



## **ARMORY FOOD & EVENT HALL ADDENDUM**

### **To Facility Use Agreement**

#### **General Information**

The Seattle Center Armory contains two main areas available for event use:

- The Armory Food & Event Hall is a multi-purpose public area on the 2<sup>nd</sup> floor that includes the Armory Stage, restaurant and dining areas, and general seating.
- The Armory Loft, on the north end of the 3<sup>rd</sup> floor, currently consists of three rooms and a lobby. Loft rooms 2 & 3 may be combined with a portion of the lobby into a single space with the use of removable walls.

The Armory is an important shared resource among Seattle Center Programs & Events, as well as Armory tenants (including but not limited to Food & Event Hall merchants, Seattle Children's Museum, Center School, AIE, and the Center Theater) and its daily purpose is for public use. The scheduling and use of these spaces to meet many constituent needs is a collaborative effort. The following guidelines are recommended regarding use of the Armory for events.

#### **Armory Food & Event Hall**

##### ***Approved standard event hours for use of the Armory Food and Event Hall***

Per the merchant leases, normal merchant operating hours vary based on campus and Arena event activity, but generally are 11:00am-6:00pm Sunday through Thursday and 11:00am to 7:00pm Friday and Saturday. The Armory is open to the public from 7am to 8pm in the winter months and 7am to 9pm in the summer months. Event activities that need to take place outside of these hours may require Seattle Center Guest Services guards to assist with building access.

- Event clients will be permitted to load in/out and work in the facility during the operating hours of the Armory (access to the building is permitted starting at 7:00am daily), if merchants remain accessible by the public and some seating for dining remains in place. Event clients should attempt to minimize load in/out activities between 11:00am-2:00pm to facilitate lunch hour usage of public Armory spaces.
- Default dining areas during public access include the South Court and West Court. Removal of this space from public use outside of Full Floor rental in these zones is subject to approval by the Armory Manager. Fenced event areas will require emergency exits and are subject to approval by the Armory Manager and Event Service Representative.
- Rental hours may be impacted by other Armory activities and are to be negotiated with booking & sales team

## Event spaces within the Armory Food and Event Hall

- Stage & Dance Floor 55'x60' (3,300 sq ft)
- South Court 60'x45' (2,700 sq ft)
- Mid Court 50'x60' (3,000 sq ft)
- Main Floor (Stage & Dance Floor + Mid Court) (6,300 sq ft)
- Full Floor (22,000 sq ft, includes additional balcony space)

## Capacities

- Theatre style: Stage & Dance Floor 350 / South Court 350 / Mid Court 251 / Main Floor 601 / Full Floor 902\*
- Reception style: Stage & Dance Floor 550 / South Court 450 / Mid Court 200 / Main Floor 1,050 / Full Floor 2,000
- Banquet style, 10 per 6' round: Stage & Dance Floor 220 / South Court 220 / Mid Court 140 / Main Floor 360 / Full Floor 570\*

*\*Please note, additional labor fees may be incurred for full-floor use of the Armory Food & Event Hall due to removal of existing dining room furniture pre-event and then putting it back post event.*

## Characteristics

Floors: wood & finished concrete (linoleum tiles on balconies)

Ceilings: 64' to highest point of ceiling; 22' to bottom trim of lighting trusses

Lighting & sound equipment: please reference Armory Production Guide for information on lighting and sound packages.

## Included with Facility Use Fee (Rent)

### Standard / Theatre and Reception Packages

- Rearrangement/use of Armory dining furniture within the use area
- Chairs: maximum set per area
- Tables – 8'x30" *with white linens*: **5 (10 for Full Floor rental)**
- Lectern: **1**
- Event Representative (ER) time: **8 hours of advancing time per event day**
- Stage: use of Armory Stage included\* (not applicable for Mid Court or South Court rental)
- One standard setup per Event day
- Two parking permits per Event day
- Customary cleaning and janitorial service
- Standard Utilities
- US and Washington State flags, as available
- Easels, as available
- Access to unsecured free public wi-fi

Additional expenses apply for

- Additional tables and linens
- Additional labor to re-set a space on an event day (including removal of existing dining furniture from event footprint)
- Additional Event Representative time due to late or changing event logistics
- All Stage labor (if Armory Stage is used for Event, stage labor is required to facilitate use)
- Use of installed LED screen, additional sound/video equipment and all Sound/Video labor
- Additional cleaning or janitorial service due to nature or schedule of event, or extraordinary post-event cleaning
- Show power distribution, equipment or labor
- Guest Services staff, peer security, and/or police requested by Licensee or required by Seattle Center due to nature of event and event hours.
- Internet Connectivity through Seattle Center's exclusive provider
- Additional parking permits
- Contact with the Seattle Fire Marshal is required to assess the need for an Assembly permit. The Event Service Representative will need a copy of the Assembly permit.
- Other requirements depending on event parameters
- Fees also apply for sale of any Event merchandise (except for merchandise sold by vendors at an exhibit show)
- Fees may apply for labor and materials for repairs to any building feature (e.g., walls, signage kiosks, floors) damaged by event activity

## **Important Notes**

**A note about the nature of the Armory as a public space and tenants/constituents and the impact of access on their events.**

Room capacities noted on page two are for maximum setting. Capacity numbers decrease if there is a need for empty space, or additional items such as registration, perimeter fencing, catering, display tables, or additional staging outside of existing Armory Stage. Seattle Center equipment is not available for use in decorator-set booths. For lists and rates of available equipment, services, and personnel, please refer to the *Equipment & Services Addendum* and the *Personnel Rates Addendum*.

## **FACILITY BUYOUTS & MERCHANT CLOSURES**

Should a client wish to close public access to the Armory 2<sup>nd</sup> floor, a buyout of a portion or all of the Food and Event Hall may be arranged. A buyout involves early closure of the Armory merchants (closure to the public one hour prior to event doors).

- A request for early closure must be made a MINIMUM of 30 days prior to the event. Event Booking & Sales staff will work with the Armory Manager to inform the merchants of the upcoming early closure.
- Merchants that must close early to accommodate an event may be compensated for the loss of business.
- Should an affected merchant be chosen as a caterer for the event, that merchant will not be owed a buyout fee.

- Due to the public nature of the Armory, public access to restrooms on the 2<sup>nd</sup> floor must be maintained during normal Armory operating hours.
- Access to and use of the east balcony by students and staff of the Center School must be maintained during school hours. Similarly, a portion of the Seattle Children's Museum on the 1<sup>st</sup> floor has an open ceiling into the main Food & Event Hall, and will remain open during normal operating hours.
- Building access for tenants in other areas of the Armory will be maintained via entries on the Armory 1<sup>st</sup> floor.

#### **ALCOHOL POLICY**

As with other campus venues, alcohol may be served at Food and Event Hall events, if the appropriate licensing and safeguards are in place.

- A partial- or full-floor accessible configuration will require a fenced perimeter for any event serving alcohol.
- Seattle Center staff will be permitted to work inside the perimeter of the event, regardless of whether alcohol is served.
- Partial- and full-floor accessible configurations will require Guest Services or Peer Security staff at each perimeter exit to assure no alcohol leaves the event footprint. The number of personnel will vary depending on Fire Marshal requirements for number of exits.
- If Armory merchants remain open and alcohol is served, alcohol must remain inside the perimeter of the point of purchase.

#### **CATERING/FOOD SERVICE**

- The campus-wide approved caterer list applies to events in both the Food and Event Hall and the Loft. Please note that the approved catering list does not include all Armory merchants. Please inquire with your sales and booking representative if you wish to use an Armory merchant to cater your event.
- Sampling may be allowed with prior approval from Seattle Center. Full portions of food and beverage may not be given away.
- Outside food and beverage vendors are not allowed in the Food and Event Hall unless they provide significant programmatic value to the event. In such instances the following guidelines will apply:
  - The event food vendors will fit within event footprint parameters.
  - Event food vendors will not be placed within resident merchant footprints and will honor merchant and product exclusivity, including existing Seattle Center sponsorship agreements.
  - There may be a maximum of three food vendors (points of sale) or booth spaces. A booth space is defined as 10' x 10'.\*\*
  - Event food vendors will be subject to a buyout fee for commercial events, or commission on sales for Public Programs events, to Seattle Center.
  - Cooking by outside vendors is prohibited inside of the Armory. Vendors are required to have all Seattle Fire Department and King County Health Department permits and follow regulations as set by those permits or by Seattle Center.

- Food vendors and/or offerings may be restricted at the discretion of the Director.

*\*\*This requirement does not apply to Full Floor Buyouts of the Armory Food and Event Hall.*

### **LIGHTING/DECOR/PERIMETER RESTRICTIONS**

Event clients may wish to enhance Food and Event Hall events with specialty lighting or décor. The following requirements apply to décor within the Armory Food and Event Hall:

- Seattle Center is a union house and Sound/Video or Stage technicians may be required to set, strike and operate equipment for events. These staffing requirements will be determined by the Event Representative based on event needs. Please see the Armory Production Guide for details regarding lighting, rigging, and other technical resources available for use.
- The permanent vertical signage on the main floor provides an important wayfinding function. If a vertical wayfinding sign is situated within the event perimeter, any blocking or concealing of the sign must be approved by the Event Representative.
- Fees will be assessed to event clients to repair any damage to existing Seattle Center equipment or surfaces.
- Nothing may be affixed to Seattle Center kiosks, walls, or permanent signage unless it is expressly permitted by the Event Representative and Armory Manager.
- Any use of tape, carpet runners, and the like on the floor must be pre-approved by the Event Representative and Armory Manager.
- Freestanding pipe and drape may be used within an event footprint, provided that:
  - To ensure visibility of restaurants, pipe and drape should be set so as not to block Armory merchants. This will be worked out with your Event Service Representative.
- During normal Armory operating hours, pathways must be maintained to grant public access to all merchants (including the ramp leading to the NE merchant space), Seattle Center Customer Service, and all restrooms.
- All exits and emergency access points are to remain visible and accessible at all times.

### **SET-UPS**

All Seattle Center equipment must be set up and operated by Seattle Center staff. Facilities are cleaned prior to each Event and set according to the plan written by the Event Representative assigned to the event. This plan is based on the event requirements which must be received by the Event Representative at least 15 days prior to the Event; additional charges may apply if information is received later. One standard set-up per day is included with the Facility Use Fee. Provision of an additional set-up or cleaning on any day is subject to staff availability and may incur additional labor charges.

Exhibitors must carry in and set up their own exhibit materials and carry out any remaining materials at the end of the event. No porter service is available. To conserve energy, doors shall be kept closed when not in use during move-in and -out. Deliveries should only be scheduled when the client is in the facility to receive them. Seattle Center cannot sign for deliveries.

## **PERSONNEL REQUIREMENTS**

Included with the Facility Use Fee (rent) is a dedicated Event Representative (ER) who coordinates Seattle Center services for the Event. An allotment of ER time is provided with the room rental. Should the ER be required to spend more than the maximum time allotted for the Event, Licensee will be charged for the labor overage. Additional staff may be required or requested based on event operating hours and Armory open/close times. Sound and stage technicians may be needed to set up and remove equipment and to operate it during the Event. For some events, Guest Services personnel will be required to serve as door attendants, guards, ushers and/or Event security. Additional security in the form of Seattle Police or peer group security may also be required. The numbers of such personnel needed are determined by the ER based on Seattle Center practice, union contracts and the nature of the Event, and will be charged to Licensee at rates set forth in the Personnel Rates Addendum. Any event activity inside the building outside of regular Armory operating hours will necessitate staff to monitor building access, to be billed back to the client.

## **SOUND/VIDEO**

A built-in overhead sound system and LED screen are available for use in the Armory Food & Event Hall; please reference the Armory Production Guide for details on the LED screen, which is permanently installed at the Armory Stage. Additional sound equipment is available for rent. Seattle Center sound operators are required to set up and operate all Seattle Center equipment during the Event, the labor for which will be billed back to the Licensee. No Seattle Center sound equipment shall be combined with any other equipment. Music played during normal Armory operating hours must be family-appropriate, and sound operator will monitor volume to take into account operations of resident organizations and merchants within the building.

## **STAGE**

Please reference the Armory Production Guide for details on the existing Armory Stage, including existing stage lighting. Additional stage platforms are rented in 4'x8' pieces and are available in heights of 8", 16", 24" and 32". Large stages can be estimated and may be required for heavy stage loads. Theatrical lighting and sound equipment may be rigged to existing truss grid or ground supported. Lighting changes from presets require additional stage labor.

## **ELECTRICAL**

Please reference the Armory Production Guide for detailed electrical information. Dropping power from existing ceiling locations must be done by Seattle Center Stage labor. Any connections must be made by Seattle Center staff or a Washington State licensed electrician approved by Seattle Center and their work must comply with applicable codes.

## **FLOOR RESTRICTIONS**

- Load limits apply, consult your Event Representative.
- Steel tread wheel dollies are not permitted.
- Use of any tape, carpet runners, and the like must be pre-approved by your Event Representative and Armory Manager. Fees may be incurred to repair any damage to floors due to event activity.
- All steel scaffolding and display supports must have foot pads under vertical posts.

### **SIGNS AND POSTERS**

- Nothing shall be hung on doors, finished wood, painted surfaces or windows by means of tape, tacks, nails, staples or mastic.
- Easels are available for signage use, consult your Event Representative.
- Portable art walls are available for use, consult your Event Representative.
- Banners may be hung in the interior Armory; locations must be pre-approved by the Armory Manager, and banners must be hung/struck by Seattle Center Stage labor. Please consult your Event Representative.

### **SMOKING POLICY:**

The Washington Indoor Clean Air Act prohibits smoking in all public places and within 25 feet of any entrance, exit, or ventilation intake.

### **ACCESSIBILITY**

The Armory Food and Event Hall is wheelchair and stroller accessible. Assistive listening systems are installed, for which portable systems are available. Per the Americans with Disabilities Act, you must make these available to your guests. Request activation and receivers from your Event Representative in advance if needed for your event.

### **FIRST AID AND INCIDENT REPORTING**

For minor First Aid issues on site at your event, please contact the Seattle Center Duty Manager or Emergency Services Lead. For more serious emergencies or accidents, please first contact 911. Once 911 has been contacted, let Seattle Center Staff know that there will be police and/or fire on the way to your facility

If accommodations are required to access this document, please contact [SCBooking@seattle.gov](mailto:SCBooking@seattle.gov)

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