



# EVENT TIMELINE & PLANNING PAPERWORK *(Required)*

DATE |

EVENT NAME |

## ABBEY AV EQUIPMENT [RENTER INITIAL: \_\_\_\_\_]

Due to practical factors beyond our control we cannot guarantee availability or functionality (see contract). RENTER must have designated tech person when using ABBEY sound and/or projector, RENTER is responsible for testing everything to insure functionality (unless ABBEY tech has been hired).

DIGITAL PROJECTOR & SCREEN\*\* ☐ GREAT HALL (upstairs) ☐ GALLERY (downstairs)

\*\*Clients must bring own adaptor to VGA input. Equipment is free to use, but functionality cannot be guaranteed (see contract).

### ABBEY SOUND EQUIPMENT

GREAT HALL (upstairs)

☐ None\* ☐ Simple ☐ Complex

GALLERY (downstairs)

☐ None\* ☐ Simple ☐ Complex

**Simple:** 1-3 corded mics, Aux cord for music, 2 speakers

**Complex:** i.e full band or any instruments, 3+ inputs, etc.  
(fees apply- see contract, requires Abbey Sound Tech)

\*I DO NOT NEED Abbey Sound Equipment (I do not need simple sound, projector, or mic during my rental) \_\_\_\_\_  
(RENTER or COORDINATOR signature)

## ALCOHOL POLICIES [RENTER INITIAL: \_\_\_\_\_]

**\*\*BARTENDER REQUIRED** For events with 75+ guests, a MAST trained with a valid Washington State Liquor Control Board Class 12 mixologist license is required.

The sale and consumption of alcoholic beverages is subject to additional laws, permits, regulations and a potentially higher insurance limit may be required.

**PERMITS** Alcohol can be served if proper permits are obtained, there is a designated sober person who will oversee serving, and a detailed plan has been

submitted to ABBEY to ensure underage attendees will not be able to obtain drinks. If permits and insurance are not submitted to ABBEY prior to event, the consumption or sale of alcohol will not be permitted.

**OVERSERVICE** Bar Staff and Abbey Arts staff are authorized to close the bar down if alcohol consumption becomes a dangerous situation and is the cause of disrespectful behavior or damage to the property.

Please describe below any planned alcohol sales, serving or consumption at this event.

**WILL ALCOHOL BE CONSUMED?**

☐ Yes ☐ No

**WILL ALCOHOL BE SOLD?**

☐ Yes ☐ No

If sold, list name of organization that holds the WSLCB Special Occasion License:

Will minors be allowed into this event? ☐ Yes ☐ No

What is your plan for checking for ID  
for legal age of alcohol consumers?

## SECURITY REQUIREMENTS [RENTER INITIAL: \_\_\_\_\_]

**SECURITY** Required for all events with alcohol or more than 75 attendees (2 required for events of over 150 attendees and alcohol and/or events using upstairs and downstairs rooms). On event timeline, briefly explain your plan for ticketing/registration/entry to the event. Due to the public nature of our space we want to ensure that your event is secure. Having a plan in place for security or ushers at the doors will help that process, and is required. Fremont Abbey Arts Center is a centrally located venue. Many folks are used to our public venue and we want to make sure everyone entering/exiting will be in your organization.

## COORDINATION & SCHEDULE [RENTER INITIAL: \_\_\_\_\_]

**EVENT PAPERWORK DEADLINE** The following is due 45 days before your event: balance of consideration (*final installment of rental fee*), security deposit, insurance documentation, event floor plan, event timeline, and coordinator agreement. **\*\*\*Failure to provide these 45 days prior to the event may result in a minimum late fee of \$100. See [www.fremontabbey.org/guide](http://www.fremontabbey.org/guide) for paperwork.**



# EVENT TIMELINE & PLANNING PAPERWORK *(Required)*

DATE |

EVENT LOCATION |

## RENTAL DELIVERY & PICKUP

☐ upstairs ☐ downstairs *(Must fall within rental window unless approved, in writing, 1 week or more in advance.)*

## SET UP BEGINS (PER CONTRACT)

☐ upstairs ☐ downstairs

### CATERER ARRIVES

Food Staging ☐ upstairs ☐ downstairsFridge Space Needed ☐ yes ☐ no

### BARTENDER ARRIVES

Bar Setup *(add specific location to floorplan)*☐ upstairs ☐ downstairs

### DJ OR BAND ARRIVES

DJ Setup *(add specific location to floorplan)*☐ upstairs ☐ downstairs

### RENTER SETUP COMPLETE

*If your contract includes an Abbey Staff member on-site, please remember they are a resource for showing you where things are located for your set up and making sure the venue and attendees are all safe. They are not available for security, set up or cleanup duties.*

### EQUIPMENT/TECH CHECK

*(At least 1 hr before guests arrive)*

### SOUND CHECK (START/END TIME)

## VENUE READY (FINAL CHECK)

SECURITY / USHER LOCATION \_\_\_\_\_ SHIFT: \_\_\_\_\_ ☐ 1 Usher ☐ 2 Ushers ☐ 3+ Ushers*Additional Notes:*

### \*GUESTS ARRIVE\*

☐ upstairs ☐ downstairs

### (1) PROGRAM: START

☐ upstairs ☐ downstairs

### (2) PROGRAM: LOCATION TRANSITION

lead by: ☐ caterer ☐ coordinator**10:00 PM**

### VOLUME CHECK

*At full discretion of Abbey Arts Staff (10pm City Noise Ordinance)*

### (3) PROGRAM:

### LAST CALL FOR ALCOHOL

*(2.5hr before exit)*

### BAR CLOSES

*(2hr before exit)*

### CLEAN UP BEGINS

*(1hr min before exit. This timeline is not extended through the addition of Abbey staff cleanup support.)*

## EXIT VENUE (PER CONTRACT)



# COORDINATOR AGREEMENT *(Required)*

EVENT DATE |

NAME |

## EVENT COORDINATOR *(required)*: Initials below indicates the COORDINATOR agrees to abide by all terms:

- \_\_\_\_\_ I will be the first to arrive and the last to leave.
- \_\_\_\_\_ For weddings, this role cannot be filled by Bride/Groom, parent or member of the wedding party.
- \_\_\_\_\_ I will check-in with the Abbey Staff member onsite when I first arrive. I understand that this may take 5-7 minutes.  
This is required before any setup is allowed and/or third party vendors enter the space.
- \_\_\_\_\_ I agree to be primary point of contact throughout event and monitor all programs & schedule.
- \_\_\_\_\_ I am responsible for facilitating a safe and organized setup/cleanup process and will abide by all terms stated in contract
- \_\_\_\_\_ I will complete pre and post event walkthrough with Abbey House Manager and sign off on any damages.
- \_\_\_\_\_ To ensure a safe and successful event will not be under the influence of alcohol and/or other drugs that adversely affect my ability to safely perform my coordination duties.
- \_\_\_\_\_ I will monitor security / ushers to ensure no alcohol goes outside.
- \_\_\_\_\_ I am acting on behalf of RENTER to fulfill all contract terms.
- \_\_\_\_\_ I am responsible to manage all **THIRD PARTY SERVICE PROVIDERS** *(initial all terms below)*
- \_\_\_\_\_ In the case that the coordinator is also the host of the event, a 2<sup>nd</sup> in command must be listed. This person must also agree to all above terms.

## ABBAY ARTS' RESPECT POLICY WILL BE ADHERED TO [INITIAL: \_\_\_\_\_]

No violence, hate speech, verbal or physical assault or other abuse will be permitted by anyone on the premises. We reserve the right to refuse service to any customer, guest, or RENTER (inclusive of bridal party & family members) whose presence in the Abbey detracts from the safety, welfare, and well-being of other patrons and/or staff. Failure to comply with this policy may result in fees equal to or greater than the security deposit and immediate removal from Abbey Arts' premise. We are prohibited from renting to or hosting groups, organizations, or individuals whose teachings and/or employment practices are discriminatory based on age, race, ethnicity, nationality, gender, class, or sexual orientation.

See website for complete policy that will apply upon the date of your event: [www.fremontabbey.org/respect](http://www.fremontabbey.org/respect)

COORDINATOR SIGN \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

PRINT NAME \_\_\_\_\_ PH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2<sup>nd</sup> in COMMAND SIGN \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

PRINT NAME \_\_\_\_\_ PH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## ADDITIONAL VENDORS:

FLORIST: Name: Web:

OFFICIANT: Name: Ph:

VIDEOGRAPHER: Name: Web:

PHOTOGRAPHER: Name: Web:

CAKE: Name: Web:



# THIRD PARTY SERVICE PROVIDERS

(Event Coordinator is expected to act on behalf of RENTER to fulfill all contract terms and to manage all Third Party Service Providers)

## SECURITY / USHERS:

[ COORDINATOR INITIAL: \_\_\_\_\_ ]

- \_\_\_\_\_ Will monitor doors and prevent alcohol from going outside or off the premises
- \_\_\_\_\_ Will maintain order & civility at all times, reporting to Event Coordinator and Abbey House Manager
- \_\_\_\_\_ Will only allow approved guests / attendees in the Abbey
- \_\_\_\_\_ Will perform security sweeps of outside sidewalks periodically to keep a quiet neighborhood and keep all alcohol inside.
- \_\_\_\_\_ These individuals will be responsible for monitoring and/or removing intoxicated, disrespectful individuals from the premise.

Signature below indicates the SECURITY agrees to abide by all terms:

SECURITY #1 SIGN

PRINT NAME

SECURITY #2 SIGN

PRINT NAME

## BARTENDER:

[ COORDINATOR INITIAL: \_\_\_\_\_ ]

- \_\_\_\_\_ MUST have a valid MAST permit if over 75 attendees.
- \_\_\_\_\_ Will NOT drink any alcohol during or before shift, following all WA State Liquor Control laws
- \_\_\_\_\_ Will NOT serve minors / Will NOT over serve guests / Will not serve alcohol outside of specified times
- \_\_\_\_\_ **OVERSERVICE** Bar Staff and Abbey Arts staff are authorized to close the bar down if alcohol consumption becomes dangerous situation and is the cause of disrespectful behavior or damage to the property.
- \_\_\_\_\_ Will respect and adhere to the Fremont Abbey Staff requests and policies.
- \_\_\_\_\_ Proper licenses and permits must be obtained/presented for any servers, events, etc. All liquor service laws must be followed, including Washington State Liquor Control Board laws, Federal Laws, and Abbey Respect Policy

Signature below indicates the BARTENDER agrees to abide by all terms:

BARTENDER SIGN

PRINT NAME

## TECHNICAL/ DJ / MUSIC:

[ COORDINATOR INITIAL: \_\_\_\_\_ ]

- \_\_\_\_\_ MUST HAVE working knowledge of sound equipment set up
- \_\_\_\_\_ Will handle any Fremont Abbey Equipment used with utmost care and will contact Abbey Staff in the case of equipment malfunction and/or major adjustments.
- \_\_\_\_\_ **MUST** respect Abbey staff direction and sound levels. Understand there is a **10pm City of Seattle noise ordinance** and the Abbey's rooms are very live acoustically. Volume must be at a respectful level, at full discretion of Abbey staff.

Signature below indicates the TECH agrees to abide by all terms:

TECH SIGN

PRINT NAME