



2024 ARMORY LOFT ADDENDUM To Facility Use Agreement

Please let your Booking Representative or Katherine Nyborg at SCBooking@seattle.gov know if you require this document in a different format for accessibility.

	Combined 2&3 (with lobby)	ROOMS 2 or 3	ROOM 4
Room Capacities:			
Reception Style	331	161	125
Theatre Style	372	168	125
Classroom Style <i>(3 per 6'x30" table)</i>	205	78	79
Banquet Style	192	90	110
Tradeshow Booths <i>(8'x10' booths, no stage)</i>	24	9	8
Characteristics			
Dimensions	177' x 24'	64' x 26'	68' x 25'
Square Footage	5,143	1,774	1,800
Floors	Carpet	Carpet	Carpet
Ceiling Height	10'	10'	10'
Room Lighting (non-dimmable)	-----Fluorescent & Incandescent-----		
Built-in Sound System	Included	Included	Included
Included with Facility Use Fee (Rent):			
Chairs	-----Maximum set per room-----		
Tables – 6' x 30" w/ linens	4	2	2
Projection Screen (built-in)	6'x10'	6'x10'	6'x10'
Projection Table	1	1	1
Projector (built-in)	5,000 lumen	5,000 lumen	5,000 lumen
Wired Microphones	4	2	2
Lectern	1	1	1
Event Service Rep. (ESR) advancing time	4 hrs/Event day	4 hrs/Event day	4 hrs/Event day
	One standard setup per Event day Two parking permits per Event day Customary cleaning and janitorial service Standard utilities U.S. and Washington flags, as available		

Additional expenses apply for:

- Additional tables other than those included above
- Additional labor to re-set a room on an event day
- Additional ESR time due to late or changing event logistics
- Additional stage equipment and stage labor
- Additional sound equipment and labor
- Additional cleaning or janitorial service due to nature or schedule of event, or extraordinary post-event cleaning
- Special power distribution, equipment or labor
- Guest services staff (ushers, guards), peer security, and/or police requested by Licensee or required by Seattle Center due to nature and hours of event. Please contact your Event Service Representative for Armory open/close hours during your event.
- Phones and internet connections through exclusive provider SmartCity
- Additional parking permits
- Contact with the Seattle fire Marshal is required to assess the need for an Assembly permit. The Event Service Representative will need a copy of an Assembly permit.
- Other requirements depending on event parameters
- Fees also apply for sale of any Event merchandise (except for merchandise sold by vendors at an exhibit show)

NOTES ON PAGE 1 INFORMATION: Room capacities noted on Page 1 are at maximum setting capacity. Capacity numbers may decrease if there is a need for empty space, or additional items such as registration, catering, additional projection or display tables, or a stage. Seattle Center equipment is not available for use in decorator-set spaces. For lists and rates of available equipment, services, and/or personnel, please refer to the Equipment and Services Addendum and the Personnel Rates Addendum.

SET-UPS: All Seattle Center equipment must be set up and operated by Seattle Center staff. Facilities are cleaned prior to each Event and set according to the plan written by the Event Service Representative (ESR) assigned to the Event. This plan is based on the Event requirements which must be received by the ESR at least 15 days prior to the Event; additional charges may apply if information is received later. One standard set-up per day is included with the Facility Use Fee. Provision of an additional set-up or cleaning on any day is subject to staff availability and may incur additional labor charges.

PERSONNEL REQUIREMENTS: Included with the Facility Use Fee (rent) is a dedicated ESR who coordinates Seattle Center services for the Event. An allotment of ESR time is provided with the room rental. Should the ESR be required to spend more than the maximum time allotted for the event, Licensee will be charged for the labor overage. Additional staff may be required or requested. Sound and stage technicians may be needed to set up and remove equipment and to operate it during the Event. For some events, Admissions personnel will be required to serve as door attendants, guards, ushers and/or Event security. Additional security in the form of Seattle Police or peer group security may also be required. The numbers of such personnel needed are determined by the ESR based on Seattle Center practice, union contracts and the nature and hours of the Event, and will be charged to Licensee at rates set forth in the Personnel Rates Addendum.

SOUND: A built-in sound system, retractable projection screens and drop-down projectors are included in Rooms 2, 3 and 4. These systems may be used separately or linked among rooms. Additional sound and video equipment is available for rent. Seattle Center sound operators are required to set up and operate all Seattle Center equipment during the Event. No Seattle Center sound equipment shall be combined with any other equipment.

STAGE: Stage platforms are rented in 6'x8' pieces and are 8" high. Large and taller stages can be estimated and may be required for heavy stage loads. Theatrical lighting and sound equipment must be ground supported. The ceiling is not weight bearing and supports no rigging. All stage gear is rented a la carte.

ELECTRICAL: 120V outlets are located in each room on perimeter walls.

INTERNET ACCESS: A hotspot for Seattle Center's free, unsecured Wi-Fi connection is available in the Armory Loft. Service is variable dependent on traffic campus-wide. If a secure or dedicated connection is required, Licensee is encouraged to use the services of SmartCity, the exclusive 3rd-party phone and data provider.

CARPETED FLOOR RESTRICTIONS: Load limits apply, consult your ESR. Steel tread wheel dollies are prohibited. All steel scaffolding and display supports must have foot pads under vertical posts.

SIGNS AND POSTERS: There is a signage clip outside each room for your use. Tacks or pins but no staples, nails or tape may be used on the fabric covered portion of the wall. No staples, nails, mastic or tape may be used on finished wood, metal, painted surfaces, window treatments or windows.

SMOKING POLICY: The Washington Indoor Clean Air Act prohibits smoking in all public places and within 25 feet of any entrance, exit, or ventilation intake.

ACCESSIBILITY: The Armory Loft spaces, located on the 3rd floor of the Seattle Center Armory, are wheelchair and stroller accessible. Accessible entrances to the Armory are on the east, west and south sides. There are elevators to the 3rd Floor. Assistive listening systems are installed in each room. Per the Americans With Disabilities Act, you must make these devices available to your guests. Request activation and receivers from your ESR in advance.

FIRST AID AND INCIDENT REPORTING: For minor First Aid issues on site at your event, please contact the Seattle Center Duty Manager or Emergency Services Lead. For more serious emergencies or accidents, please first contact 911. Once 911 has been contacted, let Seattle Center Staff know that there will be police and/or fire on the way to your facility.

Facility Addendum information subject to change.