Space Needle
Event Planning Guide



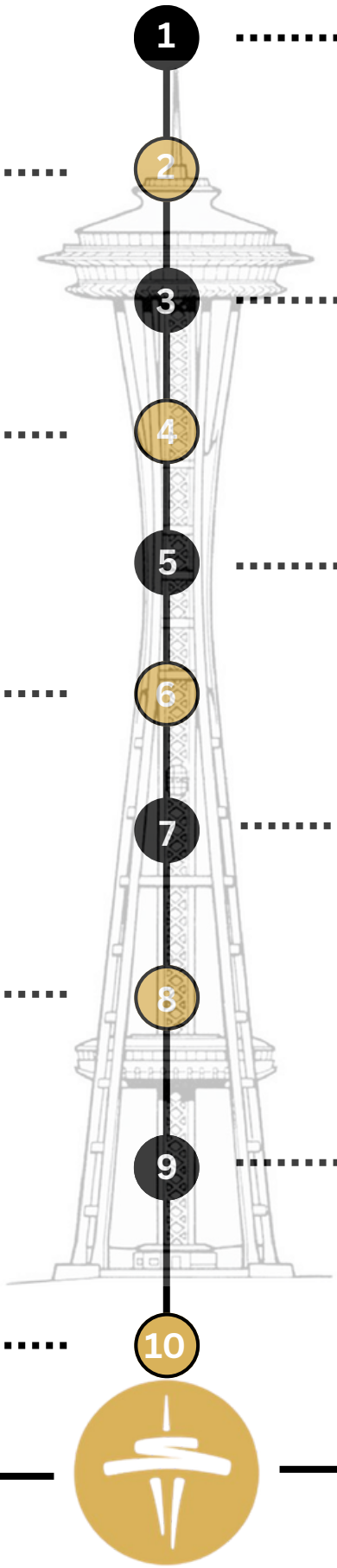
Planning Your Event at The Space Needle

This guide provides important information to help you plan and prepare for your event. Inside you will find details about your event team, planning timelines, catering, vendor coordination, policies, and event logistics.

We look forward to hosting your event.

Event Planning Timeline

1. Contract Signed and Initial Deposit Paid
2. Event Turned Over from Event Sales Manager to Event Planning Manager
3. Work with Event Planning Manager to Set Up Initial Planning Call to Discuss Your Event Details
4. Menu Selections Due 2 Weeks Prior to Event Date
5. Remaining Balance Due Days Prior to Event Date
6. Final Guarantee Due 4 Days Prior to Event Date (Including Final Menu Counts)
7. It's Your Event Date!
8. Final Invoice Sent to Client for Final Payment or Refund
9. Post Event Survey
10. Let's Plan Another Event!



Your Space Needle Event Team

Event Sales Manager - Will guide you through the initial booking process. The Event Sales Manager is responsible for selling the event space, confirming availability, discussing initial event details, and preparing the Event Contract. They will work with you through the contracting process until the agreement is finalized. Once the contract is signed and initial deposit is paid, your event will be transitioned to the Event Planning Manager who will oversee the planning and execution of your event.

Event Planning Manager - Will manage the planning process for your event from start to finish. The Event Planning Manager will assist with menu selections, vendor coordination, event timelines, and overall logistics. They will create and maintain the Event Order, which outlines all event details and associated costs, and will assist with final invoicing. The Event Planning Manager will be onsite at the beginning of your event to ensure all details are in place, and introduce you to the Event Operations Manager and Team and ensure you are comfortable with them.

Event Operations Team - The Event Captain is your primary onsite contact during the event itself. This individual will oversee event execution, coordinate with staff and vendors, and remain onsite throughout the duration of your event to ensure everything runs smoothly. The Event Operations Manager will also be available to help and support the Event as needed.

Due Dates and Payments

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- A non-refundable deposit in the amount of 40% of the Estimated Revenue is due upon return of the signed Event Contract.
- The remaining estimated charges set forth on the final event order issued by Center Art LLC under this Event Contract are due seven (7) business days prior to the Event.
- Any remaining balance left must be paid at the conclusion of the Event. Center Art LLC accepts cash, check, Visa, MasterCard and American Express. If a credit card has been given for the deposit and/or prepayment, it will be used to pay any remaining balance unless otherwise previously arranged with the Center Art LLC.
- If the F&B Minimum is not met, the balance will be charged as a room rental.

Frequently Asked Questions

Audio/Visual -

- TV monitors and microphones are available in-house, for an additional charge. Any additional audio/visual equipment or services will need to be rented through an approved vendor and may incur additional costs. Please discuss all AV needs with your Event Planning manager during the planning process.

Decorations -

- Decorations, signs or displays brought into the Space Needle must be approved by Space Needle LLC prior to the event date.
- Glitter, confetti, and paint are not allowed in the Space Needle.
- Group may not affix anything to the walls, floors or ceilings.
- Candles with flames are not permitted.
- Fog machines are not permitted.
- All utensils, furniture, fixtures and equipment will be at the sole discretion of the Space Needle and in accordance with the care and function of the glass floor. We reserve the right to specify all materials brought to and used on The Loupe.
- All displays and decorations will comply with the City of Seattle Building Code and applicable fire prevention ordinances.

Event Set Up -

- Event set up may only occur during the hours listed on the Event Order.

Food & Beverage -

- All food and beverage must be ordered from Space Needle. Menu selections will be coordinated with your Event Planning Manager during the planning process. The Space Needle utilizes seasonal menus, and final menu selections will be confirmed approximately three (3) months prior to the event date.
- Food and Beverage is not allowed to be transported between floors or outside of event space unless all floors are reserved for the event.
- For events over 350 people compostable products will be used.
- No outside food and beverage beverage is allowed.

Frequently Asked Questions (Cont.)

Internet Access -

- Wi-Fi Name: Events, Password: Events!nSpace62

Live Animals -

- Animals, with the exception of service animals, are not allowed in the Space Needle.

Logistics/Planning -

- Your Event Planning Manager will reach out to you to schedule a preliminary call to discuss the logistics of your event such as timeline, set-up, and any additional needs. A site visit may be set up prior to the event.

Lost and Found -

- Space Needle is not responsible for any objects left after an event. Everything must be removed on the day of the event.

Non-Smoking Venue -

- Space Needle is a non-smoking venue. Smoking and vaping are prohibited in all areas of the building, including the outer deck of the Upper Atmos.

Security -

- All event guests will be subject to standard security screening upon arrival. Screening may include bag checks and the use of metal detection.

Shipping/Receiving -

- Parcels for events may be delivered one business day prior to the event. The label should include the name of the group, date of the event and the name of the assigned Event Planning Manager. We cannot be responsible for storage of exhibit property or large quantities of parcels. Drayage fees will apply.
  - Drayage fees are as follows:
    - $250 acceptance fee.
    - $75 for every additional box under 25 lbs.
    - $150 for every additional box over 25 lbs.
    - No pallets will be accepted.

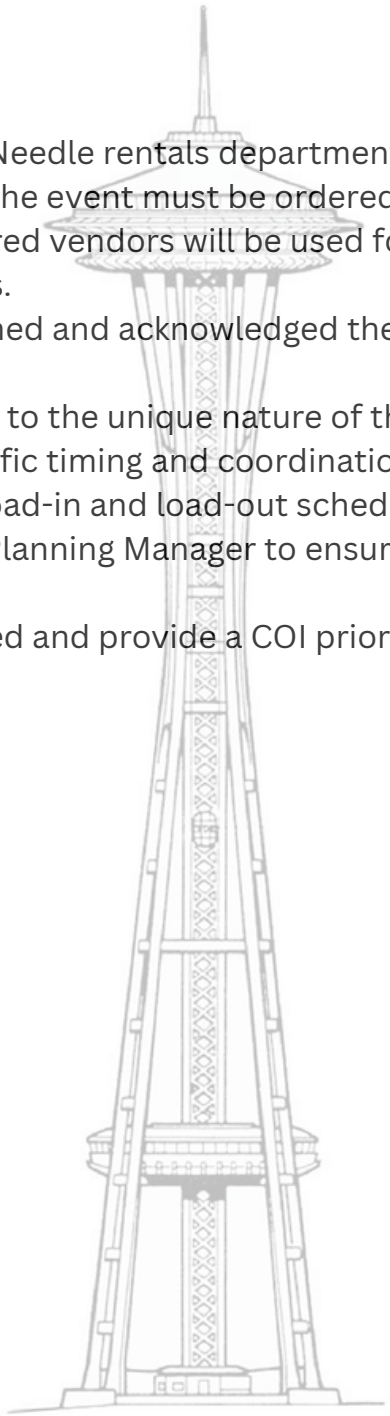
Frequently Asked Questions (Cont.)

Valet -

- Link to valet pricing here.

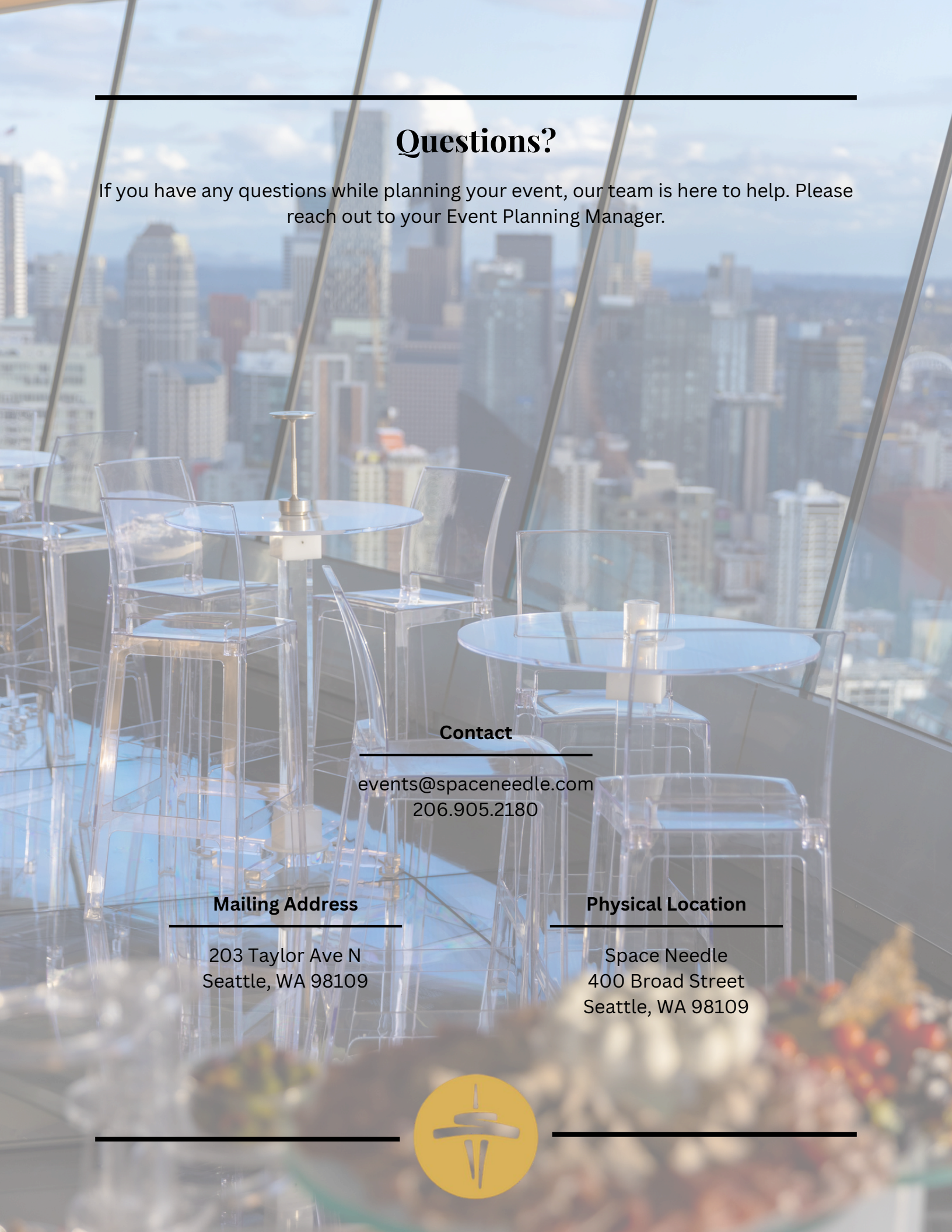
Vendors -

- Icon Rentals is the Space Needle rentals department. Reference brochure here.
- Rental items required for the event must be ordered through Space Needle.
- Only Space Needle preferred vendors will be used for all events on The Loupe, Atmos, or for Block Parties.
- All vendors must have signed and acknowledged the SN Vendor Guidelines form prior to arriving onsite.
- Load-In & Load-Out — Due to the unique nature of the event space and the use of elevators for access, specific timing and coordination are required for all vendor load-in and load-out. All load-in and load-out schedules must be arranged in advance with your Event Planning Manager to ensure efficient use of space and access.
- All vendors must be insured and provide a COI prior to arriving onsite per the Vendor Guidelines.



Questions?

If you have any questions while planning your event, our team is here to help. Please reach out to your Event Planning Manager.



Contact

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Mailing Address

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Physical Location

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