PACIFIC
bonsai
MUSEUM

**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 janie@pacificbonsaimuseum.org

**Quick facts:**

- Rental spaces are June - October
- Pavilion capacity: 35 people
- Full museum and collection capacity: up to 50
    - Full Museum & Collection rental is only available after 4pm.
- Flat Rate event times: 4pm-9pm includes setup and breakdown
    - This will be done by you and your party as we do not have any facility management to support your event.
- We **do not** have kitchen facilities on site - caterers must bring all necessary equipment to keep food warm.
    - That includes all dishware, glassware, ways to store and contain food as well as display food. We have no hosting materials to provide for your event.
- **We are not a wedding facility.**

**Rentals:**

- 6' Tables - eight available (complimentary)
    - Additional 6' tables - four available ($10 per table)
- Cocktail Tables - four available (complimentary)
- Black plastic chairs - 50 available (complimentary)
- Speaker system with microphone ($200) Please inquire
- Video Projector + Screen ($150) Please inquire.

**Private and Corporate Rates**

**Pavillion Rental:**

- **Tuesday through Friday 10A – 4P: $300/hr with a minimum of 2hours**
- **Saturday through Sunday 10A – 4P: $350/hr with a minimum of 2hours**
- **Saturday through Sunday 4P – 9P:** *Only available if renting the entire Museum*

## Full Museum Rental:

- **Not available for rent while open to public Tuesday through Sunday 10A – 4P**
- **Tuesday through Friday 4P – 9P: $650/hr with a minimum of 2hours and a $2,400 flat rate**
- **Saturday through Sunday 4P – 9P: $850/hr with a minimum of 2hours and a $3,500 flat rate.**

**Additional Fees:**

- Security fee for events after 4pm: $25/hour
- Banquet Permit $25
- 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 Consider:**

- Flat rates are for 6 hours, including setup and breakdown.
    - Flat rate access begins at 4pm and ends at 10pm (only June - October)
    - 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 **Janie Bube ~ janie@pacificbonsaimuseum.org**