FACILITY RENTAL INFORMATION

Thank you for considering Pacific Bonsai Museum for your private special event. We are an open-air museum of living art set within a tranquil, wooded area in Federal Way, Washington. We are a unique venue for your special event and offer several options for a beautiful event space and we look forward to helping you realize the memorable, one-of-a-kind event of your dreams!

Learn more about the Museum at pacificbonsaimuseum.org

To speak with a staff member about rentals, please reach out to Pat@pacificbonsaimuseum.org

Quick facts:
- Rental spaces are available year-round.
- Pavilion capacity: 49 people
- Full museum and collection capacity: up to 300
  - Full Museum & Collection rental is only available after 4pm.
- Flat Rate event times: 4pm-10pm includes setup and breakdown
- We do not have kitchen facilities on site - caterers must bring all necessary equipment

Rentals:
- 6’ Tables/four available/complimentary
- Additional 6’ tables/four available/$10 per table
- Cocktail Tables/three available/complimentary
- Black plastic chairs/60 available/complimentary
- Speaker system with microphone/$200. Please inquire
- Video Projector + Screen/$150. Please inquire.
Private (non-wedding) and Corporate Rates

<table>
<thead>
<tr>
<th>Space</th>
<th>Tues.-Fri. 10am - 4pm</th>
<th>Tues.-Fri. after 4pm</th>
<th>Sat.-Sun. until 4pm</th>
<th>Sat.-Sun after 4pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavilion (1-49)</td>
<td>$200/hr, 2 hour minimum</td>
<td>NA</td>
<td>$250/hr, 2 hour minimum</td>
<td>NA</td>
</tr>
<tr>
<td>Full Museum (Up to 300)</td>
<td>NA</td>
<td>$450/hr, 2 hour minimum, $2,400 flat rate</td>
<td>NA</td>
<td>$650/hr, 2 hour minimum. $3,500 flat rate</td>
</tr>
</tbody>
</table>

Wedding Rates

<table>
<thead>
<tr>
<th>Space</th>
<th>Tues.-Fri. after 4pm</th>
<th>Sat.-Sun after 4pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Museum (Up to 300)</td>
<td>$2,800 flat rate</td>
<td>$4,000 flat rate</td>
</tr>
</tbody>
</table>

Additional Fees:
- Security fee for events after 4pm: $25/hour
- Cleaning fee: $50/ included with full museum buyout.
- $500 refundable security deposit for a full museum buy-out, $250 for all other rentals.
- Cancellation fees:
  - 70 days or more prior to the event, full refund
  - 69 – 8 days prior to the event, 25% of rental fee will be charged upon cancellation
  - 7 days – Day before event, 50% of rental fee will be charged upon cancellation
  - Day of event, full rental fee will be charged upon cancellation

Things to note:
- Flat rates are for 6 hours, including setup and breakdown.
  - Flat rate access begins at 4pm and ends at 10pm
  - If rentals need to be delivered and picked up on different days than the event, additional fees may apply.
- All guests and vendors must exit the Museum by 10pm.
- Fee includes use of the facility, one staff member, use of four 6’ tables, up to 60 chairs, and three cocktail rounds.
- Food service must arrive ready to be served, as groups will not have access to a kitchen for cooking and/or warming up.
- Ensure your rental time includes catering setup and take down.
- Groups will also need to provide their own dishes, cutlery, cups, napkins, linens, etc.
- Groups will be responsible for wiping down complimentary chairs.
- If Pacific Bonsai Museum determines that more staff or security is required the licensee will be charged accordingly.
Event Hours:
The Museum Courtyard is available for private events when the Museum is closed to the public (after 4pm). The Pavilion is available for use during most public hours as well as after Museum closure. While the Facility is reserved exclusively for your event, the building may be open to the public during Museum hours during set-up. Please note, your set up and breakdown times must be included in your total rental time. The Collection space is available for private events when the Museum is closed; though set-up of space may be arranged during open hours.

Please inquire about special rates for non-profit organizations, BIPOC led groups, LGBTQIA+ groups, or other special circumstances. Pacific Bonsai Museum is committed to equitable access for all.

All fees, schedules, details, exceptions, and other considerations are subject to final approval of Pacific Bonsai Museum as determined in the signed rental contract.

If you would like more information, or to schedule a facility rental site visit, please contact

Pat Bako~ Pat@pacificbonsaimuseum.org