premises must be vacated by midnight and lessee must ensure that cleanup is complete by that time. The Museum will assess an additional charge of \$100 for each 30 minutes beyond midnight.
- \_\_\_\_\_ 15. If an emergency arises, the Operations Director, Facilities Coordinator, or Caretaker, should be contacted. The Operations Director and Facilities Coordinator can be reached using the phone at the Admission Desk during the hours of 9am-5pm. The Caretaker can also be reached for after-hours support at (206) 419-1779.
- \_\_\_\_\_ 16. The damage deposit will be fully refunded within 30 days following the event upon determination that the above requirements have been followed and no damage has occurred including the cleaning of the space (mop, sweep, etc.).
- \_\_\_\_\_ 17. The Museum shall not be held liable for failure to carry out the provisions of this agreement when such failure is caused by fire, acts of God, or other conditions beyond the reasonable control of the Museum.
- \_\_\_\_\_ 18. Use of Museum piano is extra \$200.

If the above terms and conditions of this agreement meet with your approval, please indicate by initialing on the line next to each condition, sign below and return the document to the Museum. Upon signature of the Facility Coordinator or Operations Director, this document shall then constitute a full and complete contract and the arrangements shall be considered confirmed and definite. A copy will be returned to the lessee.

Signature: \_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_  
Operations Coordinator (or) Operations Director

\_\_\_\_\_  
Date

**Nordic Heritage Museum  
3014 NW 67<sup>th</sup> Street  
Seattle, WA 98117  
Phone 206-789-5707**

**Release and Hold Harmless Agreement  
for the benefit of Nordic Heritage Museum**

RELEASE: I waive and release any rights, claims or damages I may accrue against and discharge the Nordic Heritage Museum, its officers and trustees, their employees, agents, representatives, sponsors, members and volunteers, for any injuries, loss or damages suffered by me, my agents, employees and clients, or imposed upon me as the result of or during my participation at, or in association with the rental on \_\_\_\_\_, however incurred and regardless of the negligence of those related.

Hold harmless agreement: I agree to indemnify, defend and hold harmless, the Nordic Heritage Museum, their employees, agents, representatives, sponsors, members and volunteers from any loss, liability or claims, and expenses incurred in defending against any claims, loss or liability, including cost of attorney fees made by any individual or entity as a result of or arising in connection with, out of or in relation to my rental of the premises.

**TERMS AND CONDITIONS:**

Insurance and Liability: Nordic Heritage Museum nor any and all sponsors shall be responsible for any loss or damage occurring to the Museum or their contents for any cause. If insurance is required, it must be obtained by the organization or individual requesting the rental space. The organization/individual agrees to protect and hold harmless the Nordic Heritage Museum and any and all sponsors of this event, their successors, representatives and assignees, for any injuries suffered while rental space at the Nordic Heritage Museum on \_\_\_\_\_.

I have read all of the FACILITY RENTAL AGREEMENT FORM, TERMS & CONDITIONS SECTION and RELEASE & HOLD HARMLESS AGREEMENT set forth and indicate my acceptance of the same:

Dated: \_\_\_\_\_

Name/ Organization (printed): \_\_\_\_\_

Lessee signature: \_\_\_\_\_

Operations Coordinator (or) Operations Director: \_\_\_\_\_

Nordic Heritage Museum

## CLEAN UP PROCEDURES

The Facilities Coordinator or the Caretaker will be checking with you periodically throughout the rental period. Please notify either if you need anything or if you have any questions concerning any of the equipment or space.

Please be sure to complete the following before leaving the Museum. These must be completed prior to the end of the rental time on your agreement. If items are not completed additional fees toward damage deposit will incur.

### Cleaning list:

- Dismantle and store tables and chairs in the “break-through” room adjacent to the auditorium. Please leave a walkway in the “break-through” room. Stack chairs no more than 30 high and follow the instructions on the chair cart (front of chairs must face swivel wheels).
- Sweep and mop the floor (auditorium rental)
- Vacuum the floor (classroom rental)
- Wipe down countertops, tables, chairs, and sinks
- Clean coffee makers and thermoses. **Thermoses must not be put in the dishwashers.**
- Remove any leftover food, beverages, and ice from the refrigerator and freezer. Leftover ice may be discarded outside.
- Check for any lost items left in the bathrooms, classrooms, or auditorium.
- If the Museum’s microphone is being used, please return it to the Facilities Coordinator or Caretaker.
- Please report any damages to the Facilities Coordinator or Caretaker.
- Any rental items for your event must be delivered and removed the same day as the event.

### Garbage (If lessee agreed to additional \$100 use of dumpster fee)

- All trash must be separated and placed in the proper garbage/recycling/food waste bins. An additional charge of \$100 will be assessed against the damage deposit if the lessee does not separate recycle items from garbage or if the lessee fills the garbage bins.
- Auditorium Rentals after 9pm: All trash must be separated and placed in the proper garbage cans located at the back kitchen door.
- Classroom Rentals after 9pm: All trash must be separated and placed in the proper garbage cans located in the small kitchen.