



Northwest  
African American  
Museum



# Venue Experience



2300 S. Massachusetts Street Seattle, WA 98144  
[www.naamnw.org/venue-rentals](http://www.naamnw.org/venue-rentals)

## NORTHWEST AFRICAN AMERICAN MUSEUM (NAAM)

**NAAM offers accessible, impactful experiences that open minds and change lives. Education, equity, and empowerment are at the core of our mission and at the heart of each of our programs, exhibitions, and events.**

Based in Seattle's historic Central District, NAAM provides ongoing opportunities for people to celebrate and learn about the history, art, and culture of the African Diaspora. By placing African American stories front and center rather than at the periphery of historical and present day narratives, we seek to inspire people to embrace Black history, art, and culture as an essential part of our shared heritage and future.

NAAM offers over 4,200 sq. ft. of high-quality, private event space for all occasions. Our facilities feature large vintage windows, high ceilings, hardwood floors, artist studios, outdoor patios and free parking. Let our courteous staff assist you with all the finishing touches to help personalize your event.

Our public programs, events, and outreach initiatives complement our exhibitions and create opportunities for intergenerational, multicultural audiences to engage in meaningful conversations and to make an impact in the community.

NAAM is one of the leading spaces in the Pacific Northwest for racial equity and social justice empowerment and cross-racial dialogue. Our programs and events promote educational empowerment, informed activism, and community connection.

history  
art  
culture

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2300 S. Massachusetts Street  
Seattle, WA 98144

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## RENTAL AVAILABILITY

Monday & Tuesday | Not Available  
Wednesday - Sunday | 8:00 AM to 11:00 PM

\*The museum is closed the public on Wednesdays. Additional fees will apply.

## EVENT TYPES

### Meetings

Meetings are only available during business hours, from 10 AM - 5 PM.

Meetings are available for guests counts of 40 or less. [Rectangle Tables Only]

### Banquets

Banquets are available for guests counts of 150 or less. Banquet seating means using round tables evenly spread out throughout the space.

[Rounds/Rectangle Mix]

### Cocktail Receptions

Receptions are available for guests counts of 180 or less. Receptions provide less seating for guests and more space to mingle. [Rounds/Bistro Table Mix]

### Theater

Theater style events are available for guest counts of 200 or less. [Chairs Only]

### Museum Buy-Out

Complete museum buy-outs are available, please inquire for additional details.

## GENERAL POLICIES

- All events will need to provide one Point of Contact (POC), who will be the main contact with NAAM staff. All requests on the day of the event should be made by the POC to NAAM staff.
- NAAM requires event insurance for all rentals. The facility user has the option to obtain this independently or the client may utilize the Museum's partner, Event Helper. Events cannot take place without insurance coverage from the facility user AND third-party vendors present on the day of the event.
- All layouts and floorplans need to be confirmed a minimum of 7 days prior to the event date. Any day of changes to event set up will incur additional fees.
- Mandatory site visits are required prior to booking and at least 7 days prior to the event date.
- Food & drink are not permitted in the Northwest Gallery and Paccar Gallery. The facility users is required to have day of attendants to ensure these spaces are clean. Exhibits and/or galleries cannot be rented or used or events.
- NAAM provides compost, trash, and recycling bins for all events. Facility users are responsible for the proper sorting of trash into the correct bin. Additional fees may be added for trash that is not disposed of after the event.

## PAYMENT SCHEDULE

All contracts should be signed and returned within 7 business days of being received. The Event Deposit (50%) is due upon signing, and the remaining balance is due 7 days before to the event date. NAAM facilities are NOT considered reserved until the facilities user has returned the completed contract and the 50% event deposit has been paid. All prices and conditions are subject to change without notification until the booking deposit is received.

## CANCELLATION POLICY

Should it be necessary to cancel an event after a contract has been signed, NAAM reserves the right to retain the following amounts based on the scale below.

- More than 3 months prior to the event date | 75% refund to the facility user.
- Less than 3 months prior, but more than 30 days prior to the event | 50% refund to the facility user.
- Less than 3 months prior | 25% refund to the facility user.
- Less than 10 days prior to the event date | No refund to the facility user.

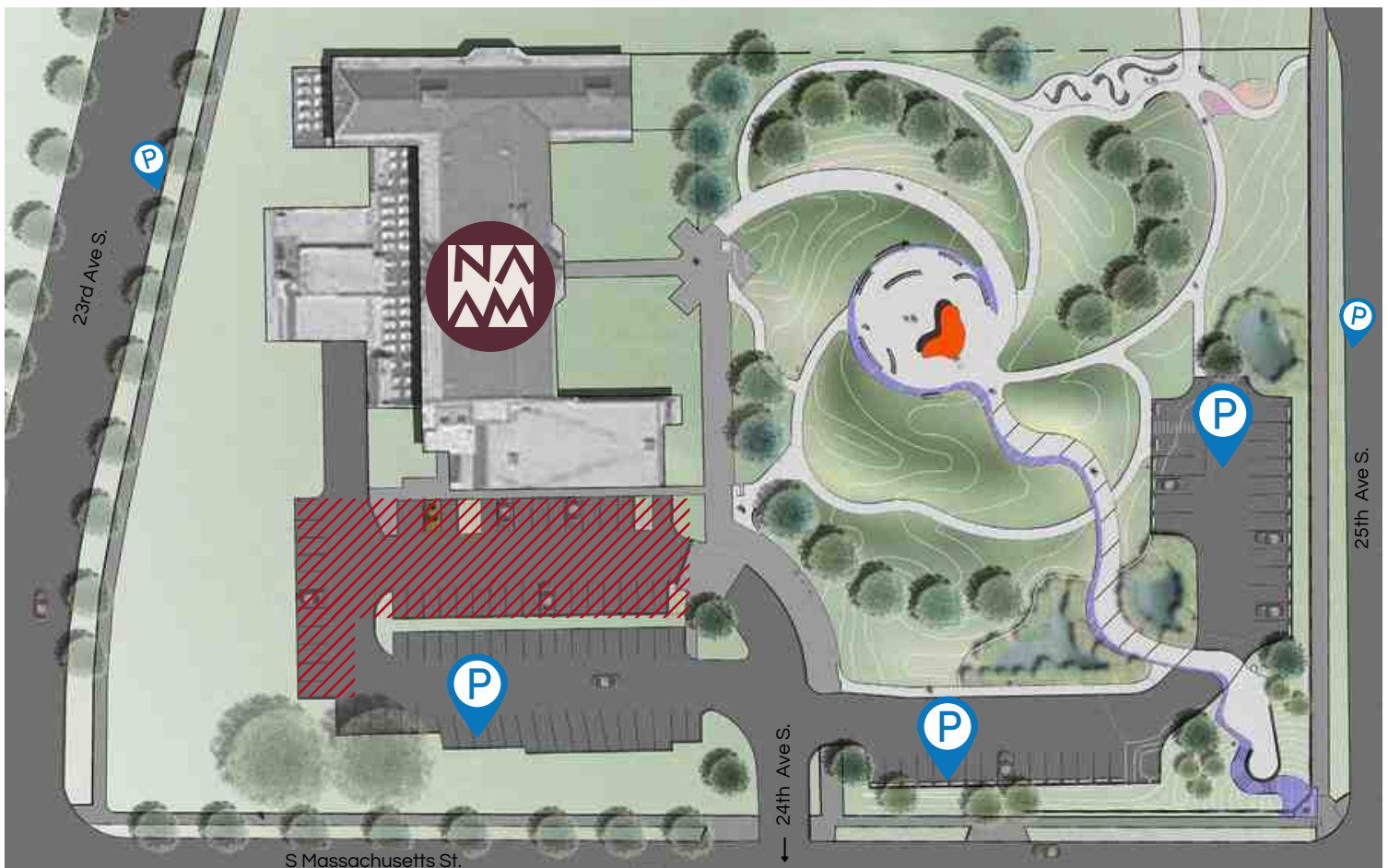
Notice for rescheduled events should be given a minimum of 14 days prior to the event date. the facility user is responsible for any price difference associated with the new event date.

## PARKING DIRECTIONS

Limited spaces (40), are available within the museum parking lot. Additional free parking is available at Jimi Hendrix Park and on 23rd Ave S., 24th Ave S., or 25th Ave S.

Please **DO NOT** park in the spaces marked in red as they are reserved for residents. Those parked in residential parking spaces will be requested to move or may be subject to towing at the owner's expense. The POC is responsible for asking guests to move their vehicles. We highly encourage guests to carpool or take public transportation.

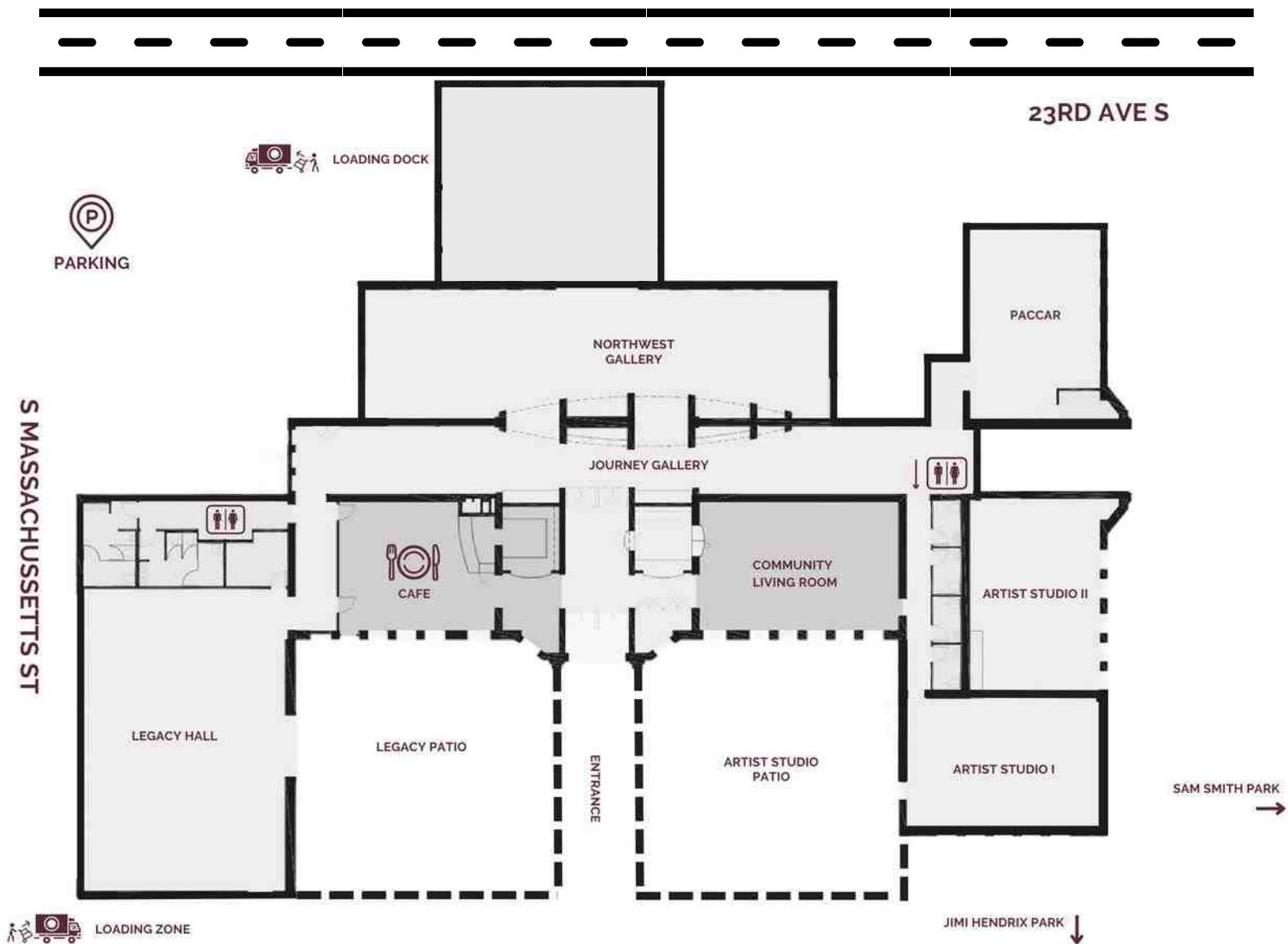
## PARKING MAP



## LOADING/UNLOADING PROCEDURES

All loading and unloading must take place through the "Loading Zone" at the front of the museum or the loading dock at the back. It is the responsibility of the facility user to share this with third-party vendors.

# VENUE MAP



## SETUP/BREAKDOWN PROCEDURES

Each rental includes a four-hour event time block. Setup can take place up to two hours before and breakdown must conclude no later than one hour after this time block. Staff will be on-site to monitor your setup and breakdown, but are not responsible for assisting with any decorations or additional setup.

### Setup

NAAM is responsible for the setup and breakdown of NAAM equipment including tables, chairs, linen, and basic AV. Any additional setup requests on the day of the event, i.e. extra chairs, tables, and catering-related items, will be subject to additional fees.

## Breakdown

All items brought into the facility must be removed at the end of the event. All third-party items must be removed at the end of the event. Any late pick-up may be subject to additional fees. All trash will need to be removed and placed in the wheel barrel for disposal.

## DECORATIONS

Limited decorations are permitted at NAAM. Please do not rearrange furniture without prior approval. Any special decoration request must be approved by NAAM staff at the contract signing.

- We do not allow stickers, foam tape, gum-type tape, nails, staples, tacks, or adhesive sticky goo to be used on floors or walls. Blue painter's tape or Command Strips/hooks can be used to adhere decorations to walls.
- Helium balloons, glitter, rice, sand, confetti, or similar materials are prohibited.
- Flower petals can be displayed on tables but not on floors without a runner underneath.
- No use of sparklers or pyrotechnics. No open flames or burning of items, only flameless candles are permitted.
- NAAM staff must approved of decorations, displays, and their installation prior to the event date.

## AUDIO & VISUAL

NAAM provides basic audio and visual equipment for presentations and basic amplified sound. All facility users are responsible for managing their own AV for the event. A NAAM AV tech can be requested for an additional fee and will be subject to availability. Any additional AV requirements must be sourced through a third-party vendor. Events utilizing Apple products are responsible for bringing their own dongle for connection capabilities. The WiFi password will be shared on the date of the event.

## CAFE AMENITIES

NAAM's cafe is available for prep and warming only. All cooking should be completed in a commercial kitchen. The cafe included access to:

- Refrigerator
- Ice machine (Notify staff for use)
- Warmers
- Hand Wash Stations (2)
- 3 Compartment Sink
- Dishwasher



## FOOD & BEVERAGE

Events serving alcohol are required to have a MAST Class 12 server. Self-pouring is prohibited at NAAM. Events without licensed servers will not be allowed to serve alcohol during the event. A banquet permit is required for all events serving alcohol and must be displayed during the event. The facility user is responsible for ensuring that adequate water is available for guests. All food and beverage vendors present on the day of the event are required to provide a Certificate of Insurance, according to the limits listed below.

To combat food waste, all events are required to have to-go containers provided for attendees to take any leftover food with them. NAAM does not provide to-go containers, the facility user is responsible for ensuring these items are available for guests. Events that leave large amounts of food will incur additional fees.

NAAM DOES NOT provide any of the catering-related items:

- Chaffing Dishes
- Plates
- Utensils
- Serving Spoons
- Wine Openers
- Lighters
- Water Bottles (Water fountains available)

## VENDOR INSURANCE

The third-party vendors shall purchase and/or maintain a policy of general liability insurance naming "Northwest African American Museum" as an additional insured, as well as protects the vendor from claims which may arise out of or resulting from the activities of Facility User and Facility User's guests.

The policy should provide the following limits:

- \$1,000,000 – Each Occurrence
- \$1,000,000 – Personal Injury & Advertising Injury
- \$2,000,000 – Aggregate Limit

A copy of the policies Certificate of Insurance must be submitted to the NAAM 7 days prior to the event.

# NORMAN B. & CONSTACE RICE | LEGACY HALL

2,340 square feet

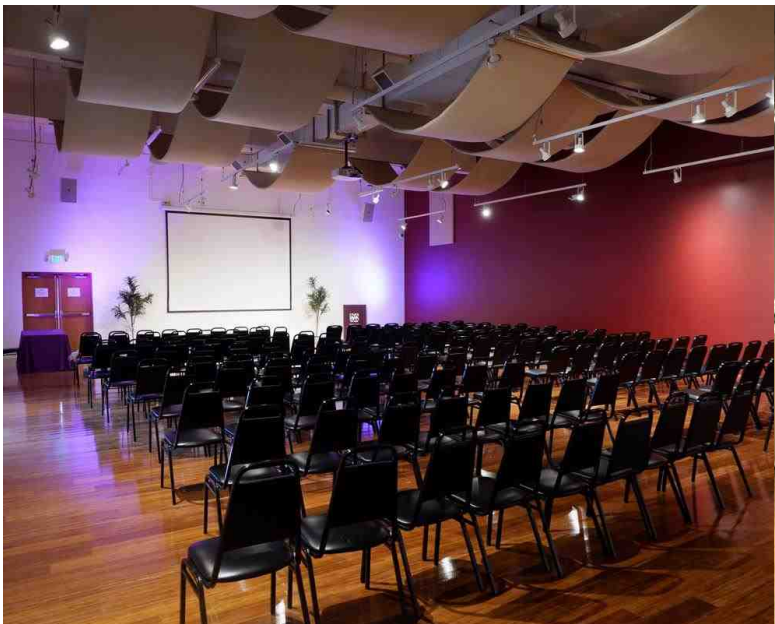
The Legacy Hall is a generous 2,340 sq. ft. space, with an entrance door leading directly into the Legacy Patio. This space is ideally suited for large events with a capacity of up to 200 theater-style seating and 150 seated dinner attendees.

Legacy Hall is the perfect space for cocktail receptions, weddings, galas, conferences, and trade shows. Spring and Summer events held in the Legacy Hall can be enhanced by reserving the Legacy Patio.

## Legacy Hall Prices

(4 hours included)	Room Rate	Patio Add-On	Additional Hours
<b>General Rate</b>	\$3,000	\$500	\$250 each
<b>Non-Profit Rate (10% discount)</b>	\$2,700	\$450	\$225 each

\*The non-profit discount is only applicable to the room rate.



# ARTIST STUDIOS

ARTIST STUDIO 1 | 990 square feet

ARTIST STUDIO 2 | 960 square feet

The Artist Studios combines artist and education outreach space for hands-on art programs. The Artist Studio spaces are appropriate for small to medium-sized groups. Studio 1 is recommended for cocktail receptions, meetings, or small personal milestones. Spring and Summer events held in Artist Studio 1 can be enhanced by reserving the Artist Studio Patio. The Artist Studios can be combined for a slightly larger adjoining space that can conveniently be used for larger events.

## Artist Studio Prices

(4 hours included)	Room Rate	Patio Rate	Additional Hours
<b>General Rate</b>	\$1,000	\$500	\$250 each
<b>Non-Profit Rate (10% discount)</b>	\$900	\$450	\$225 each

\*The non-profit discount is only applicable to the room rate.



ARTIST STUDIO 1



ARTIST STUDIO 2

## ADDITIONAL FEES

Type	Price
Damage Deposit (Refunded within 10 business days less any fees)	\$300
Cafe Usage (Applied for any usage)	\$300
Linen	\$10/each
Museum Closed (Charged for events held outside of operating business hours, <u>Thursday-Sunday, 10 AM-5 PM</u> )	30% of room rate
Docent-Led Tour	\$40
Security (May be required for events with 150+ guests)	Based on third-party rates.

## POST-EVENT FEES

Type	Price
Cleaning Fee (If breakdown procedures are not completed)	Damage Deposit will not be refunded.
Time Overage Fee (For events exceeding their contracted time without authorization)	\$250/hour
Damage Fee (Will be invoiced based on assessed damage)	Charged at prevailing rates.

## CERTIFICATE OF LIABILITY INSURANCE

Facility User shall purchase and/or maintain a policy of general liability insurance naming "Northwest African American Museum" as additional insured, as well as protect the Facility User from claims arising out of or resulting from the activities of Facility User and Facility User's guests.

The policy should provide the following limits:

- \$1,000,000 – Each Occurrence
- \$1,000,000 – Personal Injury & Advertising Injury
- \$2,000,000 – Aggregate Limit
- \$1,000,000 – Liquor Legal Liability\*

A copy of the Certificate of Insurance must be submitted to NAAM 7 days before the event.

## VENUE FAQs

### **How do I check for availability or reserve and event space?**

Complete the Private Event Inquiry form and the Event & Rentals Coordinator will get back to you within 72 hours to begin planning your event.

### **Can I drop-in to view the rental spaces or do I need to book a site visit?**

Booking a site visit is encouraged for all prospective events. Please complete the Private Event Inquiry to book a site visit.

### **What is included when renting from NAAM?**

Tables, chairs, and basic audio and visual equipment are included with every rental.

### **Can my guests walk through the museum?**

All guests have access to explore the museum during the event. Docent tours can be added to events for an additional charge, if available. Exhibits and/or galleries displaying art cannot be rented or used for events.

### **What parking is available? Is there a private lot?**

Limited spaces are available within both the Museum and Jimi Hendrix Park parking lots. The museum parking lot is shared with the Urban League residents. Please refer to the parking map for available MUSEUM ONLY parking spaces. Unauthorized cars parked in resident parking or the loading dock may be towed at the owner's expense. Additional free parking is available on 23rd Ave S or 25th Ave S. [Parking maps are provided to all rentals.](#)