PLANNING PAPERWORK *(Required)*

DATE |
EVENT NAME |

EVENT PLANNING PAPERWORK AND FEES are due 45 days prior to your event date. Balance of consideration: final installment of rental fees, damage deposit, insurance documentation, event timeline, event floor plan and coordinator agreement. ****Failure to provide these documents 45 prior to your event date may result in a minimum late fee of $100.****

SIMPLE EVENT PAPERWORK - If you have a signed user agreement, you're only required to fill out page 7.

ABBEY AV EQUIPMENT [RENTER INITIAL: _____]

Due to practical factors beyond our control we cannot guarantee availability or functionality (see contract). RENTER must have a 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)* ☐ **NOT NEEDED**

**Clients must bring their own adaptor to VGA input (Fremont Abbey), or HDMI (Ballard Homestead). Equipment is free to use, but functionality cannot be guaranteed, backup option advised (see contract).

ABBEY SOUND EQUIPMENT

GREAT HALL *(upstairs)*	☐ None* ☐ Simple ☐ Complex	**Simple:** 1-3 corded mics, Aux cord for music, 2 speakers
GALLERY *(downstairs)*	☐ None* ☐ Simple ☐ Complex	**Complex:** i.e full band or any instruments, 3+ inputs, etc. *(fees apply- see contract, requires Abbey Sound Tech)*

Please list equipment needed below:

i.e. microphones, speakers, specific cords. Please also list how many are needed. (Adapters not included)

***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 the event, the consumption or sale of alcohol will not be permitted.

OVER SERVICE 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. If hiring on an Abbey Arts bartenders, please fill out paperwork.

WILL ALCOHOL BE CONSUMED?	**WILL ALCOHOL BE SOLD?**	
☐ Yes ☐ No	☐ Yes ☐ No	If alcohol is sold or consumed, a license is required. Please see our FAQ for additional details. www.fremontabbey.org/faq

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 more than 75 attendees or smaller events with alcohol (2 required for events of over 150 attendees and alcohol and/or events using upstairs and downstairs rooms). On the 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 is a guest or part of your event.

PLANNING PAPERWORK

Event Timeline *(Required)*

Approved by (Abbey Staff Only): _____	**RENTAL DELIVERY & PICKUP** **List items here:**	☐ yes ☐ no *(Must fall within rental window unless approved, in writing, 1 week or more in advance.* Drop off date: _____ Pick up date: _____ Drop off Location: _____ Pick up Location: _____ Drop off Time: _____ Pick up Time: _____
_____:_____	**VENUE ACCESS TIME (PER CONTRACT)**	☐ upstairs ☐ downstairs *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.*
_____:_____	CATERER ARRIVES	Food Staging: ☐ upstairs ☐ downstairs Fridge Space Needed ☐ yes ☐ no
_____:_____	BARTENDER ARRIVES	Bar Setup ☐ upstairs ☐ downstairs How many bars? _____ Will the bar need to move? ☐ yes ☐ no If so, where? _____ ***Please locations indicate on floor plan*** **RECOMMEND 2-3 hrs for Kegs to settle before use.*
_____:_____	DJ OR BAND ARRIVES	DJ Setup ***(Please indicate on floor plan)*** ☐ upstairs ☐ downstairs
_____:_____	EQUIPMENT/TECH CHECK (if applicable)	*(At least 1 hr before guests arrive)*
_____:_____	SOUND CHECK (START/END TIME) (if applicable)	
_____:_____	**VENUE READY (FINAL CHECK)**	
	SECURITY / USHER LOCATION _____ SHIFT: _____ ☐ 1 Usher ☐ 2 Ushers ☐ 3+ Ushers *Additional Notes:*	
_____:_____	***GUESTS ARRIVE***	☐ upstairs ☐ downstairs
_____:_____	(1) EVENT START (ceremony)	☐ upstairs ☐ downstairs
_____:_____	(2) EVENT TRANSITION	lead by: ☐ caterer ☐ coordinator
_____:_____	Cocktail hour begins (if applicable)	
_____:_____	Reception/dinner begins (if applicable)	
10:00 PM	VOLUME CHECK	*At full discretion of Abbey Arts Staff* ***(10pm City Noise Ordinance)***
_____:_____	LAST CALL FOR ALCOHOL	*(1hr before exit)*
_____:_____	BAR CLOSES	*(45 mins 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)**	

PLANNING PAPERWORK

Coordinator agreement ***(Required)***

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.
_____ I understand furniture is stored on multiple floors and will bring help to move what's needed for the event.
_____ For **weddings**, this role cannot be filled by the 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 the primary point of contact throughout the event and monitor all programs & schedules.
_____ I am responsible for facilitating a safe and organized setup/transition/cleanup process and will abide by all terms stated in contract
_____ I will complete the 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 2nd in command must be listed. This person must also agree to all above terms.*

ABBEY 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

COORDINATOR SIGN_____ **DATE SIGNED**_____

PRINT NAME _____ **PH**: _____ **EMAIL:** _____

2nd in COMMAND SIGN_____ **DATE SIGNED**_____

PRINT NAME _____ **PH**: _____ **EMAIL:** _____

PLEASE LIST ANY ADDITIONAL VENDORS (as applicable):

FLORIST:	Name:	Web/Social media:
OFFICIANT:	Name:	Web/social media:
VIDEOGRAPHER:	Name:	Web/social media::
PHOTOGRAPHER:	Name:	Web/social media::
CAKE:	Name:	Web/social media:

PLANNING PAPERWORK

Third Party Agreement *(Required)*

Event Coordinator is expected to act on behalf of RENTER to fulfill all contract terms and to manage all Third Party Service Providers
If Abbey Arts Staff is hired on for any of the following roles, no signature is needed.

SECURITY / USHERS *(always required for groups of 75 or more, OR when alcohol is present):* [COORDINATOR INITIAL: _____]

_____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 monitor doors and prevent alcohol from going outside or off the premises
_____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
_____**OVERSERIVCE** 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.
_____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: *(required if using Abbey Arts AV Equipment)* [COORDINATOR INITIAL: _____]

_____MUST be present during equipment / tech check
_____MUST HAVE working knowledge of sound equipment set up
_____Will handle any Abbey Arts Equipment used with utmost care and will contact Abbey Staff in the case of equipment malfunction and/or adjustments needed
_____MUST respect Abbey staff direction and sound levels. I understand there is a **10pm City of Seattle noise ordinance** and the 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**

PLANNING PAPERWORK

Clean up agreement ***(Required)***

This memorandum serves as a reminder to the terms and policies already agreed to, by the RENTER, through the signing of a contract with Abbey Arts. Please refer to **www.fremontabbey.org/guide** for complete list of contractual responsibilities and accompanying fees for non-compliance. ****RENTER/COORDINATOR is responsible for all terms not fulfilled by the caterer.**

CATERER _____ ☐ PREFERRED? ☐ OFFLIST/SELF? (fees apply) ☐ UNDECIDED ☐ N/A

I, _____ (CATERER, as hired by RENTER) agree to abide by the following terms.

I, _____ (COORDINATOR/RENTER) accept responsibility for all terms not accepted by, or completed satisfactorily by CATERER.

SET UP, TRANSITION & TEARDOWN:

Initials below indicates the CATERER/COORDINATOR agrees to abide by all food & waste handling terms:

_____Will take good care of the building and neighborhood, sidewalks, etc.
_____Will ensure proper & safe setup & teardown of tables & chairs (ie. no dragging on floors, no leaning on walls)
_____Will sweep & mop all bar & high traffic areas, clean & reset Kitchen and prep spaces (including washing out all sinks), etc.
_____Any room/equipment transitions during the event to be handled by caterer/renter, unless otherwise detailed in contract.
_____Entry/exit times are inclusive of all setup, cleanup, drop-off/pickups. See contract terms for additional details
_____Any vomit or excessive messes will result in a $50 minimum cleaning fee. See contract for Security Deposit policy.
_____**CHECK OUT**: Will check out with Abbey Staff before leaving the building.

FOOD & WASTE HANDLING:

Caterer/Renter will handle proper food related setup & cleanup including but not limited to:

Initials below indicates the CATERER/COORDINATOR agrees to abide by all food & waste handling terms:

_____Will cover carpets in side rooms if used for food staging
_____**SORTING:** All waste left at Abbey Arts Venues must be sorted properly by caterer/renter and reviewed by Abbey Staff.
_____**WASTE LIMIT:** 1 bag each of Garbage, Recycle, Compost can be left at the venue unless otherwise detailed in contract. We work hard to set a good example for sustainability on the environmental side by using natural cleaning supplies, efficient heaters, insulation, composting, recycling, reduced waste, and encourage all renters & caterers to actively reduce event waste.
_____**COMPOST**- food, dirty paper products, napkins, plates, compostable dishware etc. (Loose or Compost Bag only)
_____**RECYCLE**- No food products should be put in recycle (Recycle should be loose, No Plastic Bag)
_____**GARBAGE** - Must not contain any recyclable or compostable items, (Must be Bagged)
_____**EXTRA WASTE:** Caterer or renter is responsible for all event waste. Extra Garbage, compost, recycle will be taken off site.
_____**RENTED DISHWARE:** Will wash any/all dishware left at an Abbey Arts' venue

CATERER: ☐ I agree to fulfill all initial terms outlined in this agreement.

CATERER SIGN: _____ **DATE SIGNED:**_____

PRINT NAME: _____ **PH:** _____ **EMAIL:** _____

COORDINATOR: ☐ I agree to accept responsibility for all terms not accepted by, or completed satisfactorily by CATERER.

COORDINATOR SIGN:_____**DATE SIGNED:**_____