Weddings at the Center for Urban Horticulture

3501 NE 41st St. Seattle, WA. 98105

Rental Time Nine hours; typically 2pm-11pm. Venue access begins at the start of your rental and includes setup and teardown. Our staff will set all equipment the venue provides by the start of your rental.

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Included An indoor hall seating up to two hundred, 200 black banquet chairs and 40-6’ rectangular tables (for upper courtyard use only), the glass atrium, a changing room and outdoor ceremony space.

Catering We work with four preferred caterers. Outside catering/food trucks optional for a $200 fee.

Alcohol Is permitted – no self-service. Licensed bartender via a bartending service or catering service required to serve ALL alcohol (i.e. beer, wine, mixed-drinks) at ALL times.

Parking A onetime use fee of $2 per person (not vehicle) is applied based on your estimated guest count. Overflow parking is available as needed.

Decor Restrictions No staking into the ground or hanging items from trees; no glitter, rice, or confetti; no using nails and or tacks for attachments. Electronic candles only – no real flame. Note: venue does not supply flatware, linens, or cleaning supplies.

Any damage to the facilities, excessive cleanup, or violations to these guidelines will incur a $200 fee.

Event Cleanup Responsibilities
• Renters: décor/rentals delivered and picked up same day as scheduled event
• Caterers: kitchen cleanup and garbage removal
• Facilities Staff: room reset and general venue cleanup

Catering - Kitchen Cleanup Counters wiped, floor swept, food removed (ice can stay – no dumping in flower beds), garbage bagged and disposed.

Rehearsals Though not guaranteed, may be scheduled via your event coordinator.

Storage All rental deliveries must be delivered/removed within your rental window.

Event Staff Available to assist with venue related needs, including setup/teardown for all equipment provided by the venue. Rental equipment setup/removal is considered renters’ responsibility. Note: staff may assist with AV equipment but are not audio visual technicians.

Events Coordinator Will assist to create floor plans, answer venue questions, and oversee outside rental delivery/pickup schedules as they relate to the venue.

Music NHS Hall includes house sound (background music only – not conducive for dancing). Outdoor music must end by 10pm per city ordinance – including the glass atrium. Note: venue does not provide sound equipment for dancing.

ADD-ONS
Extra Hours ................................................................. $200/hour
Outside Catering ...................................................... $250
Mics ................................................................. $50 each
Projector .......................................................... $150/each
Laptop .......................................................... $150/each
Tall/Short Rounds ........................................ $10/each
White folding chairs (175 total) ......................... $350

VENUE TABLES

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<thead>
<tr>
<th>Tables</th>
<th>Count</th>
<th>Dimensions</th>
<th>Linen Sizes</th>
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<tr>
<td>Rectangular</td>
<td>40</td>
<td>6’ x 2 ½’</td>
<td>90” x 132”</td>
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<tr>
<td>Tall Rounds</td>
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<td>32” x 45”</td>
<td>120”</td>
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<tr>
<td>Short Rounds</td>
<td>2</td>
<td>32” x 32”</td>
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Subject to change | 12.07.2021