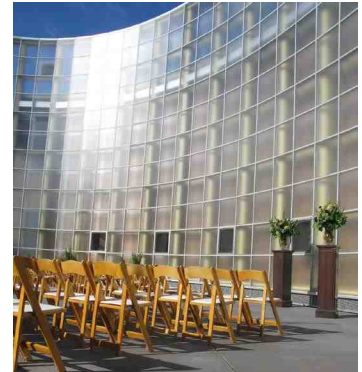




CREATE YOUR SPECIAL DAY AT THE WHATCOM MUSEUM

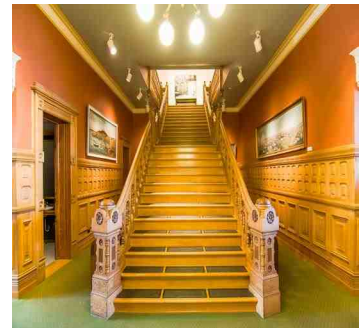
LIGHTCATCHER

For weddings, birthday celebrations or corporate events, the Lightcatcher is a versatile facility with a modern mood. Host an informal gathering in the FIG or take over the whole facility for the ultimate celebration.



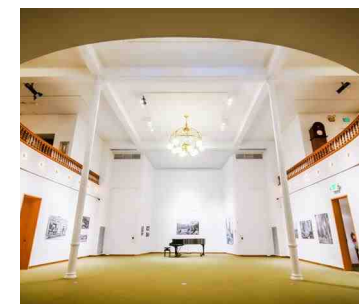
OLD CITY HALL

With its magnificent staircase and grandly proportioned Rotunda Room, Old City Hall is a gracious setting for meetings, weddings, holiday parties, musical performances or any other sociable occasion.



FOR RATES AND AVAILABILITY

or to schedule a tour,
call 360.778.8953 or
info@whatcommuseum.org



FAQ's for rental of the Whatcom Museum

Q: What kind of events can you accommodate?

A: Examples of festivities held at the Museum include weddings, receptions, birthday parties, holiday parties, fund raisers, client appreciation events, product releases, workshops and company meetings.

Q: How do the spaces at the Museum differ from a banquet hall?

A: In choosing to use the Whatcom Museum, you've decided on a space that offers more than just a venue. It also offers thoughtfully curated exhibitions for your event's enrichment and your guests' enjoyment. As we are foremost a Museum, occasionally exhibits will be placed in the Lobby, Lighthall and Courtyard. These pieces may not be moved. Additionally, artwork may be added to public spaces which may change the layout of your event. Please do add this consideration to your planning process.

Q: What hours are available for events/weddings?

A: We are open to the public, during day hours, Wednesday through Sunday. Venue rentals are booked outside our regular hours (12 PM - 5 PM). Day meeting times may also be available; ask our Rental Staff for more information.

Q: How late can we stay?

A: Events must end by midnight, with clean-up time included. We suggest you begin clean up by 11 PM.

Q: Who would set up the room? Is there a set-up fee if the Museum provides the set-up?

A: Our staff sets all Museum-owned equipment as part of the rental fee. All other items brought in for the event are set up by the renter.

Q: Do you have furniture (chairs, tables, podium, etc.) available for us to rent?

A: The Museum has a limited number of tables and chairs for your use at no extra charge. Please ask for details.

Q: Can we rent furniture from other sources?

Yes! Ask our Museum staff for suggestions. We will also assist in coordination of drop-off and pick-up of rented equipment.

Q: What are your rates for events/weddings?

A: Our rates depend on the space and/or rooms you choose to rent. Prices range from \$300-2,700, per event. Once space needs are determined, our staff can quote you a price. Reduced rates are available for non-profits.

Q: How many people can the Museum accommodate?

A: Depending on your event format and needs, the Whatcom Museum can accommodate groups of up to 300 people. Speak with our Rental Staff about your event vision to determine your maximum guest count.

Q: How much is the deposit and when do we have to pay it?

A: Deposit is ½ of the total rental cost and due at the time of booking. Remaining balance is due at the time of the event. An additional cleaning/damage deposit of \$250 is also due at time of booking but will be returned after the event, if facilities are left in condition rented.

Q: What is your cancelation policy?

A: If client cancels thirty (30) days prior to reserved date, deposit will be refunded, less \$100 for administration fees and any portion spent on behalf of Client request. If cancellation occurs less than twenty-nine (29) days, any deposit and fees paid shall not be refunded.

Q: Is there a clean-up fee?

A: There is no clean-up fee if you leave the place as you found it. Trash and recyclables may be placed in the Museum dumpsters.

Q: Are there any restrictions on decorations can we use?

A: All decorations and entertainment must be approved by the Museum representative. We do ask the following: no open flames in the buildings, no glitter, no helium balloons, and flowers must be from pest-free sellers (no home or wild picked flowers or plants inside the facilities).

Q: Can we take pictures in the Museum?

A: You are welcome to take pictures during your event. Please no flash photography in the galleries. Occasionally an exhibition will have photo restrictions. Please ask your Museum Representative for details.

You are welcome to take pictures on, and from, the Green Roof. However, crossing the low barrier fence is completely prohibited.

If you are looking for the perfect location for your work, family, team, or to capture that special moment forever, photo sessions may be scheduled (fees may apply).

Q: Can we serve alcohol at our event? What is your policy on alcohol?

A: Yes, you may serve beer or wine. All alcohol must be served by a licensed bar tender and require either a Banquet Permit or a Special Occasion permit, depending on type of event, from the WSLCB; ask for details.

Q: Is there a smoking area?

A: No. The Museum, including the courtyard, is a part of the City of Bellingham (COB) and adheres to the COB policies. All Museum buildings are non-smoking. Smoking should be done at least 25 feet from any entrance or air intake.

Q: Do you have audio/visual equipment for use?

A: Yes, in our Old City Hall we can provide a microphone and podium as well as a viewing screen. Renters are asked to bring their own computers or projection equipment. For adding music to your event, we suggest rental of a sound system, or bringing an amplifier and electronic music storage device (an iPod, MP3 player, etc).

Q: Do you offer catering?

A: We do not provide catering, but do have a list of approved caterers. If you have another caterer in mind, they must be preapproved by the Museum Rental staff.

Q: Do you have a kitchen available for us to rent?

A: No, we do not offer kitchen/food preparation spaces. There is no dishwashing or sink space. Your caterer will need to provide all drinking water. Specific food staging areas are available in both buildings.

Q: Do you have staff available for us during the event?

A: Yes, the Museum provides security staff at all events. They aren't your event staff, but are available to answer questions or assist you with the building, as well as maintain the security and artwork of the Museum. If you need help with your event (set up, service, clean up, etc.), we suggest speaking with your caterer or contracting an event planner.

Q: Do you have, or can you recommend, an event/wedding planner?

A: Each event is a unique and special occasion, so this question depends on your preference and personal desire. We don't have a planner on staff, but we can provide you with some basic information and recommendations.

Q: What about parking? Where can the guests park?

A: The Whatcom Museum has a parking lot for our patrons' use that is free of charge and is located behind the Old City Hall building at 121 Prospect Street. Additionally, parking is available on the streets and is free after 5 PM and on weekends.

Q: Some of my guests have special ambulatory needs. Do you have an elevator?

A: Yes! Both the Old City Hall and the Lightcatcher have elevators. Additionally, the Old City Hall has an access ramp at the rear entry of the building.



RENTAL RATES

LIGHTCATCHER BUILDING

5PM – Midnight*

(Limited access for set up only before 5pm)

		Non-Profit Pricing
Lobby and Lighthall	\$1,000	\$650
Add Courtyard	\$250	\$200
Add 1ST Fl Gallery	\$500	\$300
Add 2ND Fl Gallery	\$300	\$200
Add FIG, until 9PM (FIG studio not included)	\$550	\$400
Add LCB Studio*	\$200	\$200
Courtyard Only <i>(Indoor access limited to restrooms only)</i>	\$400	\$275
Whole Facility	\$2,700	\$1,900

OLD CITY HALL

Available 5PM – Midnight*,

(Limited access for set up only before 5pm)

hourly charge - 2 hour minimum

		Non-Profit Pricing
Rotunda and Mezzanine	\$200/hr	\$100/hr
Add 1st FL Galleries	\$1000/evening	\$500/evening
Add Piano	\$100/hr	\$50/hr
	\$500/evening	\$275/evening
	\$75	\$75

WEDDING PACKAGES

\$1850 - 2500

Option 1 - Start at the historic Old City Hall's spacious Rotunda Room, adjacent Maritime Gallery, and Mezzanine (does not include the first floor galleries). Our concert grade grand piano is ready for your performer, or to be open as a beautiful backdrop. Museum staff sets out chairs and tables so you are all ready to go. Hours of use in Old City Hall begins with set up at 4 PM. From 5 - 8 PM the Museum is exclusively yours for final set up, ceremony, breakdown, and removal of your equipment.

Following your ceremony, you and your guests travel to the modern flare of the Lightcatcher building for your reception festivities. Since we allow set up time beginning at 4 PM, the space will be ready for you to start the party. Areas included in the rental are the lobby, lighthall, courtyard, and galleries, and are yours until midnight. Total package cost is \$2,500.

Option 2 - This option is for couples who still want the pomp and circumstance of an Old City Hall ceremony followed by a fun and exciting evening in the Lightcatcher, but who don't need quite as much space. You'll have all of the amenities offered in Option 1, but this package excludes the Lightcatcher galleries. Total package cost is \$1,850.

*Also available day/non-open hours, ask for details and pricing

Whatcom Museum Catering List

Ciao Thyme

207 Unity St
Bellingham, WA 98225
360/733-1267 www.ciaothyme.com

Ciao Thyme offers a fresh style of catering that features local, seasonal produce, and on-site cooking. Menus are written specifically for the season, venue and the client's taste.

- Basics to full-service option which may include event set-up, service, staffing & more
- Can facilitate all your table settings, linens, tables and chairs for your event
- Event consultation
- Catering all sizes of events at the Whatcom Museum

Paella Works

PO Box 398
Maple Falls, WA 98266
360/599-1898 www.paellaworks.com

Paellaworks provides traditionally made paella packages utilizing the regional ingredients of the Northwest, as well as the finest in European import. Paella packages are prepared on site, at your event.

- Can provide biodegradable plates and flatware, if needed, or arrange rental
- Event consultation
- Catering all sizes of events at the Whatcom Museum, with a minimum party size of 25

Old World Deli

1228 N. State St.
Bellingham, WA 98225
360/738-2090 oldworlddeli1@mac.com

Old World Deli specializes in traditional deli sandwiches, box lunches, an array of platters, spreads & salads by the pound. The menu works well for all types of occasions and they'll work with you on pricing & menu to find the best fit for your event.

- Basics to full-service option which may include event set-up, service, staffing & more
- Can assist with your table settings, linens, tables and chairs for your event
- Catering all sizes of events at the Whatcom Museum; dependent on notice and timing

Market Street Catering (A division of Haggen's)

210 36th St
Bellingham, WA 98225
360/647-4325 or 1-866-912-2233 www.marketstreetcatering.com

Market Street Catering takes pride in the premier talents of their professional chefs who use their knowledge, expertise, and exceptional creativity allow Market Street Catering to offer only the finest in carefully crafted menu items.

- Basics to full-service option which may include event set-up, service, staffing & more
- Can facilitate all your table settings, linens, tables and chairs for your event
- Catering all sizes of events at the Whatcom Museum

Double Barrel BBQ

Jim Lee

360/770-RIBS (7427) Jim@doublebarrelbbq.com

Double Barrel BBQ is a full-service caterer specializing in real southern style pit BBQ. Meats are dry rubbed with a custom blend of spices & slow smoked over hickory, oak, and fruit woods.

- All Service is buffet style
- Can assist with your table settings, linens, tables and chairs for your event
- Catering all sizes of events at the Whatcom Museum

Crave Catering

Bellingham, WA

360/223-4900 <http://www.cravecatering.net/>

Personalized care for your catered affair. Their accomplished team of chefs are committed to custom designed presentations given to regional abundance. Casual to sophisticated, they place quality and guest experience at the forefront.

- Basics to full-service option which may include event set-up, service, staffing & more
- Can assist with your table settings, linens, tables and chairs for your event
- Catering all sizes of events at the Whatcom Museum

Memorable Events & Catering

5510 Nielsen Ave, Ste B

Ferndale, WA 98248

360/441-7244 www.memorableeventsandcatering.com

Whether it be large or small, no detail of your event will be overlooked. Memorable Events will provide you with delicious homemade cuisine from hand selected cuts of meat, international cheeses, the best fruits and vegetables and fresh artisan breads.

- Basics to full-service option which may include event set-up, service, staffing & more
- Can assist with your table settings, linens, tables and chairs for your event
- Catering all sizes of events at the Whatcom Museum

Fools Onion

5305 Northwest Dr.

Bellingham, WA 98226

360/815-7380 www.foolsonion.com

Fools Onion Catering is committed to working with each client no matter the event size, menu or budget. From a meal for two or two hundred; Elegant to casual, formal wedding to simple business continental breakfast. They work with each individual or group to accommodate special dietary needs: vegetarian, vegan, gluten intolerant, kid menus, and more.

- Basics to full-service option which may include event set-up, service, staffing & more
- Can assist with your table settings, linens, tables and chairs for your event
- Catering all sizes of events at the Whatcom Museum

Whatcom Museum Catering List

Boundary Bay Brewery Catering

1107 Railroad Ave

Bellingham, WA 98225

360/647/5593 catering@bbaybrewery.com

Boundary Catering is thrilled to offer a wide variety of menus that highlight the fantastic farms, fisheries, dairies, and producers found in our unique bioregion. Large or small, casual or formal, all based on your vision and needs, including special dietary needs and allergens.

- Basics to full service options which may include event setup, service, staffing & rentals
- Custom menu design and event consultation
- Catering all sizes of events at the Whatcom Museum



Food Trucks Welcome!

True to the adventurous spirit of Bellingham, food trucks are a hot trend. Have your favorite truck serve your event. Tacos, pizza, BBQ, whatever your taste. For parking details and access for trucks, speak with Museum rental staff.