
Chihuly Garden and Glass Event Planning Guide

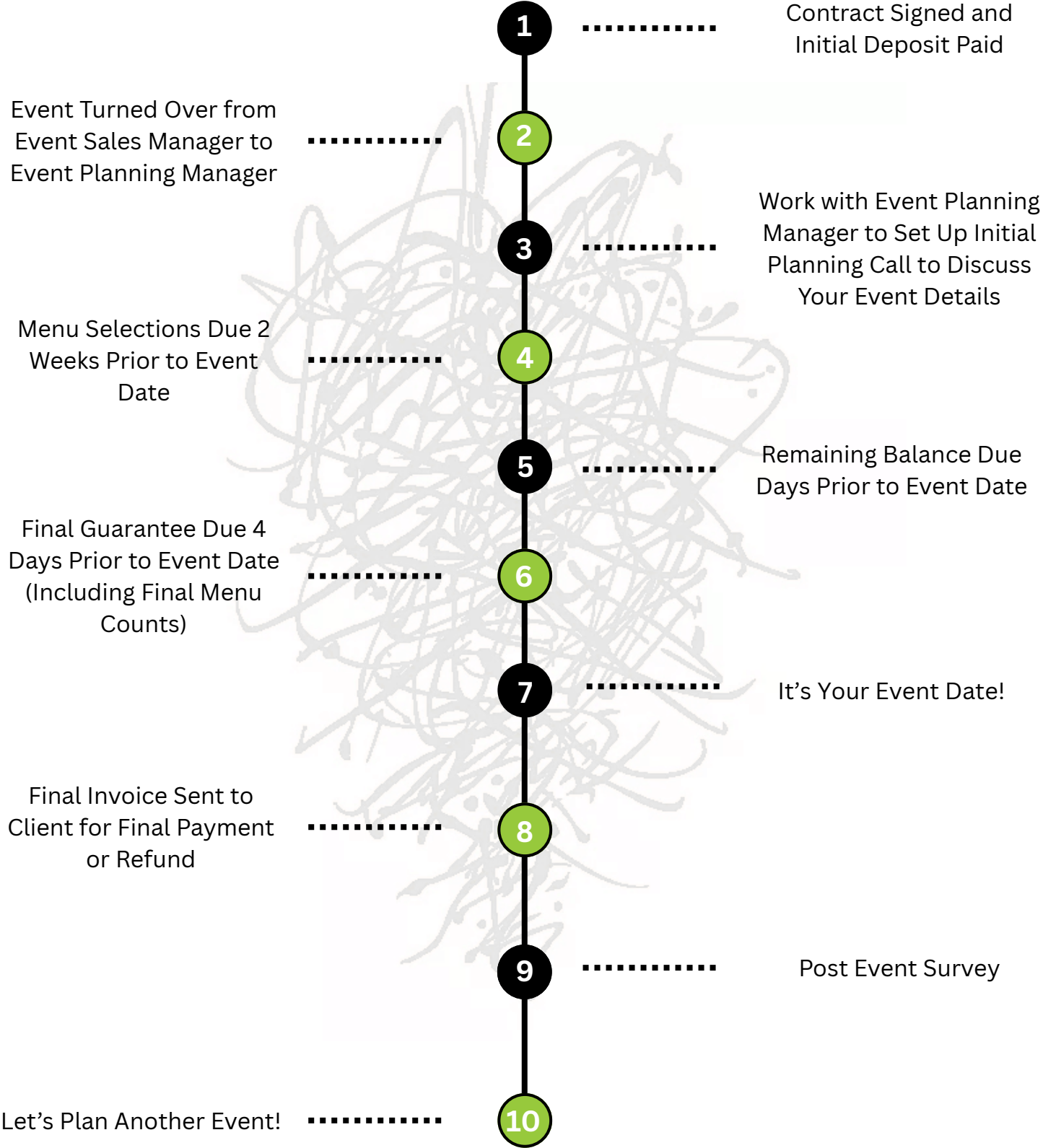


Planning Your Event at Chihuly Garden and Glass

This guide provides important information to help you plan and prepare for your event. Inside you will find details about your event team, planning timelines, catering, vendor coordination, policies, and event logistics.

We look forward to hosting your event.

Event Planning Timeline



Your Chihuly Garden and Glass Event Team

Event Sales Manager - Will guide you through the initial booking process. The Event Sales Manager is responsible for selling the event space, confirming availability, discussing initial event details, and preparing the Event Contract. They will work with you through the contracting process until the agreement is finalized. Once the contract is signed and initial deposit is paid, your event will be transitioned to the Event Planning Manager who will oversee the planning and execution of your event.

Event Planning Manager - Will manage the planning process for your event from start to finish. The Event Planning Manager will assist with menu selections, vendor coordination, event timelines, and overall logistics. They will create and maintain the Event Order, which outlines all event details and associated costs, and will assist with final invoicing. The Event Planning Manager will be onsite at the beginning of your event to ensure all details are in place, and introduce you to the Event Operations Manager and Team and ensure you are comfortable with them.

Event Operations Team - The Event Captain is your primary onsite contact during the event itself. This individual will oversee event execution, coordinate with staff and vendors, and remain onsite throughout the duration of your event to ensure everything runs smoothly. The Event Operations Manager will also be available to help and support the Event as needed.

Due Dates and Payments

Due Dates & Payments -

- A non-refundable deposit in the amount of 40% of the Estimated Revenue is due upon return of the signed Event Contract.
- The remaining estimated charges set forth on the final event order issued by Center Art LLC under this Event Contract are due seven (7) business days prior to the Event.
- Any remaining balance must be paid at the conclusion of the Event. Center Art LLC accepts cash, check, Visa, MasterCard and American Express. If a credit card has been given for the deposit and/or prepayment, it will be used to pay any remaining balance unless otherwise previously arranged with the Center Art LLC.
- If the F&B Minimum is not met, the balance will be charged as a room rental.

Frequently Asked Questions

Audio/Visual -

- TV monitors and microphones are available in-house, for an additional charge. Any additional audio/visual equipment or services will need to be rented through an approved vendor and may incur additional costs. Please discuss all AV needs with your Event Planning manager during the planning process.

Book Store -

- The Bookstore will close once the exhibition is clear of guests unless requested to remain open for the event by the client.
- Event attendees do not receive a discount in the Bookstore.
- There is a minimum fee of \$500 required to staff the Bookstore beyond normal operating hours for up to four hours and an additional \$100 each additional hour thereafter. This is not a minimum spend, but open fees. Minimum two-week leeway is required.
- A curated selection of retail items are available through our “Bookstore Product Offerings” catalog, these items can be incorporated into your event as guest favors or branded gifts. The catalog is updated regularly; please connect with your Event Planning Manager for the most current version and ordering details.
- Link to Bookstore Offerings [Here](#).

Decorations -

- All décor (including permitted displays, lighting, rental items and any planned activities brought into or conducted within Chihuly Garden and Glass by Group or its vendors, shall be previously approved in writing by Center Art LLC, which approval may be given or withheld in its sole discretion, including in accordance with the care and function of the artwork. Group must present a full plan of proposed décor, rental items, and activities for approval. No fireworks or incendiary devices may be used indoors.
- The lowest point of the Glasshouse Chandelier is 11'-0". To protect the artwork, the height limitation of any décor or staging equipment is 9'0".
- Group may not display or hang banners, signage, or any similar items, including window clings, on the interior or exterior of any building in or at the venue, including the Glasshouse.

Frequently Asked Questions (Cont.)

Decorations (Cont.) -

- Lighting in the Glasshouse or Plaza must be complimentary to the artwork. Red, yellow, orange, and white are permitted, subject to Center Art LLC's approval.
- Lighting, soft seating, ladders, performers and other Event related items or décor are not permitted in the Interior Galleries. Only gaffers' tape may be used on the floor (i.e., for carpeting). Tape is not provided by Center Art LLC.
- Group may not affix anything to the walls, floors, or ceilings anywhere in the venue.
- Without limiting Group's requirement to comply with all laws, all displays and decorations shall comply with the City of Seattle Building Code and applicable fire prevention ordinances.
- Glitter, confetti and paint, smoke or fog machines are not allowed in Chihuly Garden and Glass.
- Candles with flames are not permitted.

Event Photography -

- Photographers must sign the photographer guidelines, vendor guidelines and a photography license.
- Photos are permitted in the area rented out for events. Any photographs taken on site may not be reproduced, published, distributed, sold, transferred or otherwise commercially exploited. They are only permissible for personal, non-distributional use (i.e., a photographer cannot use an image to promote his or her personal services). For events, tripods and outside lighting are permissible.
- Refrain from touching, leaning on or propping anything on the artwork or platforms. Remain only on paved walkways in the Garden.
- Chihuly Garden and Glass must be made aware of, and pre-approve, any props (i.e., bouquets) in advance.
- Tripods and outside lighting are permissible.
- The Chihuly Studio has a copyright on all artwork and requires written permission and a licensing agreement to use photos containing Chihuly imagery.

Event Set Up -

- Event set up may only occur during the hours listed on the Event Order.

Frequently Asked Questions (Cont.)

Food & Beverage -

- Menu selections will be coordinated with your Event Planning Manager during the planning process. The Chihuly Glass and Garden utilizes seasonal menus, and final menu selections will be confirmed approximately three (3) months prior to the event date.
- No outside food and beverage is permitted.
- Food and Beverage is not allowed in the galleries.
- For events over 350 people compostable products will be used.

Hot Shop -

- The Hot Shop may be activated for events, however it is subject to approval.
 - A Standard Glassblowing Demonstration is \$1,600.
 - Learn the art of glassblowing in the Garden. Your guests will see basic glassblowing techniques and processes and have an opportunity to ask the artists questions.
 - An Enhanced Glassblowing Demonstration is \$1,850.
 - Includes the full glassblowing demonstration experience, with one guest receiving the glass piece created during the demonstration. This option is a great opportunity to recognize a special guest, honoree, or event host. The piece will not be available to take home the night of the event and will instead be shipped to the guest following the event.

Internet Access -

- Wi-Fi Name: Events, Password: Events!nSpace62

Live Animals -

- Animals, except for service animals, are not allowed in Chihuly Garden and Glass.

Logistics/Planning -

- Your Event Planning Manager will reach out to you to schedule a preliminary call to discuss the logistics of your event such as timeline, set-up, and any additional needs. A site visit may be set up prior to the event.

Frequently Asked Questions (Cont.)

Lost and Found -

- Chihuly Garden and Glass is not responsible for any objects left after an event. Everything must be removed on the day of the event.

Non-Smoking Venue -

- No smoking (including vaporizing) allowed anywhere in CGG including in the Garden.

Shipping/Receiving -

- Parcels for events may be delivered one business day prior to the event. The label should include the name of the group, date of the event and the name of the assigned Event Planning Manager. We cannot be responsible for storage of exhibit property or large quantities of parcels. Drayage fees will apply.
 - Drayage fees are as follows:
 - \$250 acceptance fee.
 - \$75 for every additional box under 25 lbs.
 - \$150 for every additional box over 25 lbs.
 - No pallets will be accepted.

Valet -

- Link to valet pricing [here](#).

Vendors -

- Icon Rentals is the Space Needle rentals department. Reference brochure [here](#).
- All tents, furniture and required service items must be ordered through Center Art LLC. All tents must have gutters and flooring in the winter or when rain is expected.
- All vendors must have signed and acknowledged the CGG Vendor Guidelines form prior to arriving onsite.
- All vendors must be insured and provide a COI prior to arriving onsite per the Vendor Guidelines.

Frequently Asked Questions (Cont.)

Wedding Rehearsals -

- We cannot confirm date/timing until 3 weeks prior to proposed wedding rehearsal date.
- The Glasshouse will remain open to the public during a wedding rehearsal.



Questions?

If you have any questions while planning your event, our team is here to help. Please reach out to your Event Planning Manager.

Contact

events@chihulygardenandglass.com
206.905.2180

Mailing Address

203 Taylor Ave N
Seattle, WA 98109

Physical Location

Chihuly Garden and Glass
305 Harrison Street
Seattle, WA 98109

CHIHULY
GARDEN AND GLASS
