



AMERICA'S CAR MUSEUM®

WEDDING RENTAL FACTS

Reserving & Payments:

- ✓ A Rental Agreement must be signed at the time of reserving your event date.
- ✓ We will place a hold on your requested date for up to two weeks. At that time, we will reach out to ask if you are ready to sign a contract. If we do not receive a response, we will remove the hold to make it available to other interested parties.
- ✓ An Event Space Deposit (Retainer) of 50% of the rental fee is required to secure your event date.
- ✓ A refundable Damage Deposit (\$500.00) is due to secure your event date.
- ✓ The remaining Event Space Fee (Balance) 50% owed is due 14 days prior to your event date.
- ✓ Booking requests less than 14 days in advance require the full rental amount.
- ✓ Rental Agreement applicant(s) must be at least 21 years of age.

Event Guidelines:

- ✓ All pre-event visits to ACM must be scheduled with the Event Coordinator in advance.
- ✓ Event Insurance is required for your event date and due 14 days prior.
- ✓ Renter assumes full responsibility for their party and guests in case of damage, theft or disturbances during the event.
- ✓ Tables and chairs are subject to availability and are provided to assigned spaces only.
- ✓ The Rental Period includes deliveries, vendor arrival, set-up/decorating, event and clean-up. Additional hours may be purchased for \$250 per hour if available. The unscheduled overtime fee is \$300.00 per ½ hour past the scheduled departure time per the Rental Agreement.
- ✓ Museum access is dictated by time of day and availability; additional charges apply for after-hour events.
- ✓ Parking fees apply during and after Museum hours; you must choose either *Hosted* or *Non-Hosted* prior to your event date as outlined in the Rental Agreement.
- ✓ Ready Rooms (2) are available for no additional charge if available and scheduled in advance.
- ✓ An ACM Event Representative will be on-site for the duration of your event for facility needs.
- ✓ All amplified sound must be turned off by 11 pm.
- ✓ All parties (guests/vendors) must vacate the Museum and exterior property by 11 pm unless otherwise negotiated.
- ✓ Indoor and outdoor space(s) utilized must be left in its original condition in compliance with the Rental Agreement.
- ✓ All printed materials which describe LeMay-America's Car Museum or use of the logo are subject to Museum approval prior to printing.
- ✓ Rates and time periods are the same for Ceremony Only or Reception Only rentals.

Vendor Services:

- ✓ ACM will provide a preferred vendor list which includes an assortment of different caterers and vendors who are all approved to work around the vehicles in the Museum.
- ✓ If you would like to have a caterer who is not on the preferred vendor list, the vendor must first schedule a site tour of the space. A temporary vendor contract with ACM will need to

be signed by the temporary vendor. The temporary vendor will also need to provide necessary legal documents including a business license, food permit, and a certificate of liability insurance in the amount of \$1,000,000. (Must be discussed with event coordinator in advance.)

- ✓ Food & beverages must be provided by a licensed Caterer.
- ✓ ACM must be informed of and pre-approve the serving of alcoholic beverages.
- ✓ If you are serving alcoholic beverages you must obtain a WA State *Banquet Permit*: www.liq.wa.gov/licensing/banquet-permits a copy must be posted at the bar during your event.
- ✓ Alcohol must be served from the designated bar location(s) by a licensed Bartender(s) in conjunction with food service according to WA State Liquor Control Board.
- ✓ The sale of alcoholic beverages and/or entry ticket sales, if serving alcohol, requires a *Washington State Special Occasion License*.

WEDDING PACKAGES

BANQUET ROOM & SHOWCASE GALLERY

Ceremony & Reception for up to 300 guests - \$6,000

- Ceremony in the Banquet Room and Reception on the Showcase Gallery for up to 300 guests
- Banquet Room: Rental period includes set-up, ceremony, and tear down; early set-up time permitted if available for an additional per-hour fee.
- Showcase Gallery: Rental period includes set-up, reception, and tear down.
- Tables and chairs (60” round tables and black folding chairs) for up to 200 guests are available for rent (\$500); all other equipment/décor provided by caterer, vendors, or client.
- For weddings larger than 200 guests, additional 60’ rounds with 8 chairs per table can be rented for \$40 per set. (Maximum occupancy is 300 guests)
- Full Museum Access not an option.

SHOWCASE GALLERY

Ceremony and Reception for up to 300 guests - \$5,000

- Rental period includes set-up, ceremony, reception, and tear down.
- Tables and chairs (60” round tables and black folding chairs) for up to 200 guests are available for rent (\$500); all other equipment/décor provided by caterer, vendors, or client.
- For weddings larger than 200 guests, additional 60’ rounds with 8 chairs per table can be rented for \$40 per set. (Maximum occupancy is 300 guests)
- Full Museum Access not an option

*Vendors are responsible for space set-up. If a ceremony-to-reception “flip” is required, a cocktail hour in the Lobby is recommended.

BANQUET ROOM

Ceremony and Reception for up to 200 guests - \$2,500

- (6) hour timeframe including set-up and tear down, additional time permitted if available for a per-hour fee (not past 11pm)
- Tables and chairs are included in cost for 200 guests - (60” round tables and black folding chairs) - all other equipment/décor provided by caterer, vendors, or client.
- Full Museum Access not an option

*If a ceremony to reception “flip” is required a cocktail hour in the pre-function space is recommended.

EVENT HOSTING INFORMATION

PARKING: If you decide to *Host* parking you will be charged for your guests to park during your event. If you opt for *Non-Hosted* parking then your guests will be expected to pay cash upon their arrival for your event.

- **Hosted** Parking: \$5.00 per stall; this option must be coordinated with the ACM Event Coordinator no less than 14 days prior to your event and you will be charged after the event based on the total number of parking stalls used.
- **Non-Hosted** Parking: \$8.00 per stall. Guests will be expected to pay for parking upon arrival.

JANITORIAL FEE – This fee is based on guest count. One Porter is needed for every 150 guests. There is a \$175.00 fee per Porter for all after-hours events.

REQUIRED INSURANCE - Renter must provide a certificate of insurance showing minimum per occurrence liability of \$1,000,000 naming the LeMay-America's Car Museum as additional insured. Event coordinator will provide a link to a site that makes the process quick and painless. You can also choose to go through your own current Insurer.