

ARTS at King Street Station			
Rental Rates			
<p>Payment can be made online. If mailing a check, please allow an extra week for delivery.</p> <ul style="list-style-type: none"><li>• The booking fee and damage deposit payments are due upon receiving our emailed confirmation. 5 business days will be allotted to submit payment.</li><li>• The remaining rental fees are due no later than 90 days in advance of the event.</li><li>• If the event is less than 90 days out all fees are due immediately.</li><li>• Please thoroughly review our cancellation policy before making payment.</li></ul>			
			Rate
			Hourly
Living Room			\$120.00
Living Room/Lounge (when available)			\$170.00
Panel Room 315			\$200.00
Conference Room 314			\$50.00
Conference Room 313			\$50.00
Gallery with Art			
Includes \$2M Insurance Policy with City of Seattle as "Additional Insured"			\$1,500 (4hr Min) \$250 (each additional hr after min)
Audio Equipment			Renter Provided
Projector			Renter Provided
Gallery without Art			
Includes \$1M Insurance Policy with City of Seattle as "Additional Insured"			\$1,500 (4hr Min) \$250 (each additional hr after min)
Audio Equipment			Renter Provided
Projector			Renter Provided
Staffing			
Building Monitors			\$45.00 per hour
Security Guards			\$45.00 per hour
Additional Fees			
Administrative Fee - Non-Refundable			\$50.00
Maintenance Fee			\$45.00
Damage Deposit - Refundable			\$500.00
Alcohol Deposit - Refundable			\$500.00
Alcohol Fee			\$75.00

**Cancellation Policy:** If at any time 60 days or more prior to the scheduled event, the user decides to cancel their rental, the Office of Arts & Culture shall retain the booking fee plus a \$60 cancellation fee. If the user should cancel their rental less than 60 days but at least 30 days before the rental event, the booking fee will be retained along with 50% of all rental fees. If the user cancels the rental less than 29 days before the rental event, 100% of the rental fees will be retained. The damage deposit will be fully refunded.

To officially cancel a reservation, the primary contact (or authorized representative) on the rental application is required to submit a letter or e-mail notice of the cancellation. Cancellation is only confirmed upon receiving this notice.

NOTE: All governmental agencies and non-profits (501c3) receive a 15% discount for room fees.