

OPENSATELLITE

A RESIDENCY PROGRAM FOR CONTEMPORARY ART

OPEN SATELLITE FACILITY RENTAL GUIDELINES

Event Rental Contact: Laura O'Quin, Public Programs Manager
(425) 454-7355, laura@opensatellite.org

Thank you for interest in Open Satellite. The guidelines and policies presented here can help you decide if we are a good match for your event.

The Facility:

Open Satellite's exhibition hall is approximately 1800 square feet and features a two-story ceiling and exterior glass curtain wall. The front desk easily doubles as a bar and there is a kitchenette (sink, half-size refrigerator) in the separate office area, adjacent to the front desk. Maximum number of occupants, including guests and staff, is 127.

General Event Guidelines:

Availability

When artwork **is** present in the gallery, private events can be accommodated outside of Open Satellite's public hours, 12 PM – 6PM Tuesday through Saturday. Private events can occur during the following times:

- Before Open Satellite is open to the public, 8 AM – 12 PM, Tuesday - Saturday
- After Open Satellite is closed to the public, 6 PM – 12 AM, Tuesday - Saturday
- Throughout the year 8 AM – 12 AM, Sunday and Mondays
- Except during holiday closures

Please Note: Open Satellite's public program schedule may affect aforementioned availability.

When artwork is **not** present in the gallery, private events can be accommodated seven days a week from 8 AM – 12 AM. (Except during holiday closures.)

To check on the availability of dates, or to make a reservation for your event contact Laura O'Quin.

Food, Beverages and Alcohol

If the Client would like to serve alcohol at the event, Client must purchase a banquet permit available at any WA State liquor store. Client will submit a copy of the permit to Open Satellite no later than one week prior to the event. The Client assumes all liability for any incidents resulting from the serving of alcohol, as well as any violations of the banquet permit guidelines.

989 112 Ave NE
SUITE 102
BELLEVUE WA
98004
V. 425 454 7355
F. 425 454 7346

The Client is responsible for the acquisition and disposal of all food, drink and service materials.

The placement of food service tables in the space will depend on the location and type of artwork installed in the gallery at the time of the event and must be approved by Open Satellite prior to the event. Food/beverage service tables must be situated five feet or more from any installed artwork.

Outside Equipment & Decorations

All outside equipment or alterations must be pre-approved by Open Satellite. This includes tables, chairs, linens, decorations, fixtures, furniture, halogens, musical or stereo equipment, etc.

Some specific restrictions:

- No decorations or informational material may be displayed on the walls or windows of the gallery without Open Satellite's prior written approval.
- Flowers and plants must be pest free and come from a certified florist.
- Balloons are not permitted.
- Smoking and open flames are strictly prohibited.

All deliveries must be pre-scheduled and made for the day of your event. Because of space limitations, Open Satellite can accept no items in advance. Businesses or individuals delivering items or equipment (including any performers) must contact Open Satellite in advance to schedule delivery/pick up times.

Open Satellite is not able to sign for or accept any mailed packages on Client's behalf. Packages mailed directly to Open Satellite will be returned to sender.

Gallery Conditions

Events must be confined to Open Satellite's facility and cannot occupy the hall or adjacent retail spaces.

Exhibition lighting and the placement of art cannot be changed. Rentals will be planned to function within all restrictions necessitated by the presence of art.

Parking:

Limited free parking is available on levels P1 and P2 in the garage. Client and guests of Client must adhere to all posted garage signage. Access to the first-floor exhibition space is via the green retail elevator.

Event Preparation:

Two weeks prior to the event, the Client must provide the following, all of which is subject to written approval by Open Satellite staff:

1. An event schedule including set up time, house doors opening, event time and strike.
2. A plan for how Client's guests will be identified as they enter the building.
3. A contact person from Client's group who will be present during the event.
4. The proposed location and configuration of any furniture and a list of any outside equipment or decorations Client would like approved.

Open Satellite's Responsibilities:

A representative of Open Satellite will be present during Client's rental and will monitor the Client and all of Client's guests in their adherence to Open Satellite policies.

Client's Responsibilities:

The Client shall indemnify and defend Open Satellite and Ashwood Commons North, LLC (herein "Owner"), the artists whose work is displayed in the gallery, and their respective owners, members, property managers, employees and agents (herein, collectively, "Indemnities") from and against any and all claims, damages, expense or liability arising out of or in connection with the event, Client's breach of this Agreement, or actions or omissions of Client or its contractors, agents, employees or invitees. No Indemnities shall have any liability whatsoever to Client or any of Client's contractors, agents, employees or invitees for any damage to Client's business, or to any person or property arising out of or in connection with this Agreement or the event, regardless of how caused, including by negligence (herein, collectively "Client Damages"). Client hereby releases, on its own behalf and on behalf of its insurers, all past present and future Client Damages. The Client must provide evidence of liability insurance with at least \$1,000,000 per occurrence and \$2,000,000 aggregate limits, showing Open Satellite and Ashwood Commons North Management LLC as Additional Insureds and also including Liquor Liability, if liquor will be served at the event. A certificate of insurance evidencing the required coverage must be provided to Open Satellite no less than two weeks prior to the event.

If Client does not carry liability insurance, Open Satellite will accept an event insurance policy with the required level of liability coverage and Liquor Liability, if liquor will be served.

The Client or a member of the Client's group or organization must act as the onsite contact during the rental. This contact is responsible for working with the onsite Open Satellite supervisor to create a well-run event. The contact will also oversee the post-event clean up.

Publicizing the Event:

Advertising or publicity of any nature including all printed material, tickets, press releases and related media may not state or imply that Open Satellite is a sponsor of or is responsible for the Client's activities during the rental. Open Satellite shall be entitled to specifically enforce this obligation, and failure to comply will result in an additional fine of \$5,000 per occurrence.

Payment:

Please see rate sheet.

Cancellations:

Cancellations of or modifications to any part of the rental must be made well in advance of the event date. If an event or activity is cancelled or altered with less than 30 days notice, 50% of the rental fee remains payable, and with less than 14 days notice, 100% of the rental fee remains payable.