



**OUTDOOR USE ADDENDUM
To Facility Use Agreement**

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| <u>Rental of an outdoor facility exclusive of an indoor facility includes:</u> Outdoor Stacking Chairs Garbage, Recycling and Food Waste Receptacles Event Representative (ER) time One setup per Event day Two parking permits per Event day Customary cleaning and janitorial service | As available As available 4 hours of advancing per event day As available |
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- Additional expenses apply for:**
- Tables, fencing or equipment other than those included above
 - Additional labor to re-set an area on an event day
 - Additional ESR time due to late or changing event logistics
 - Stage equipment and stage labor
 - Sound equipment and labor
 - Additional cleaning or janitorial service due to nature or schedule of event, or extraordinary post-event cleaning
 - Power or water 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 of event
 - Phones and internet connections through exclusive provider Smart City
 - Additional parking permits
 - Contact with Seattle Fire Marshal is required to assess the need for an Assembly permit. The Event Service Representative will need a copy of the Assembly permit.
 - Other requirements depending on event parameters
 - Fees also apply for sale of Event merchandise (except for merchandise sold by vendors at an exhibit show)

VEHICLE USE ON CAMPUS:

- The maximum speed limit for vehicles driving on campus is 10mph. ALL vehicles, including client-rented golf carts, must adhere to this speed limit at all times. Sound horn at congested intersections or blind corners.
- Secure all loads when vehicle is moving. Turn engines off when exiting vehicle. Chock wheels or set emergency brake when vehicle is not in use. Any vehicles in use at night, including golf carts and forklifts, must use headlights.
- Safety restraints such as seatbelts on equipment such as forklifts must be worn when available. No riders on forklifts or other equipment where passenger seats are not available.
- Forklift drivers must ensure: travel with forks at a safe travelling height (3-6"); travel with loads facing uphill; fork tips flat on the ground while parked; no smoking while operating forklift.
- Yield to pedestrians at all times. Vehicle movement on grounds may require spotters or a walking escort, depending on crowd density around campus. The Seattle Center Duty Manager/ESR has the final decision on when and under what conditions vehicle traffic will be allowed on campus.
- Any non-Seattle Center operators of heavy equipment must carry proof of certification, and observe all OSHA/WISHA safe operating standards.

No vehicle of any kind is allowed to drive on grass, woodchipped or other landscaped areas. Should vehicle access to a lawn be required, Licensee must notify the ESR and receive approval in advance. Vehicles driving on grass must remain on a plywood road (minimum ¾" thick plywood or MDF). Licensee is responsible for all equipment and labor costs associated with this activity.



No vehicles are allowed to drive on “pavers” (brick sections or decorative tile) in the following areas:

- surrounding the International Fountain
- underneath the glass covered walkways
- decorative tiles ringing the South Fountain Lawn
- Founders Court breezeways
- Outside the south doors of the Armory
- past the tree island in the Krielsheimer Promenade

FIRE LANES:

When placing any stationary article (canopy, parked vehicle, vendor truck/trailer, etc.) on a roadway within the Seattle Center campus, a minimum 20’ wide fire lane must be maintained. Outdoor overhead décor that spans a fire lane, such as start/finish line truss, banners, inflatables, etc., must have a minimum 14’ clearance over the fire lane.

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 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.

Seattle Center equipment is not available for use in decorator-set booths. For lists and rates of available equipment, services, and/or personnel, please refer to the Equipment and Services Addendum and the Personnel Rates Addendum.

Exhibitors must carry in and set up their own exhibit materials. No porter service is available. To conserve energy, doors shall be kept closed when not in use during move-in and -out. 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 ER who coordinates Seattle Center services for the Event. An allotment of ER time is provided with the space 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, 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 needed are determined by the ESR 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:

Sound equipment is available for rent. Seattle Center sound operators are required to set up and operate all Seattle Center equipment during the Event. Combining Seattle center sound equipment with outside vendor equipment is discouraged and should be discussed with your Event Service Representative. The use of non Seattle Center sound equipment and operators is permitted but subject to set up and strike staffing by Seattle Center Stage crew.

STAGE:

Stage platforms are rented in 4’x8’ pieces and are available in heights of 8”, 16”, 24” and 32”. Theatrical lighting and non-Seattle Center sound equipment require labor support from Seattle Center Stage.



AMPLIFICATION:

Outdoor amplification is subject to the City of Seattle Noise Ordinance. Outdoor amplification is restricted to the hours of 9:00AM to 10:00PM on weekends (Saturday/Sunday) and 7:00AM to 10:00PM on weekdays (Monday-Friday), and may not exceed LEQ of 95 dbA as measured from 50' away for one minute. Amplification includes but is not limited to amplified speaking and/or music, and any sound checks prior to scheduled programming. It is strongly discouraged, but if your event necessitates amplified noise outside of these hours, you will need to apply for a temporary noise variance online: <https://www.seattle.gov/sdci/permits/exemptions-from-code-requirements/noise-variances> Your Seattle Center Event Representative will need a copy of any noise variance permit issued for your event.

UTILITIES:

Electrical service and potable water are available at various points throughout the campus.

- Any electrical connections are accessed through a power distribution terminal. Connections direct to the panel 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.
- Any plumbed connections to Seattle Center water sources must be done by Seattle Center staff.

GROUNDS PROTECTION:

- Load limits apply in a number of outdoor areas, consult your ER.
- No staking is allowed on lawns or in garden beds.
- Tents, signs, inflatables and other objects may not be tied off to trees or light poles. Items that need to be secured should be weighted.
- 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 have 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.

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 International Fountain is wheelchair and stroller accessible.

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 event. Your ER can assist with physical addresses as needed.

Facility Addendum information subject to change without notice.

Please email [Seattle Center Booking](#) if you need accommodations to access this document.