



FISHER PAVILION ADDENDUM **To Facility Use Agreement**

Capacities

- Reception Style: **2,000**
- 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 of 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/video 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 approval due to possible impacts on other nearby events. Exhibitors must carry in and set up their own exhibit materials. 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 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 curtain 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.
- Stickers, balloons and glitter are prohibited. Any removal required may result in associated clean-up fees.
- Grounds that have been marked by sidewalk chalk will be subject to additional clean-up fees.

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 3rd-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. Any labor required to staff the elevator/entrances for private or ticketed events will be billed back to client.

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](#).