



# **FISHER BLOCK GUIDELINES & ADDENDA**

## **FISHER PAVILION ADDENDUM**

### **To Facility Use Agreement**

#### **Capacities**

- Theater Style - **1,370**
- Classroom Style – 4 per 8'x30" table - **576**
- Classroom Style – 3 per 8'x30" table - **432**
- Banquet Style – 10 per 6' round table - **610**
- 10' x 10' Booths – **60 booths** (Guest count determined by Fire Marshal.)
- 8' x 10' Booths – **66 booths** (Guest count determined by Fire Marshal.)

#### **Characteristics**

##### **Dimensions**

- Exhibit Area: **176' x 62'**
- Foyer: **129' x 13'**

##### **Square Footage**

- Exhibit Area: **10,912**
- Foyer: **1,677**

Floors: **Concrete**

Ceiling Height: **17' – 19'**

Lighting: **Fluorescent (generally all built-ins are non-dimmable)**

Built-in Sound System: **Included**

#### **Included with Facility Use Fee (Rent):**

##### **Standard / Theater Package:**

- Chairs: **1,370**
- Tables – 8' x 30" with white linen tablecloths: **6**
- Projection Table: **1**
- Wired Microphones: **4**
- Lectern: **1**
- Event Representative (ER) time: **8 hours per event day**
- A stage of up to ten 4'x8' pieces, in heights of 24" or 32" (equipment only, labor to set not included)
- Two-sided lighted exterior reader board for Event message (available for multi-day events only)
- One standard setup per Event day
- Two parking permits per Event day
- Full length black-out curtain
- Customary cleaning and janitorial service



- Standard utilities
- U.S. and Washington flags, as available
- Easels, as available

Banquet Package:

- Includes all the items in Standard/Theater Package listed above plus up to 50-6' round tables with white linen tablecloths, ancillary 8'x30" tables as needed, a three compartment sink and up to 64' of pipe and drape.

Additional expenses apply for:

- Additional tables other than those included above
- Additional labor to re-set a room on an event day
- Additional ER time due to late or changing event logistics
- All 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
- Dimmable incandescent lighting
- Guest Services staff (ushers, guards), peer security, and/or police requested by Licensee or required by Seattle Center due to nature of event
- Phones and internet connections through exclusive provider CCPI
- Additional parking permits / oversized parking
- 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 merchandise sold by vendors at an exhibit show)

**IMPORTANT NOTES**

Room capacities noted on Page 1 are per requirements or maximum setting, whichever is less. Capacity numbers decrease if there is a need for empty space, or additional items such as registration, catering, projection or display tables, or a stage larger than 12'w x 8'd. 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 Representative (ER) assigned to the Event. This plan is based on the Event requirements which must be received by the ER from you 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.

There are five 16' wide by 10' high roll up doors on the North side of the building. To conserve energy on move-in/out dates, doors shall be kept closed when not in use; no HVAC is supplied when doors are open. Roll doors shall be operated by Seattle Center staff and having roll doors open during an event is subject to ESR approval due to possible impacts on other nearby events. Exhibitors must carry in and set up their own exhibit materials.



## **DELIVERIES**

No porter service is available. Deliveries should only be scheduled when the client is in the facility to receive them. Seattle Center cannot sign for deliveries.

## **PERSONNEL REQUIREMENTS**

Included with the Facility Use Fee (rent) is a dedicated Event Representative (ER) who coordinates Seattle Center services for the Event. An allotment of ER time is provided with the room rental. Should the ER 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, Guest Services 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 are determined by the ER based on Seattle Center practice, union contracts and the nature of the Event, and will be charged to Licensee at rates set forth in the Personnel Rates Addendum.

## **SOUND**

A built-in sound system is included. Additional sound and video equipment is available for rent. Seattle Center sound/video operators are required to set up and operate all Seattle Center equipment during the Event. Seattle Center sound equipment may not be combined with outside vendor equipment; specialized needs should be discussed with your event representative.

## **STAGE**

Stage platforms are rented in 4'x8' pieces and are available in heights of 24" and 32". Large stages (beyond what is included in the rent) can be estimated and may be required for heavy stage loads. Most theatrical lighting and sound equipment must be ground supported. There are a limited number of 1,000 lb. single point locations.

## **ELECTRICAL**

120V outlets are located on perimeter walls. Additional power service available.

- All services are accessed through a power distribution terminal.
- Any electrical connections must be done by Seattle Center staff or a Washington State licensed electrician approved by Seattle Center, and the work must comply with applicable codes.

## **FLOOR RESTRICTIONS:**

Traffic Load:

- Maximum Vehicle Weight: 10,000 lbs.
- Maximum Single Axle Limit: 4,000 lbs.
- Maximum Single Wheel Limit: 2,000 lbs.

Static Load:

- Maximum Limit\*: 500 lbs. per sq. ft.



#### **SIGNS AND POSTERS:**

- Tacks or pins but no staples, nails or tape may be used on the fabric covered portion of the wall. Nothing may be hung in front of the art on the walls. No staples, nails, mastic or tape may be used on finished wood, painted surfaces, black-out curtains or windows.
- Banners hung on an inside wall which require a ladder or lifting device, or outside on the north face of the facility, must be hung by Seattle Center stage personnel.

#### **INTERNET ACCESS**

A hotspot for Seattle Center's free, unsecured Wi-Fi connection is available in Fisher Pavilion. Service is variable dependent on traffic campus wide. If a secure or dedicated connection is required, Licensee is encouraged to use the services of Smart City, the exclusive 3<sup>rd</sup>-party phone and data provider.

#### **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 Fisher Pavilion is wheelchair and stroller accessible. An assistive listening system is available for temporary installation. Per the Americans with Disabilities Act, you must make this available to your guests. Request activation and receivers from your ER in advance if needed for your event. The Fisher Pavilion east elevator must always be available to people who need elevator access.

ADA access must remain open to all floors, including rooftop elevators. Access to the 3rd floor is always required. No tents or fencing should obstruct the rooftop door.

#### **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. The physical address of the Fisher Pavilion for purposes of first aid response is 200 Thomas St.

**If accommodations are required to access this document, please contact [Seattle Center Booking](#).**

## **Fenced Fisher Block Perimeter and Gate Guidelines**

Event Producers who host ticketed or other perimeter-based events in Seattle Center's outdoor spaces have a responsibility to ensure that the exterior as well as the interior of their event space is safe and functional. Below are the guidelines that Event Producers are expected to follow when producing a gated event at the Fisher Block (Fisher Pavilion, South Fountain Lawn and/or Fisher Rooftop). **All operational plans must be pre-approved by the Seattle Center Event Representative assigned to the event, Seattle Center Campus Manager and Seattle Center Director or their designee.**

### **EVENT PERIMITERS AT SEATTLE CENTER:**

Placement, movement, and troubleshooting of rented perimeter infrastructure is the producer's responsibility. This includes perimeter fencing, fence weights, and scrim, as well as any canopies or other equipment that contribute to the maintenance of a safe perimeter. The producer must maintain the security and safety of their perimeter as soon as the infrastructure for it is delivered and should work to minimize its impact on campus as soon as it is no longer needed at the conclusion of the event.

### **PLAN FOR MANAGEMENT OF GATE AND PERIMETER STAFFING AND OPERATIONS:**

The Fisher Block is not a space with a permanent perimeter or gate structure. **When a producer hosts a fenced event in that space, the producer must execute a thoughtful plan for ensuring that lines, entry, and perimeters are managed safely and efficiently.**

**To accomplish this, producers must provide a written plan that includes:**

- A detailed description outlining the setting up, managing, troubleshooting, and deconstruction of gates and perimeter infrastructure, staff and operations.
- Identifying management-level staff for Gate Staffing and Operations and Perimeter Staffing and Operations (could be the same person, given appropriate staff support)
- Visual layout (map) of Gate and Perimeter infrastructure and timed changes. Timed changes refer to specific, planned changes in the gate or perimeter operational setup to accommodate changing event needs. These include (but are not limited to):
  - Adjusting the perimeter for safe movement of load-in vehicles (maintaining fire lanes)
  - Adjusting the perimeter so that it is secure overnight and in advance of the event
  - Making changes to the gate structure during patron entry times to maximize speed and safety
  - Making changes to the perimeter during the event for safety, as necessary
  - Staffing the perimeter at all times to ensure safe vehicle traffic immediately outside the perimeter (maintaining fire lanes)
  - Adjusting the perimeter immediately after the event for safe egress and vehicle management during load out (maintaining fire lanes)

### **Gate and Perimeter Manager(s) should:**

- Build a staffing plan for Peer Security that includes appropriate numbers of supervisors, roamers, ID checkers, roamers, bag searchers, and perimeter guards. This plan is subject to advance approval by the SC Event Representative.
- Develop and share with SC Event Representative a staffing plan for ticket sellers and ticket takers/scanners for each gate. If appropriate, designate a lead manager for each entry gate to troubleshoot staffing and equipment.

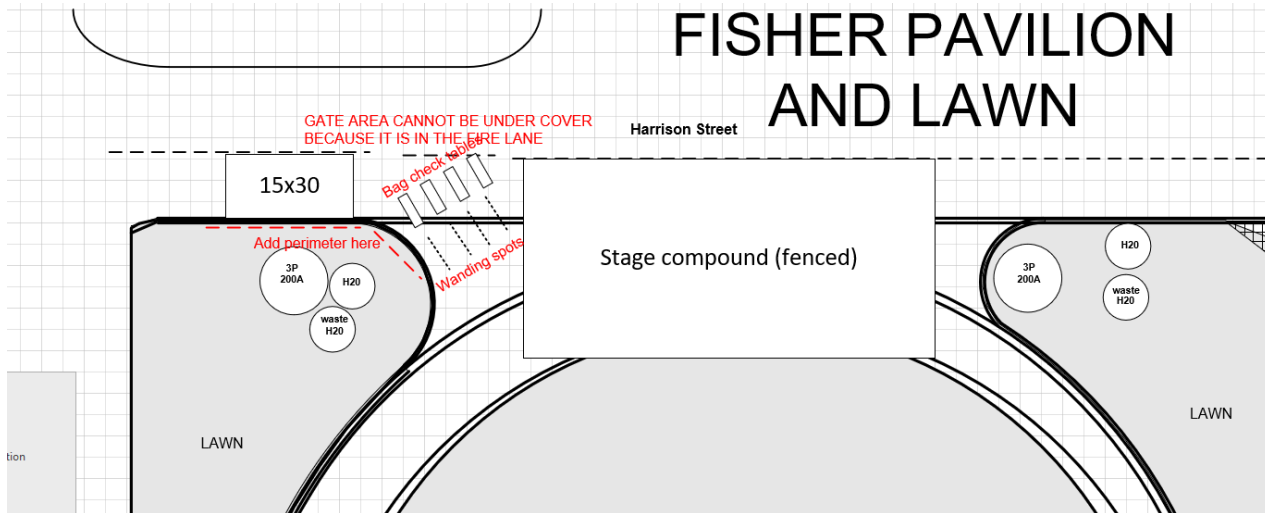
- Develop a perimeter staffing plan that includes staff to monitor and correct the physical infrastructure of the perimeter, including, but not limited to the placement of fencing, weights, canopies, signage, and other structures that impact or constitute the perimeter.
- Staffing plan should also include a plan (shared with Peer Security leads) and a point person for troubleshooting perimeter security issues. Maintaining the perimeter is the producer's responsibility. Peer security is available to staff entry/exits and work as perimeter roamers. But actual issues of breach or other unsafe situations are the responsibility of the producer to address and remedy.
- Ensure that gate infrastructure is properly placed and working correctly including, but not limited to canopies, tables, power, lighting, fencing, internet, signage, etc.
  - Consider renting narrower (24" wide) tables that are not available from Seattle Center
  - Work with Peer Security at a very detailed level to make sure that peer security staff are in the correct physical positions, adjusting as necessary throughout the event.
  - Ensure that ticket takers/scanners are in the correct physical positions throughout the event.
  - Although staffing levels will vary based on the expected crowd, anticipate a rough proportion of two wandering/search positions per ticket taker. The SC Event Rep must approve the quantity of staff planned for each position.
  - Troubleshoot all gate staffing issues with Peer Security and with ticket taking staff, as necessary. Work with SC Event Rep as necessary on SC staffing related to gate operations.
- Working with SC Event Rep, build a line management plan that includes:
  - Visual layout (map) of planned line routes, including lines for main public entry as well as lines for box office and VIP entry, if applicable.
  - Consideration of impact on neighboring events and facilities.
  - Dedicated staff to direct and maintain lines across campus, including setting and striking bike rack/caution tape as is helpful.
  - Description of methods to decrease entry times. Could include staff walking the line sharing messages; ID checkers working the lines so that patrons arrive at the gate with their IDs already checked/wristbands already on; development of a "no bag" line option, etc.

### **3rd Ave N ADA Access**

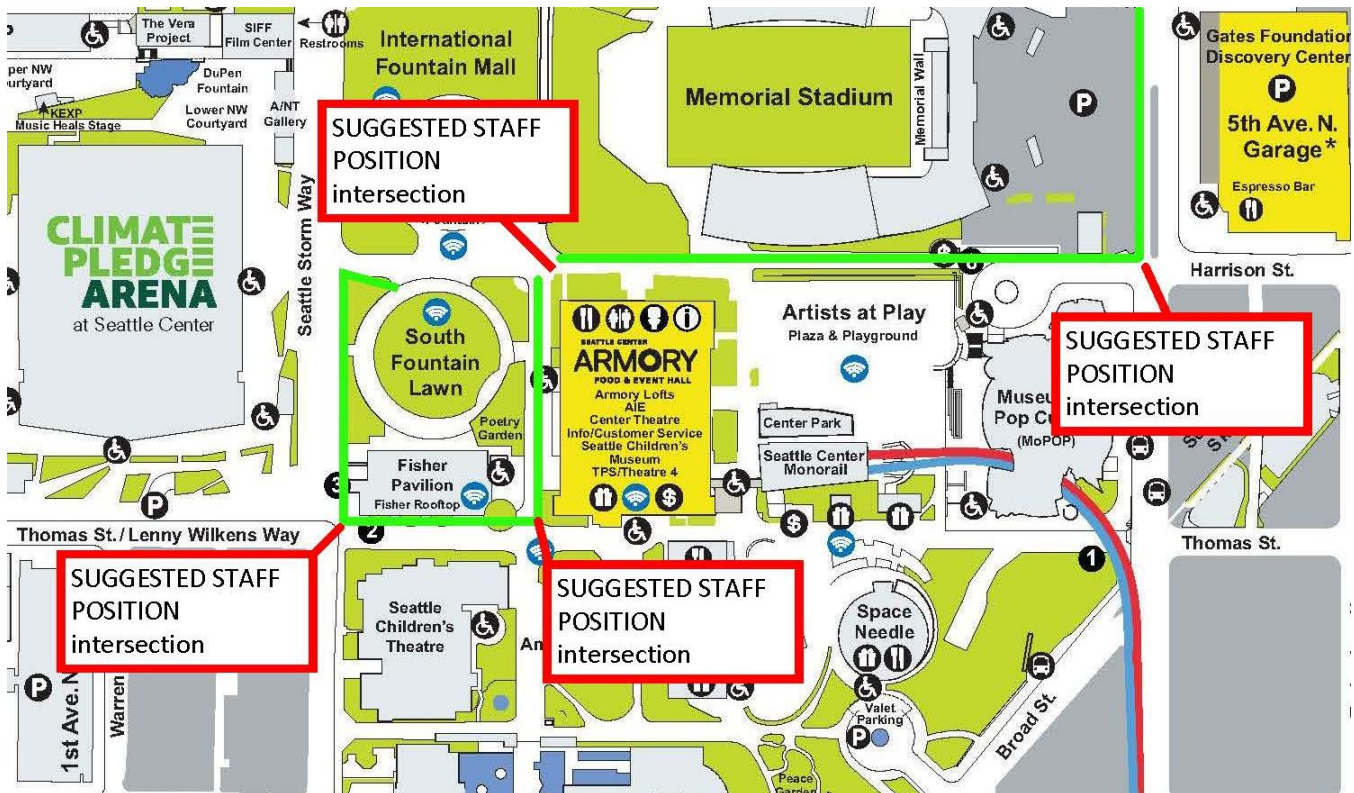
- Create a fencing break adjacent to the east Fisher elevator door. Staff this access point to enable ADA access and maintain a clear path free of equipment and debris to the door. Place ADA signage on the fence to clearly identify the ADA entry point. Create and implement plans for the guest to meet security and ticketing entry protocols at both the elevator entry and egress into the event.
- ADA access must remain open to all floors, including rooftop elevators. Access to the 3rd floor is always required. No tents or fencing should obstruct the rooftop door.



Sample main gate layout based on past events:



Sample line management plan based on 2022 events:





## Fisher Pavilion Roof Use Guidelines

If accommodations are required to access this document, please contact [Seattle Center Booking](#)

**The following guidelines have been approved by the Seattle Center Executive Committee:**

1. The weight limit on the Fisher Pavilion Rooftop is 125 lbs. per square foot. \*

**\*Note:** Concern has been expressed that this weight restriction seems very limiting. It may help to realize that this is the same load limit as the stage pieces that Seattle Center uses. A practical example shows that a 24' x 16' area of the Rooftop would have an overall capacity of 48,000 lbs., or 24 tons (see below). Therefore, the weight of a small 24'x16' stage plus performers, sound equipment, trussing, etc., would have to total more than 24 tons to exceed capacity. This should be sufficient for anticipated festival and other special event activities on the Rooftop. The key is to remember that the weight of static equipment needs to be distributed, not on a single point, hence the need for a plywood surface underneath (see #2 below).

$$24' \times 16' = 384 \text{ sq ft} \rightarrow 384 \text{ s.f.} \times 125 \text{ lbs} = 48,000 \text{ lbs} \rightarrow 48,000 \text{ lbs} / 2,000 = 24 \text{ tons}$$

2. All stationary equipment such as stages, sound equipment, or catering equipment on the Rooftop must be placed on a ¾" plywood base to distribute the weight.
3. Areas where audiences/attendees would stand or sit can be directly on the Rooftop surface, however it is recommended that chairs on the Rooftop have runners rather than legs to avoid pressure points on the tiles.
4. No stakes of any kind may be used on the Rooftop. Foot pads must be placed under tent legs. Tent weights must not be rolled or dragged across surfaces.
5. The only powered vehicles permitted on the Rooftop are the smallest Seattle Center forklift (weighing 6,800 lbs. with a carrying capacity of 3,000 lbs.) or Seattle Center electric carts. Only Seattle Center staff may drive these vehicles, and a plywood surface must be laid under the entire path of the vehicle as is required on lawn surfaces. No other vehicles or drivers are permitted on the roof. No vehicles are permitted at any time on the Overlook area along the North edge of the Rooftop.
6. Handcarts/dollies may be used directly on the Rooftop surface to move materials but must have non-marking tires with 5" minimum casters.
7. Pallet jacks may also be used but must have a plywood path laid underneath them on the Rooftop given the heavier loads they carry.
8. Under no circumstances are any vehicles, including forklifts, allowed on the roof.



9. Adequate surface protection must be provided for cooking, oil or grease-producing activities as follows:

- On surfaces where cooking is undertaken, the entire area being used, whether for booth, food preparing and cooking, or other purposes must be thoroughly protected against food, beverage, ash and grease spills by having flooring in layers as follows:

(a) Lower layer of 4' x 8' X 3/4" or thicker plywood installed directly under each cooking unit (barbecues, deep fryers, grills, griddles, spit, woks, etc.) as well as not less than 4' around each cooking unit.

(b) Upper layer of rubber backed carpet or Astroturf securely joined together in a manner that covers the entire booth, *i.e.*, cooking and all other areas.

- On surfaces where no cooking is undertaken, rubber backed carpet or Astroturf securely joined together in a manner that covers the entire area will be required when catering or food sampling is being done. Seattle Center reserves the right to require the client to use rubber backed carpet or Astroturf in areas that it deems necessary.
- Any waste produced from such activities (such as ash, coals, etc.) shall be disposed of in appropriate containers supplied by and disposed of by the client.

#### **GROUNDS PROTECTION:**

- No staking is allowed on lawns or in garden beds.
- No objects may not be tied off to trees, light poles, posts, or other landscape elements. Items that need to be secured must be weighted.
- When setting up tents, tables, or other structures on lawn areas, proper ground protection (such as plywood or Terraplas) must be used to prevent piercing or damage to the lawn.
- Any additions to the garden will require prior approval. Additional labor charges may apply.
- Tree protection may be required for your event; your ER will have final decision in tree protection requirements, as informed by the Seattle Center Landscape Supervisor.
- Activities that have a high impact on lawn areas may require the use of Terraplas, decking or other approved ground protection measures. Your ESR will make the final decision as to which activities require ground protection, some of which may be billable.
- Ice and all liquids must be disposed down proper drains; no dumping of ice or liquids is permitted on lawns or in planters, gardens or tree bed areas.
- Booth marking on pavement may be done with sidewalk chalk or grease pencil. Spike tape may not be used unless approved in advance by your ER. When permitted, clients who use spike tape must remove all tape within 24 hours of the event or be charged for excessive cleaning.
- Grounds that have been marked by sidewalk chalk art or messaging will be subject to additional clean-up fees.

Any exceptions to these guidelines must be approved by the Seattle Center Director or their designee.