University of Washington
Meany Center for the Performing Arts
2026-27

Rental Agreement
for
Non-University of Washington Community Clients

updated 5/29/26

1. RENTER INFORMATION

Organizational Name: _____
(hereafter "Renter")

Address: _____

Telephone Number: _____

Email: _____

Primary Contact Person: _____

2. EVENT INFORMATION

Name:_____
(hereafter "Event")

Date(s): _____

Estimated Attendance: _____

General Description: _____

3. SUMMARY OF STEPS REQUIRED TO RESERVE A DATE AT MEANY CENTER

- Contact Meany Center regarding availability of desired date(s).
- Obtain Use of University Facilities Approval (see section 4 below.)
- Submit $500 deposit for each date desired (see section 5.B. below.)
- Sign a Rental Agreement with Meany Center for the Performing Arts.

4. UUF APPROVAL

A. **Regardless of any other provision in this contract, Renter shall not be entitled to use Meany Center unless the usage has been approved by the University of Washington Use of University Facilities (UUF) Committee.**

B. To obtain approval by the UUF Committee, non-University of Washington entities must secure preliminary approval for their event by a unit within the university. Such preliminary approval implies that a responsible official at the University has applied their professional judgment to the content of the program, the qualifications of the individuals conducting the event, the manner of the presentation and has concluded that the event is consistent with the teaching, research, and/or public service mission of the University.

C. Renter must complete the online Use of University Facilities ("UUF") form found Request Form at UUF Info | Office of Special Programs . The form must include the name and email address of the dean, director, or chairperson of the sponsoring unit. The completed form is submitted electronically. Notification of approval or denial of the UUF request will be made via email.

5. DEPOSIT, PAYMENTS AND CANCELLATION FEE

A. Meany Center will charge a deposit of $500 for each individual date Renter seeks to reserve. The deposit must be sent to Meany Center with the signed deposit and will apply towards the cost of the event or to the cost of the cancellation fees, as applicable.

B. In addition to payment of the deposit:

- Renter must remit one-half of the estimated charges (see section 6.C. below) at least thirty (30) days prior to the event.

- If Renter has never rented Meany Center, Renter must remit the remaining balance of the estimated charges at least one week prior to the event.

C. After the event has concluded, Meany Center will send Renter an invoice for actual charges. Renter must remit the balance of actual charges, if any, within 30 days of invoice date. Renter agrees to pay any finance charges, late fees and all collection fees, including attorney costs, on amounts not received by Meany Center within 30 days of invoice date.

D. After Meany Center has confirmed your date, if an event is canceled, cancellation charges will apply as follows:

- Cancel 181 days or more before the event: Cancellation fee = $1,000 per date scheduled.

- Cancel 91-180 days before the event: Cancellation fee = $1,500 per date scheduled.

- Cancel 31-90 days before the event: Cancellation fee = 75% of the total estimated cost of the event.

- Cancel 0-30 days before the event: Cancellation fee = 100% of the total estimated costs of the event.

- A rescheduling request will be considered by Meany Center only if it is made 180 days or more before the event and a mutually agreeable date is available on the calendar. Otherwise, cancellation fees apply.

E. Payments by check will be processed electronically by using the information on the check to create an electronic funds transfer (EFT). For each check tendered in connection with this rental, Renter hereby authorizes the university to withdraw funds in the amount and from the bank account indicated on the check. Canceled checks will not be returned because the checks must be destroyed after the EFT has been made.

F. Renter's obligation to make payment shall not be excused by any illness or incapacity of any performer.

6. CHARGES FOR FACILITY, LABOR & EQUIPMENT

A. Attached hereto as Exhibit 1 are Meany Center's facility, labor and equipment rates.

B. After the date for the Event has been reserved (see section 3.), Meany Center will schedule a production meeting with a representative for the Renter who is authorized to financially obligate the organization. The Renter's representative should come to the production meeting with a clear understanding of the Renter's specific event needs. At the conclusion of this meeting, Meany Center will provide Renter an "Estimate of Charges and Schedule of Payments" which Renter's representative shall sign upon presentation.

C. The signed "Estimate of Charges and Schedule of Payments" shall become Exhibit 2 to this Agreement.

D. The Estimate in Exhibit 2 will note that it is based on the specifications provided by Renter at the production conference, and that the actual charges may vary if the Renter makes changes to its specifications or times. The final cost of renting Meany Center will be based on the Renter's actual level of

usage of the facility, labor and equipment at the rates shown in Exhibit 1, as well as any other direct costs incurred on behalf of the Renter.

E. Meany Center will provide stage technicians, house managers, ushers and any other persons the Meany Center Senior Director of Operations & Planning deems necessary for the security and logistical operation of the event. Meany Center will determine the actual number of staff required. Renter volunteers may not be substituted for any Meany personnel.

7. SELLING TICKETS

A. Renter is responsible for selling tickets for the event. Before tickets can go on sale, Meany Center must approve renter's ticketing plan, ticket sample* and renter must provide City of Seattle Admission Tax documentation (see B, C & D of this section and Exhibit 3 for more information.) *All tickets must show presenter, event name, event date and time, theater name and address, established price, service charge and admissions tax if applicable, and total price (inclusive of all fees and taxes). General Admission tickets if priced by section must be color coded or the section row numbers must be printed on ticket. Reserved tickets must also show the door letter, row letter and seat number on both ends of ticket.

B. Ticket sales may be subject to the City of Seattle admissions tax. For more information, go to Admission Tax - City Finance | seattle.gov on the City of Seattle website.

C. Renter must provide Meany Center with either a copy of its Certificate of Registration for Admission Tax issued by the city or a Certificate of Exemption as proof that it is exempt from having to obtain such a registration. This documentation must be provided prior to tickets going on sale.

D. Renter is solely responsible for the collection and remittance of admission taxes. Renter agrees to fully indemnify the University of Washington for any and all expenses Meany Center might incur in connection with an assessment of Admission Taxes by the City of Seattle, including but not limited to reimbursement to the University if it remits the taxes, the fair market value of time spent by the University or its legal counsel in responding to an inquiry by the City of Seattle as to whether the proper amount of Admissions Tax was remitted for Renter's event, and any legal costs associated with such an inquiry.

E. Renter may not print, sell or give away more tickets than the capacity of Meany's mainstage Katharyn Alvord Gerlich Theater, which is 1201, plus 4 wheelchair spaces. "Standing room" and sitting on aisle steps in Meany Center are prohibited.

F. Contact information must be available to patrons to arrange for disability accommodations. This information should be provided in all marketing materials as well as all ticket sales locations.

G. Renter must reserve twelve (12) tickets for Meany Center's use, and if the event is reserved seating, the following seats are required: R2, 4, 6, 8, 10, 12: N29, 31, 33, 35: and O33, 35. Meany Center retains six (6) seats for our Front of House to use to solve last minute ticketing problems throughout the event, but will release any remaining unused tickets to Renter at the Box Office no later than one-half hour prior to the event.

H. Meany Center reserves the right to require hand-stamps for re-entry or a no re-entry policy for the event. If a no re-entry policy is in force, this policy must be printed on each ticket.

I. Meany Center Box Office space is available to Renter at no charge one and one-half hours prior to event. Renter must provide staff and change fund. Renter must staff the night-of-show Box Office at least one hour prior to curtain and thirty (30) minutes after the event begins to serve late-comers.

8. PARKING

Limited covered parking is available underneath the theater in the Central Parking Garage located at 15th Avenue NE at NE 41st Street. Fees may apply. For more parking information visit: Parking | Transportation Services Other paid parking is available in the area. We encourage patrons to arrive 30 minutes prior to the performance, or to take one of the many buses that come right to campus or Link light rail. For more information, visit: Getting to UW | Transportation Services

9. LOBBY SALES

A. Renter must request permission from the Director of Audience Services, Nancy Hautala (bnancy@uw.edu) to use the Meany Center lobby to sell performance related merchandise at least two (2) weeks in advance of the event. The charge for this usage, if agreed to, is 15% of net proceeds (gross proceeds less sales tax) payable at the conclusion of the event by check payable to the University of Washington or by cash. Sales tax on the gross will be paid by Meany Center, unless otherwise agreed upon.

B. Raffles and donations are not considered lobby sales and Meany Center does not collect a percentage of the proceeds. Donations are defined as voluntary

gifts of money and are not in exchange for goods. Items sold for a defined "suggested donation" amount are considered lobby sales.

C. Renter shall permit Meany Center to conduct a pre and post event inventory of merchandise to verify merchandise sales.

D. Renter must provide a seller, a change fund and cash box. Complimentary tables for lobby sales are included in this rental agreement.

E. Meany Center assumes no responsibility for security of inventory.

10. FOOD AND BEVERAGE SALES

Meany Center retains exclusive rights to sell food and beverages in and about the theater premises at all times. Under no circumstances will food or beverages be permitted in the seating areas within the theater.

11. RECEPTIONS, COMPLIMENTARY FOOD AND BEVERAGES

A. All receptions and the provision of complimentary food and beverages are at the sole discretion and control of Meany Center. No food or drink is allowed in the seating area of the theater. If Renter desires to offer complimentary food or beverages or have a reception at which food or alcohol is to be served, Renter must make the request to Director of Audience Services, Nancy Hautala (bnancy@uw.edu) at least four (4) weeks in advance of the event.

B. If Meany Center approves the request, please see information on Reception Exhibit 4 with instructions for obtaining a UW food permit. Food Permit | UW

- If Meany agrees to allow alcoholic beverages, obtain additional university authorization and a separate permit from the state.
  - Alcohol Service | Office of Special Programs
  - Banquet Permits FAQs and Information | Washington State Liquor and Cannabis Board

- In Accordance with Seattle Municipal Code 21.36.086, Meany Center requires all clients to provide reusable or compostable service ware for all receptions or food related events. All compostable ware must be a Cedar Grove approved commercial product, a list of which can be found at:
  - Accepted Commercial Items | Cedar Grove

C. Consistent with University policies toward events opened to the public: persons under 21 years of age may attend the function if there are effective

safeguards to prevent the consumption of alcohol beverages by minors. Direct supervision of these safeguards is the responsibility of the rental client.

D. Please see the Reception/Special Event Information sheet, attached hereto as Exhibit 4, for more information on receptions.

12. DELIVERIES

Renter must schedule all deliveries at least 48 hours in advance of the event by contacting the Technical Director Tom Burke (tdburke@uw.edu) at 206-543-5727.

13. PRINTED PROGRAMS

All printed programs need to be delivered to the Meany Center lobby at least one and one-half hours before an event begins.

14. DISABILITY ACCOMMODATIONS

To be compliant with federally required disability accommodations and venue access; Rental Clients must ensure that designated seats, companion seats and seat access are kept available for those with disabilities. Currently, Meany's Katharyn Alvord Gerlich Theater has four (4) wheelchair spaces available in the main seating area. For those unable to negotiate stairs, seating is available in Rows M and R on the main floor and row HH in the balcony. Accessible restrooms are only located in the lower lobby via elevator. It is required that Rental Clients retain these seats for disabled patron's access when making plans for facility usage. As such, disability accommodations must be addressed in any ticketing plan.

15. REQUIREMENTS FOR THIRD PARTY-LED YOUTH PROGRAMS

Third party-led youth programs that use University facilities must meet or exceed the requirements of Administrative Policy Statement 10.13 Requirements for University and Third Party Led Youth Programs, including, without limitation:

A. Ensuring that all personnel with youth supervisory, custodial, chaperone, or caregiving responsibilities, or with unsupervised access to youth:

- Have successfully completed criminal background checks,

- Are sufficiently trained to provide safe and developmentally appropriate care for youth,
- Abide by UW standards for safely interacting with youth (University Standards for Interacting with Youth | Youth at UW), and
- Report to the proper authorities, in accordance with state and federal laws and regulations, any suspected child abuse, neglect, or other behaviors of concern,

B. Maintaining safe environments to prevent injury,

C. Having procedures in place to respond to emergencies and known health needs of youth, and

D. Safeguarding the privacy of youth while in their care.

Note on Restroom Use: When youth are using public bathrooms, youth programs must utilize the "rule of three" supervision, e.g., two adults with one or more children, or one adult with two or more children.

Specific definitions for the above requirements can be found on the UW's Administrative Policy Statement webpage. APS 10.13 Requirements for University and Third Party Led Youth Programs

16. CONTROL OF FACILITY

A. Meany Center's facilities shall be at all times under the control of the Meany Center Senior Director of Operations & Planning and authorized staff, including the Technical Director or Technician in Charge for the backstage areas, and the House Manager for the Front of the House. The House is not opened, nor does an event begin, without the permission of the Technician in Charge.

B. Meany Center reserves the right to require Renter to provide and pay for security from a licensed, bonded and insured agency that is approved by Meany Center.

C. Meany Center is a multi-purpose facility. Any and all members of the University of Washington community so designated by the Meany Center Executive Director, have the right to enter Meany Hall at any time.

D. No persons will be allowed backstage during the event unless they are members of the on-stage company, Renter representatives or Meany Center staff.

E. Meany Center reserves the right to display UW sponsorship signage and other promotional materials in Meany Hall and surrounding lobby areas. In addition, limited space is available for client sponsorship signage and other promotional materials.

F. Smoking is not permitted in Meany Center, or on the University of Washington campus.

G. Helium balloons are not allowed in the lobby, stage or seating area of Meany Center.

17. SAFETY AND LIABILITY

A. Renter must ensure that the use of Meany Center is carried out in a manner that assures the safety for all persons concerned including compliance with the safety and liability provisions included in the UUF.

B. Renter permission to use Meany Center is granted with the express understanding and condition that Renter assumes responsibility for any loss, damage, or claims arising out of such use.

C. As determined by Meany Center, when the event involves physical activity, or otherwise will increase the risk of bodily injury above the level inherent in the facilities to be used, or if alcohol is to be served, proof of liability insurance coverage, including liquor liability when applicable, with limits of at least $1,000,000 per occurrence ($3,000,000 in the aggregate) must be provided to Meany Center and name the Board of Regents of the University of Washington as additional insured before approval for the requested use will be granted.

18. EQUIPMENT LIABILITY

Renter is fully liable for equipment damaged during rental except to the extent of demonstrated negligence by Meany Center.

19. CONDITION OF HALL

Renter assumes responsibility for condition of Meany Center. All spaces used must be left clean and orderly. It is the Rental Client's responsibility for disposing of

left-over materials, signage, food wastes, etc. in the provided receptacles. If extra cleaning and/or maintenance are required as a result of non-compliance with this policy, Renter is responsible for costs at $50 per labor hour plus equipment charges necessary for cleanup.

20. COPYRIGHTS, RELEASES AND TAXES

A. Renter agrees to obtain all necessary performing rights and licenses, and to pay any applicable royalties, taxes and other fees associated with the event.

B. Renter agrees to defend, indemnify, and to hold harmless Meany Center against all claims, demands, costs and expenses arising by reason of any alleged infringement or violation of any copyright or proprietary right from the User's event.

C. Renter agrees to contact appropriate tax authorities regarding the applicability of the state and local taxes on Renter's event and to pay such tax(s) as required.

D. If an event is to be recorded in any way, Renter must obtain the appropriate releases from all participants. Prior approval from University Marketing is required to conduct commercial filming or photography on the UW campus. Please contact University Marketing & Communications at 206-221-7041 for more information. Campus Film & Photo – UW Brand

21. DEFAULTS

If Renter fails to comply with the Schedule of Payments in the Estimate of Charges, or with the terms and conditions contained herein and in the UUF, or with any other applicable University policies or procedures, then Meany Center reserves the right to cancel any pending Renter reservation of Meany Center facilities with a minimum of twenty-four (24) hour notice to Renter. At the time of such cancellation, Renter forfeits all prepayments and/or deposits already received by Meany Center. Additionally, Meany Center will not honor future reservation requests from Renter unless and until all outstanding Renter debts and fees to Meany Center have been paid in full.

22. FORCE MAJEURE

Neither Renter nor Meany Center shall be liable to the other party for failure to perform an obligation hereunder when performance of such obligation is rendered impossible due to damage or destruction of Meany Hall, orders or regulations of public authorities, labor disputes, civil tumult, epidemic, pandemic, Act of God, or

any cause which both was beyond the control of and is not remediable by the party seeking to exercise this provision.

23. <u>INDEMNIFICATION</u>

A. Renter agrees to defend, indemnify and hold harmless the University of Washington, its regents, officers, agents and employees, from and against any and all claims, demands, losses, liabilities, costs, or expenses of any nature whatsoever arising from or as a result of use or occupancy of Meany Center for the Performing Arts by Renter and Renter's agents or employees, provided that such claims, demands, losses, liabilities, costs, or expenses are due or are claimed to be due to to (i) Renter has infringed any U.S. patent, trade secret, trademark, or copyright of any third party, or (ii) the negligent acts or omissions of User and User's agents or employees.

B. The University of Washington agrees to defend, indemnify and hold harmless Renter, Renter's officers, agents, and employees, from and against any and all claims, demands, losses, liabilities, costs, or expenses of any nature whatsoever, including all claims, demands, losses liabilities, costs, or expenses against the User, for property damages or personal injuries due or claimed to be due to the negligent acts or omissions of the University of Washington, its regents, officers, agents, or employees.

Signature		
Name and Title		Sarah Wilke, Sr. Dir. Planning and Ops
Renting Entity		Meany Center for the Performing Arts
Date Signed		

Meany Center for the Performing Arts
(Rental Agreement – Exhibit 1)

CLIENT RATE SCHEDULE
October 1, 2026-June 30, 2027

FACILITY USE (incl. 2 one hour site visits)	**PRIME TIME**	**WEEKDAY**
UW & Internal Clients - Theater and/or Lobby	$1,500.00	$1,000.00
External Client - Theater and/or Lobby	$3,000.00	$2,000.00

Prime Time:

- Monday-Friday: 6:00pm to 12:00am (midnight) - Saturday- Sunday: 8:00am to 6:00pm & 6:00pm-12:00am - All University Holidays: 8:00am-6:00pm & 6:00pm-12:00am

Weekday:

- Monday-Friday: 8:00am to 5:00pm

Multi-Day and Weekly rates available

LABOR *	**Straight Time**	**Overtime**	**Double Time**
Stage Technician**	$80.00	$120.00	$160.00
House Manager**	$60.00	$90.00	$120.00
Usher	$40.00	$60.00	$80.00

* Labor includes set up, rehearsal, performance, and break-down.

** Stage Technicians and House Managers are billed at 4 hour minimums; Ushers are billed at 4 hour minimums only between June 15 - September 30; over 8 hours per day is charged at overtime rate; over 12 hours per day, time worked after midnight and before 8:00am, and UW Holidays is charged at double time rate. If Stage Technicians, House Managers and Ushers are scheduled for more than 5 consecutive hours without a meal break, time over 5 hours is billed at the double time rate.

EQUIPMENT *	**FEE PER DAY**
Lighting Instruments	$ 7.25 (ea)
Strip Lights	$ 25.00 (ea)
Cyclorama	$150.00
Piano†	$ 180.00
Orchestra Shell	$ 250.00
Risers	$ 25.00 (ea)
Marley Dance Floor	$ 50.00 (ea)

EQUIPMENT *	**FEE PER DAY**
Sound System (includes 8 mics)	$ 575.00
Additional Mics/inputs	$ 25.00 (ea)
Audio Monitors	$ 62.00
Tables (6')	$ 10.00 (ea)
Live Media Capture System***	Please inquire
Projection System**	$ 375.00

* Equipment Available for weekly rates.

** Includes rear projection screen, laptop and projector. Client responsible for operator and all content.

*** Live an/or recorded media services may be available, dependent on event and needs. Please inquire.

† Piano tuning available from Andy Thorns. Contact 865.765.0988..

UW OVERHEAD SURCHARGE – 15.6% added to total charges for non-UW rental clients

LOBBY SALES – 15% of sales, net taxes (includes tables)

* When calculating your Event Cost please add the following to reach your total: Facility Use, Required Meany Labor, Equipment, & UW overhead surcharge

Meany Center for the Performing Arts
(Rental Agreement – Exhibit 2)

ESTIMATE OF CHARGES AND SCHEDULE OF PAYMENTS

Replace this blank page with the signed document from the Production Meeting.

Exhibit 3 TICKETING PLAN

The ticketing plan described below must be completed by renter and approved by Meany Center prior to the selling or distribution of any tickets in accordance with section 7 of the Rental Agreement. In addition, renters must provide Meany Center with City of Seattle Admission Tax documentation prior to selling or distribution of tickets.

Name of Event: _____ Date of Event: _____

Required approvals from Meany Center before tickets can go on sale

- ☐ Ticket vendor, if using electronic ticketing system or any third-party ticketing system - This includes approval of the scanning equipment plan for the day-of-show
- ☐ Completed Ticketing Plan (see below)
- ☐ Ticket lay-out for electronic and paper tickets
- ☐ Admissions tax documentation

Renter is fully responsible for all ticketing set-up and sales. Unfortunately, Meany's ticketing system is not configured for rental usage, but we can recommend outside vendors. Meany Center can accommodate both paper and electronic tickets. If using electronic tickets, renter is responsible for providing all ticket scanning equipment necessary for processing tickets onsite. Meany provides ushers to accept and/or scan tickets at the entry doors.

All tickets must show presenter, event name, event date and time, theater name and address, established price, service charge and admissions tax if applicable, and total price (inclusive of all fees and taxes). See Seattle Municipal code 5.40.060 at Admission Tax - City Finance | seattle.gov and Federal Trade Commission Announces Bipartisan Rule Banning Junk Ticket and Hotel Fees.

Ticketing Plan

1) Four ticketing options are listed below. Determine which one best fits your event and complete the appropriate section.

☐ Option 1 – General Admission

- Additional format requirement: If priced by section, tickets must be color coded or the section row numbers must be printed on ticket.
- If using Price by Patron Type (i.e. general public, seniors, students, etc) describe specifics: _____
- If using Price by Theatre Section, define section using seating chart on next page and give specifics: _____
- If using Price by Date (i.e. early bird, advance, day of event) describe specifics: _____

☐ Option 2 - Reserved Seating (specific seat, each ticket)

- Additional format requirement – Reserved tickets must show the door letter, row letter and seat number, price and date of event on both ends of the perforated ticket.
- If using Price by Patron Type (i.e. general public, seniors, students, etc.) describe specifics:
  _____
- If using Price by Theatre Section, define section using seating chart on next page and give specifics:
  _____
- If using Price by Date (i.e. early bird, advance, day of event) describe specifics:
  _____

☐ Option 3 – Free

- ☐ With Ticket ☐ Without Ticket (please check)
- Cannot print or distribute more than venue capacity.

☐ Option 4 - Conference/Other

- Please describe process and pricing.
  _____
  _____

2) Name of ticketing vendor or software, if using: _____

3) Proposed Date tickets go on sale: _____

4) Plan for advance tickets sales (i.e. vendor, locations, on-line, phone sales – give all pertinent information): _____

5) Staffing for night-of-show Box Office/Will Call will be: ☐ Renter's staff/volunteers ☐ Outside Vendor

   If using an outside vendor, give vendor name, contact and phone #:
   _____

6) Type and number of ticket scanners and equipment you are bringing , if digital tickets: _____

   a. Do you have special or secured wifi needs for your equipment? _____

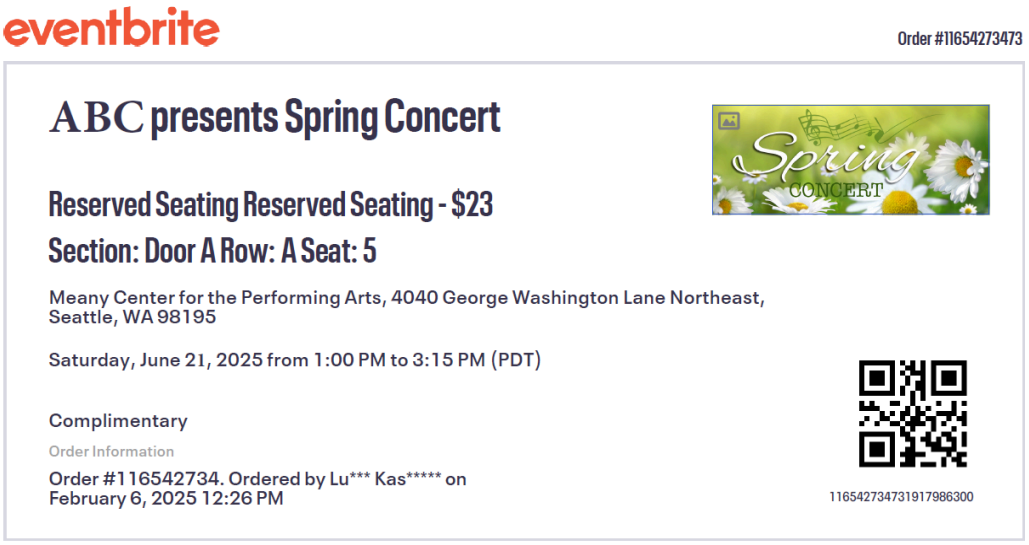
7) Re-Entry Policy: ☐ Ticket stub ☐ Hand Stamp ☐ No Re-Entry (must be printed on ticket) (please check)

8) Organization contact information for patrons who need disability accommodations:
   _____

9) Your proposed ticket design: (please affix)

10) Ticket Example for digital and paper (see below)

11) Seating Chart (see below)



eventbrite

Order #11654273473

ABC presents Spring Concert

Reserved Seating Reserved Seating - $23

Section: Door A Row: A Seat: 5

Meany Center for the Performing Arts, 4040 George Washington Lane Northeast, Seattle, WA 98195

Saturday, June 21, 2025 from 1:00 PM to 3:15 PM (PDT)

Complimentary

Order Information

Order #116542734. Ordered by Lu*** Kas***** on February 6, 2025 12:26 PM

11654273473191798630O

Online Ticket Example



Spring CONCERT

Saturday
June 21 • 1pm
Meany Hall

Meany Center for the Performing Arts
4040 George Washington Lane NE
Seattle, WA 98195

Reserved Seating: $23 Section: Door A Row: A Seat: 1

Spring CONCERT

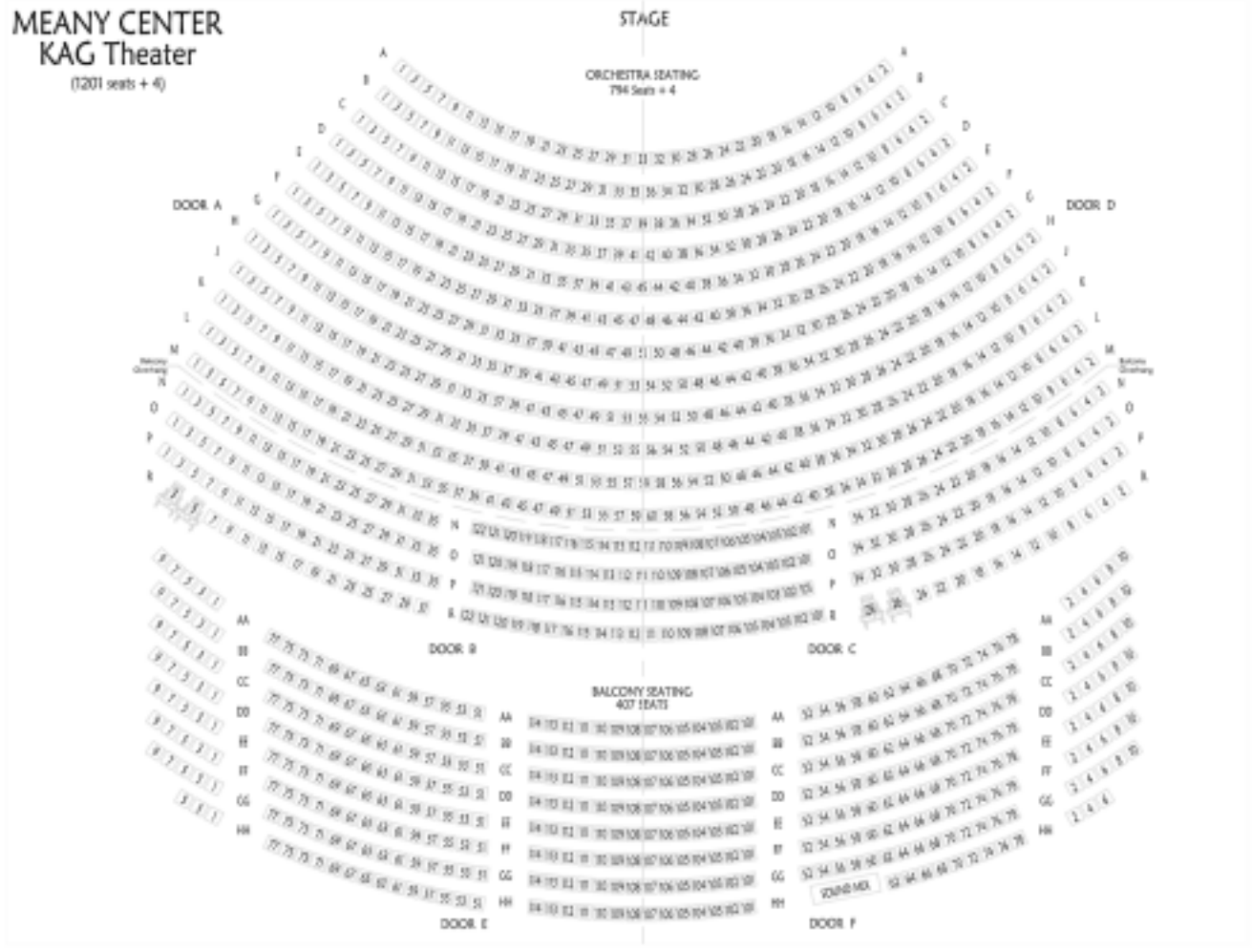
June 21
1pm
Meany Hall

Meany Center for the Performing Arts
4040 George Washington Lane NE
Seattle, WA 98195
Reserved Seating: $23

Section: Door A Row: A Seat: 1

Paper Ticket Example

Meany Center for the Performing Arts
Exhibit 3 TICKETING PLAN



Meany Center for the Performing Arts
(Rental Agreement- Exhibit 4)

RECEPTION/SPECIAL EVENT INFORMATION

Receptions are at the discretion of the facility. All requests for receptions in Meany Center must be made to the Director of Audience Services at 206-543-2010, bnancy@uw.edu at least four (4) weeks in advance of the event. Please be prepared to provide specific information such as date, time, number of guests, caterer, etc.

Maximum reception attendance will vary based on event details and location. All required food and alcohol permits must be completed and submitted to the appropriate parties at least two (2) weeks in advance of the event.

Catering:

Meany Center puts no restrictions on the choice of caterer except that they have a current state license. Meany does have a list of caterers who have previously worked at Meany Center available upon request and the University of Washington has an in-house caterer (Bay Laurel Catering).

All food served on University premises must meet applicable health standards. Food offered for consumption must be:

- Obtained from approved wholesale or retail sources.
- Prepared in an approved location, e.g., restaurant, bakery, or approved campus food service.
- Prepared and served by persons with valid health permits (food worker cards) obtainable from the Seattle-King County Health Department.
- Processed, stored, and transported by methods which effectively prevent microbial growth, contamination, or adulteration.
- Foods prepared or stored at home or in a kitchen without an EH&S or local health jurisdiction operating permit cannot be sold or distributed.

Food Permit Information:

Groups wishing to provide food for their members, guests and/or the public must file a TEMPORARY FOOD SERVICES EVENT APPLICATION with UW Environmental Health & Safety at least two (2) weeks before the planned event. Temporary Food Establishment Permit applicants will be charged a fee when a permit is issued. Fees are tiered by event complexity and include a reduced fee for registered student organizations. Costs range from $51 to $380. Food Permits | UW Environmental Health & Safety

If you have selected Bay Laurel Catering to provide service, this application is not needed.

To apply for a Temporary Food Permit, you must have a UWNetID. If you do not have one, Meany's Director of Audience Services will assist once all information is known including the following:

- Number of attendees

Meany Center for the Performing Arts
(Rental Agreement- Exhibit 4)
RECEPTION/SPECIAL EVENT INFORMATION

- Hours served
- Caterer name, address, phone number
- List each food to be served and include the following details:
    - Perishable/Non-perishable
    - Equipment used for transport
    - Time the food will leave the food establishment
    - Time the food will arrive at the temporary food establishment
    - Perishable food temperature controlled onsite (Yes/No)
    - Equipment used on site
- Who will deliver food to your temporary food establishment?
- Describe barriers to bare hand contact (e.g., gloves, disposable utensils, deli paper) for handling unpackaged food.
- Will food workers be handling (e.g., plating, repackaging, preparing, dispensing) unpackaged foods (Yes/No)
- Where will you wash hands?
- What food code approved sanitizer and test strips will be available to use on food contact surfaces?:
- Will you have extra sets of clean and sanitized utensils to change out regularly (at least every 4 hours) through the event? (Yes /No)
- Food WORKER CARDS:
    - Upload food worker cards for UW personnel or students transporting foods, handling foods or supervising the food service. (You do not need to upload food worker cards for caterers/restaurants/vendors with a current permanent operating permit issued by a Washington state local health jurisdiction)

Alcohol Permit Information:

Groups wishing to provide complimentary alcoholic beverages for their members, guests and/or the public must file an AUTHORIZATION TO APPLY FOR A BANQUET PERMIT TO SERVE ALCOHOLIC BEVERAGES from the University of Washington and obtain a State of Washington BANQUET PERMIT from the State Liquor & Cannabis Board. Alcoholic beverages may be served only as part of a planned program in the area identified on the banquet permit and can only be served on a complimentary basis. Make sure the time frame listed on the application covers uncorking as well as the actual reception time frame. No drinks can be served past the time listed on the permit.

Required Steps:

- Minimum of two weeks before the event, complete an AUTHORIZATION TO APPLY FOR A BANQUET PERMIT form found online at: Alcohol Service | Office of Special Programs
- Receive an e-mail in return stating that your application has been approved by the UW and instructions to purchase the actual BANQUET PERMIT from the WA State Liquor & Cannabis Board. The cost is $25/permit
- Apply for the BANQUET PERMIT online at: Banquet Permits FAQs and Information | Washington State Liquor and Cannabis Board

Meany Center for the Performing Arts
(Rental Agreement- Exhibit 4)
RECEPTION/SPECIAL EVENT INFORMATION

- Applicant brings the UW Approval email and the WA State BANQUET PERMIT to Meany Center for the event; Meany staff will post at the location of the alcoholic beverage service on the event date.
- Alcohol may not be served at the event unless both permits are posted at the bar.

Set up:

After consulting with you regarding set up configurations, we will propose a ground plan for your initial approval. The final layout must be approved by the Meany Center Director of Audience Services Manager and the campus Fire Marshall five working days prior to event.

Banners:

Sponsor banners can be hung in the lobby. Best placement is directly across from the front doors. Optimal banner size: Horizontal – 10'W x 4'H or Vertical – 4' W x 8'H.

Available Equipment:

The following equipment is available for use during your event. Please note that a rental fee applies in some cases (denoted by *) see Rate Schedule for details.

# Available	Item Description

- 18 Folding tables (6' x 2 ½') *
- 6 Standing Cocktail rounds (24" diameter)
- 9 Easels
- Rope and stanchions for basic needs
- Vinyl table covers and skirting of various colors – amount available dependent on number of tables and configuration

Candles:

Candles and flames are not permitted.

Miscellaneous:

No food or beverages are permitted in the auditorium. Smoking is not permitted in Meany Center, or on the University of Washington campus.