



MEYDENBAUER CENTER
THEATRE

User Guide

Rev. 2017



MEYDENBAUER CENTER THEATRE

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Website www.meydenbauer.com/theatre-meydenbauer/

Meydenbauer Center's Mission Statement

“Our commitment is to provide an outstanding event and performing arts center that generates community and employee pride, creates economic stimulation, and provides exceptional guest satisfaction”

Welcome to the Theatre at Meydenbauer Center's User Guide

We look forward to helping you plan your event at Meydenbauer Center. These general policies and rules and regulations are subject to change. We recognize that every event is different and this guide cannot conceivably cover every possible scenario. If there is anything that is not covered in this document, Meydenbauer Center reserves the right to determine necessary considerations or stipulations on an as needed basis. Our primary goal is to ensure the success of your event and safeguard the experience of all clients and attendees.

Theatre User's Guide

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Hours of Operation

Facility Access

The parking garage, building and contracted event spaces are open and accessible during all hours of event activity, including move-in and move-out.

The parking garage, building and administrative office are closed on recognized holidays, if there is no contracted event activity.

When Meydenbauer Center does not have a contracted event, our facility is open the following hours:

- Administrative Office
 - 8:00am – 5:00pm – Monday through Friday excluding holidays
- Parking Garage
 - 6:00am – 7:00pm – Monday through Saturday
- Building
 - 7:30am – 6:00 pm – Monday through Friday
- Loading Dock
 - Accessible and staffed by Security personnel 24 hours a day, seven days a week

Contracted Event Hours

Contracted event hours vary depending on event needs. Contracts can include up to 16 hours per day between the hours of 5 a.m. and 11:59 p.m. Outside 16 hours, additional fees may apply. Access and scheduling of necessary staff prior to or after contracted event times, or on recognized holidays, should be arranged with your Theatre Services Manager.

After Hours Contact

Please contact the Security Department at 425-766-7496 for assistance before 8:00am or after 5:00pm, seven days a week.

Timeline for Planning Your Event

- More than Five Months Prior: Confirm date availability with Theatre Services Manager.
- Five Months Prior: Confirm rental dates, issue, sign and return License agreement and deposit equal to 50% of anticipated rent. Contract and deposit due within 30 days.
- 60 days before event: Schedule Production meeting. Complete and return pre-production questionnaire. Certificate of Insurance and Final Deposit of anticipated rent due.
- 30 days before event: Production meeting
- Two weeks before event: Approve event plan

WHAT THE THEATRE RENTAL FEE DOES & DOES NOT INCLUDE

Included With Rental:

- Theatre rental will include all Meydenbauer Center affixed and portable base sound and lighting systems, Grand and Upright Pianos, and access to onsite box office, green room, dressing rooms and wardrobe room.
- Use of the stage equipment: lighting orchestra shell chairs & stands, sound system, standard corded microphones, CD, mini-disk, rigging system, drapes and cyclorama. All equipment use must be specified in advance during your production meeting.
- Normal custodial service daily, except stage, loading dock and green room.
- Heating or air conditioning.

Rent Does Not Include:

- Stage prepared with orchestra shell or pit configured.
- Labor for crew duties: Lighting/sound or rigging operators, stage manager, designers, dance floor installation.
- Daily cleaning of stage, loading dock, or green room.
- Scenery, costumes, props, gaffers tape, spike tape, tie line, gel, recording tape, flying or rigging hardware, batteries, make-up removal tissue, laundry soap.
- A/V equipment, DVD player, TV's, cameras, etc.
- Meydenbauer Center reserves the right to specify when additional crew is required or in-house production services may be drastically modified.
- Piano Tuning, performed only at client request
- Panasonic 10,000 Lumen projector and wireless microphone system.
- Wireless headset microphone system.

Contract: License Agreement and Schedule A

Upon selection of Meydenbauer Center Theatre, a contract will be issued. The contract includes three parts: the License Agreement, Theatre Addendum and Schedule A. Failure to return the signed contract and initial deposit by the deadline listed on the Schedule A may result in forfeiture of held space. The contract will not be considered fully executed until both parties have signed the agreement and the Licensor has received the initial deposit.

Indemnification and Insurance

All parties using Meydenbauer Center Theatre hold the Center harmless for any and all damage done by their party. This includes both personal harm and physical damage done to the facility. Meydenbauer Center does not hold insurance on the personal property of its users and is not liable for loss, theft or damage to property belonging to the user or its attendees.

You must provide adequate insurance coverage for your event as outlined in the License Agreement including general liability, product and operations liability, personal injury liability, and workman's compensation. Licensee shall provide proof of coverage in the amounts of one million dollars (\$1,000,000) of Combined Single Limit, Commercial General Liability coverage to include: Comprehensive Form, Premises/Operations, Contractual Broad Form Property Damage and

Products/Completed Operations. The term of the coverage should coincide with the dates of occupancy, including move-in and move-out.

Bellevue Convention Center Authority must be listed as additional insured. Organizations that are self-insured must also supply appropriate documentation in the form of a certificate of insurance. The certificate shall be furnished thirty (30) days before the first move-in day of the event and may not be canceled without thirty (30) days advanced written notice to Meydenbauer Center.

If you do not currently have insurance coverage you may apply for special event insurance through **Event Insurance Now** or any insurance provider of your choice. The application for insurance is available at www.eventinsurancenow.com. Please complete the form online then e-mail a copy of the certificate of liability insurance to Meydenbauer Center.

Licenses and Permits

The Licensee is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for, but not limited to, staging the event (including business licenses, special occasion and special events licenses). The cost of these licenses is the responsibility of the Licensee.

Meydenbauer Center operates under its own liquor license as the exclusive food and beverage provider. Contractors must obtain and keep current all business licenses, certificated and permits as may be required by federal, state or local laws or regulations.

Payment Requirements

Permit Application

Established clients can be billed for ancillary services (i.e., catering, technical services, service charges and labor fees) following their event. New clients must complete Meydenbauer Center's Permit Application and receive approval from the finance department in order to host an event at Meydenbauer Center. The Permit Application can be downloaded from the resources page on Meydenbauer Center's website or obtained from the Theatre Services Manager

Space Rental

Deposits for room rental are due in full prior to the event. Payment schedules are determined based on the approval of a permit application. New clients or clients with a history of late payments may be required to pay full space rental charges when contracting their events. Clients with delinquent accounts will not be eligible to hold space and will not be issued new contracts until their outstanding balance is paid in full.

Payment Methods

Meydenbauer Center accepts credit cards (Visa, Mastercard, Discover, American Express), cash, checks, cashier's checks or money orders for deposits and payments for additional services ordered during your event. If you choose to pay by credit card please complete a Credit Card Authorization form provided by your Theatre Services Manager.

Final Invoicing

Final invoicing will be completed and emailed by the accounting department within 5-7 business days following the conclusion of the event. Clients will have 30 days to pay any applicable remaining balances.

Additional Services & Equipment

Additional services and equipment are available for rental upon request and may incur additional fees. Contact your Theatre Services Manager for a full price list.

Promoting Your Event

Advertising, Publicity and Promotion

We are pleased to assist you in communicating with the public about your event. You will be asked to complete an Event Publicity Form that will request contact information, event hours, admission costs—if any—and a brief description of your event. If you do not wish to be included in any of our publicity materials please indicate accordingly on the form. Meydenbauer Center’s Event Publicity Form can be found at the following link: <http://www.meydenbauer.com/event-publicity-form>.

All contracted events will be listed in the following Meydenbauer Center communications:

- Within five days of your event, on the telephone information line 425-637-1020
- Signage in all lobby areas posted on event days

Optional Listings

Should you choose, Meydenbauer Center may also list your event in the following:

- Schedule of events calendar on the website (www.meydenbauer.com)
- Outdoor marquee as available – day of event only
- Social media

Note: events are listed on a space available basis at the discretion of Meydenbauer Center. Not all events are listed in all advertising and schedules of events.

Website Event Listing

Our website provides schedules of events, maps and driving directions and parking information. You can link directly to this information at www.meydenbauer.com. If you provide us with a link to your event website, we can link to it directly from our online event calendar listing.

Promotional Materials

When you are creating materials to publicize events at Meydenbauer Center, please use the following address and phone numbers:

Meydenbauer Center Theatre
11100 NE 6th Street
Bellevue, WA 98004
425-450-3810
www.meydenbauer.com/theatre

Meydenbauer Center logos, building photos and maps of the downtown Bellevue area are available for use in event materials. This information can be downloaded from Meydenbauer Center's website at the following link: <http://www.meydenbauer.com/plan-event/resources>

Signs and Special Decorations

Materials approved for hanging must be adhered to wall surfaces using pre-approved adhesive squares. Signs, banners and posters should not be physically attached to furnishings, fixtures or any part of Meydenbauer Center without prior approval of your Theatre Services Manager.

Meydenbauer Center reserves the right to remove any display (signs, show decorations, posters etc.) that have been posted without approval or that Meydenbauer Center finds objectionable and not in the best interests of the Center.

For safety reasons, all decorative materials must be effectively flame proofed before installation.

All materials (signs, show decorations, posters etc.) not removed by the client by the end of the move-out period will be removed by Meydenbauer Center and all associated disposal costs and other related costs will be the responsibility of the client.

Selling Tickets

Clients are responsible for all ticket sales and audience seating for their events. Clients may elect to sell tickets in either General Admission or reserved seating configurations. Clients must use the approved audience seating chart located at: <http://www.meydenbauer.com/theatre-meydenbauer/resources/> to be verified by the Theatre Services Manager.

A small ticket booth is available as part of your rental. It is your responsibility to provide staffing for all onsite box office transactions and disbursement of tickets. The Theatre does not provide box office operation or staff. Clients wishing to use Meydenbauer Center internet services for ticket transactions may purchase a hardwired internet connection. Please contact the Theatre Services Manager for more information.

For clients who need ticketing services, Brown Paper Tickets is our preferred ticketing vendor. Additional information may be found at www.brownpapertickets.com or 800-838-3006.

Americans With Disabilities Act: The Americans with Disabilities Act has specific requirements for the management of ticket sales to insure equal access for persons with disabilities. It is the responsibility of the client to insure compliance relating to ADA ticketing requirements. For more information on the requirements visit: https://www.ada.gov/ticketing_2010.htm

House Management

Included with the facility rental for every performance is a Meydenbauer Center Audience Services Coordinator. This person will provide oversight of front of house services to patrons and can provide assistance or answer questions related to ushering, ticket-taking, concession sales and lobby layout. They will train volunteers on the audience seating procedures and will be the person directing the audience in the event of an emergency. Additional front of house personnel are available, and may be required, based on the nature of your event.

Clients should consider the staffing required to appropriately seat and serve their audiences and insure the safety of all guests. Based on the nature of each event and audience, two staff should be identified as being responsible for the audience. At the sole discretion of the Theatre Services Manager, and under the direction of the Audience Services coordinator, clients may provide their own front of house staff.

Use of seating area and public spaces for rehearsals

Rates for renting the theatre for rehearsals are reduced from performance rates, in part because the impact and subsequent need to clean and maintain the seating area, should be less, without an audience. Use of the theatre seating area should be limited during rehearsals. Restroom use during rehearsals should be confined to backstage restrooms to avoid the need (and costs) to clean the restrooms. Clients will be charged to restore the theatre seating area and public restrooms after rehearsals if cleanup is required.

Large casts, supervision of minor children

Clients are responsible for providing adequate supervision of large casts and minor children (under 18) during all rehearsal and performance periods. Performers, staff and family should be limited to occupy only Level 2 and 4R dressing rooms. For safety, failure to appropriately supervise large casts and minor children will require additional paid staffing at the sole discretion of Meydenbauer Center.

Facility Services

Accessibility

- We are fully accessible and accommodating with seating options for wheelchairs behind the fixed seating on the left or right side of the auditorium. For vision impaired guests in a wheelchair, we can seat you in the front of the auditorium on the left or right side.
- *Inductive Hearing Loop System* is available and compatible with t-coil technology.
- Parking is available adjacent to our elevator lobbies in our garage with flat floor access to the Theatre from the elevator to the Theatre on the second level.
- Two oversized vehicle parking spaces are reserved at the Bravern garage with adjacent access to an accessible lift. Please alert the Theatre Services Manager if you intend to use this for mobility impaired patrons so that we can prepare the lift.

Animals

Service animals and police dogs are permitted in Meydenbauer Center. The animals must be leashed and under the supervision and control of their owners at all times while inside the facility.

Non-service animals are not permitted in Meydenbauer Center except in conjunction with an approved exhibit, performance or other event activity legitimately requiring the use of animals. Any animals within an event space may affect the scope of food and beverage services permissible under local health codes. Your Theatre Services Manager can assist you if your event requires the presence of animals.

Lost and Found

Lost and found items should be delivered to show management at their registration or information area during event hours. All found items remaining after an event are turned in to building security. Items are logged and secured for a maximum of 90 days. To inquire about lost items please call Meydenbauer Center's 24-hour Security Department at 425-766-7496.

HVAC

Room temperatures will vary based on the occupancy and building use. Please note we do not provide HVAC on move-in/move-out days. Temperatures have been programmed for maximum comfort and typically range between 69-72 degrees. Every effort will be made to achieve the appropriate temperature one hour prior to the contracted event start time until one hour after contracted event ending time.

Within the operational limits of the mechanical system, the Theatre Services Manager or Theatre Production Manager may authorize modifications to space temperatures upon request. Please note that while our goal is to ensure your comfort, every effort is being made to use energy efficiently. We appreciate your support in minimizing waste.

Internet

Meydenbauer Center is fully wired to easily provide connectivity to theatre clients and guests. Meydenbauer offers bandwidth from 3Mbps shared to 800 Mbps.

Limited complimentary internet access is provided backstage and in the theatre for convenience and production purposes.

Clients wishing to use Meydenbauer Center internet services for ticket or merchandise transactions or streaming services may choose from a variety of services to meet your needs.

Wireless Connectivity

Meydenbauer Center provides internet access service through the operation of wireless 802.11ac Smart Wi-Fi Access Points. The building-wide system provides several levels of bandwidth for a wide range of applications.

Complimentary Wi-Fi is available for backstage and production purposes, but is not intended or available to facilitate ticket or merchandise sales.

Any wireless service is inherently vulnerable to interference from devices that transmit similar radio frequency signals or that operate within a shared frequency spectrum. Meydenbauer Center cannot guarantee that interference will not occur.

Restrictions:

Due to the extensive coverage provided by Meydenbauer Center, customer-provided access points are discouraged for use within the facility. Individual “hotspots” delivered through cellular providers are one of the leading sources of interference that can impact the quality of the service. We strongly encourage event management to support this message and we have resources available to assist you if needed.

Lawful Use:

Meydenbauer Center’s wireless service is intended to allow you to access the internet in order to use, amongst other things, the worldwide web, email and messaging services. We require that your behavior while using the service will be lawful, honest and proper. This means that you may not use the service for any illegal purpose, access or attempt to access the service provided to any other user, use the service in such a manner as to host a web or other server, send or facilitate the sending of bulk email or collect third party personal data without appropriate consent or exceed any relevant download limitations.

We may terminate your use of service at any time without notice if we become aware of any behavior that is unlawful, has a negative impact on our equipment, our network, the internet in general or damages, or potentially damages, our reputation or standing.

Catering

Your Exclusive Caterer

Meydenbauer Center is the exclusive provider of all food and beverage services. No food or beverages of any kind may be brought into the Center by the client or any of the client’s guests.

Bars and Alcohol Service

Meydenbauer Center operates under its own liquor license as the exclusive food and beverage provider. Cocktail, beer and wine are purchased on a per drink basis. The Washington State Liquor Control Board regulates all alcoholic beverages and services. As the holder of the alcoholic beverage license for Meydenbauer Center, we are responsible for the administration of these regulations within the facility. Meydenbauer Center staff is trained in alcoholic service awareness in an effort to protect you and your guests. Under no circumstance will alcohol be served to intoxicated or underage persons.

Meydenbauer Center beverage service staff receives training in the Washington State Certified TIPS Program in an effort to protect you and your guests. In addition, no alcoholic beverages may be served or provided by any source other than Meydenbauer Center. Per the license issued by the Washington State Liquor Control Board, all groups are required to provide food in conjunction with alcohol service.

The Center’s catering department will determine the appropriate number of bars and the hours of operations to meet the needs of your guests. Our standard is one bar per 125 guests. This may be adjusted based on factors such as hours of service, group history, sales and whether the service is cashed or hosted.

If you choose to follow our recommendations for bars there are no bar set-up or bartenders fees that are common at some hotels or banquet facilities. If you wish to add bars or extend the hours beyond our recommendation, we require guaranteed sales of \$150 per bar, per hour of operations. After the event, you will be charged the difference between what you guaranteed and what was spent.

Housekeeping

- Custodial services are included in the rental rates for Meydenbauer Center Theatre clients for normal usage. A fee of \$30 per hour will apply for extraordinary cleaning situations including but not limited to: spills, stains, ground-in food, glitter, rosin, confetti and excessive debris or trash.
- Food and beverages are permitted in the auditorium.
- No eating or drinking onstage or in the control rooms. Water on stage is permitted only in designated safe areas (as determined by Meydenbauer Center stage crew). Food and beverage props are permitted on set for production purposes, under the supervision of your property master. You are responsible for all damages and cleaning due to the violation of this rule.
- Do not tape, staple, pin or otherwise attach anything to a painted wall, surface, or door. You will be charged for any and all damage resulting from a violation of this rule. Mounted corkboards and dry erase boards are provided for your use.
- Use approved low tack spike tape on the stage and in the rehearsal room. Remove all tape completely after your event. Only professional grade painter's tape (blue), gaff / spike tape, electrical tape, and glow tape are allowed in the Theatre. Absolutely no duct tape or masking tape allowed.
- No nails or screws into any Meydenbauer surface. Absolutely no "drywall" screws allowed.
- Dressing room and green room furniture is not to be taken outside the facility, removed from its location or used as props.
- Music stands are to be issued by stage crew and not to be removed from the stage. They are not to be used for anything but the display of music or scripts.
- No production related items are to be placed in the Meydenbauer Center dumpsters on the loading dock. You are responsible for disposing all of your production materials at the conclusion of your event. Failure to do so will result in disposal fees added to your invoice.
- Additional charges will be assessed for excessive cleanup or restoration of theatre spaces and equipment at the conclusion of events at the sole discretion of Meydenbauer Center.

Building Damage

Any event-related damage to the building or its facilities beyond normal wear and tear is the responsibility of the client. You may request arrangements to visually inspect the facilities before and after your event. If damage has occurred related to the activities of your event, the cost of repair will be added to your final invoice or billed separately upon completion of the repair.

Parking/Transportation

Meydenbauer Center Garage

Meydenbauer Center has a 430-stall underground parking garage. Parking is available on a first come-first serve basis. The garage height limit is 6'9", which can accommodate most full-size, half-ton vans without roof racks or air vents. Trailer and long term truck parking is not permitted in the garage. Meydenbauer Center has nine accessible stalls split between the three levels of the parking garages. Additional accessible stalls may be coordinated with your Theatre Services Manager if needed. Meydenbauer Center will determine a parking plan to meet your specific event needs.

Event and Daily Parking Rates

Standard, daily parking rates are hourly and do not include in-and-out privileges. Flat event parking rates may be established depending on event activity and length of event. Parking can be validated for your staff and/or attendees, or guests can pay on their own. If parking is validated, the charges will be added to the group's final invoice. Each event receives two complimentary parking passes.

Pick-up and Drop-Off

Drop-off and Pick-up of performers or guests is encouraged through the Meydenbauer Center Parking Garage. Parking is complimentary up to 30 minutes in the garage and waiting in the load/unload zone along NE 6th Street is unlawful and subject to infraction from the City of Bellevue Police.

Overflow Parking

In the event Meydenbauer Center's garage fills, arriving vehicles will be directed to the nearest available off-site parking area. Meydenbauer Center's parking manager can arrange overflow parking availability and direct guests for easy and seamless parking solutions. There are over 2,000 parking spaces located at neighboring garages and open lots; however, parking availability is limited during weekday business hours. A current list of nearby parking facilities is available upon request. Overflow parking for oversize vehicles may be available. Contact your Theatre Services Manager if you need to arrange for oversize vehicle parking.

Additional Transportation Options

As multiple events in the building may sometimes limit availability, we encourage you to discuss alternate transportation and parking options with your Theatre Services Manager. You may also want to check Metro's commuter services at the [King County Metro](https://www.metro.net) website. The Bellevue Transit Center is approximately one block west of Meydenbauer Center on NE 6th Street and 110th Avenue NE providing quick and convenient access to most Seattle-King County area transit routes.

Facility Safety and Emergency Policies & Procedures

Theatre Safety Policies

- Keep all yellow zones and yellow surfaces clear.
- Do not block the backstage cross over (gray floor in the loading area).

- No bare feet or opened-toed shoes will be permitted on the stage or in technical areas. The only exception to this rule will be the production requirements.
- There is no running allowed backstage or in wing areas.
- An adult must accompany performers under 14 years of age when they are not onstage. It is recommended that one adult be responsible for no more than eight to ten minors.
- Intent to use theatrical fog or haze must be provided no fewer than 24 hours prior until anticipated use and is subject to approval from Theatre Production Manager or On Stage Supervisor.
- Musicians or crew are the only people allowed in the orchestra pit.
- Crew or approved visitors are the only people allowed in the control booths and technical rooms.
- Meydenbauer Center Theatre wardrobe equipment (washer, dryer, irons) is to be used by your certified dresser(s) only.

Smoking

Meydenbauer Center is a non-smoking facility, including the parking garage. Smoking is only permitted outside of the building. Authorized exterior smoking areas are limited to 25 feet from the entrance doors on Level 1. This applies to both traditional and electronic cigarettes

Medical Assistance

Meydenbauer Center does not require, but encourages emergency medical service (EMT) for most events. EMT service is available and can be arranged through your Theatre Services Manager. Meydenbauer Center does have first aid supplies but does not provide or have emergency medical services on site. Medical assistance will be called in when necessary.

Fire Alarm/Fire Protection Systems/Equipment

Meydenbauer Center is equipped with a state-of-the-art life safety system. The entire facility is protected with automatic water sprinklers and is monitored by early warning smoke and heat detectors. Building security personnel are also on duty 24 hours a day to monitor and respond to the fire/life safety system.

Security personnel will be dispatched to the area in alarm, and a public address announcement will be made throughout the building advising everyone to standby for further instructions. The local fire department automatically responds to all alarms at the Center.

As soon as the cause of the alarm is determined, a second, building-wide announcement will be made advising every one of the cause of the alarm and appropriate actions to take as needed.

- All fire alarm, fire extinguishing, and/or fire protection systems shall not be disabled, tampered with or otherwise rendered out of service at any time during events.
- Alarm-initiating devices, alarm-signaling devices and annunciators shall not be concealed, obstructed or impaired.
- Class II standpipe hose stations, Class I and Class III standpipe outlets, and portable fire extinguishers shall not be concealed, obstructed or impaired.
- Additional portable fire extinguishers may be required or necessary during events if deemed the hazard to life or property has increased.

Exits and Aisles

Note: Failure to comply with fire code regulations concerning maintenance of emergency egress paths may result in the suspension of any activity in progress until conditions are remedied.

Aisles and exits shall be maintained free and clear of obstructions at all times. Fire code requires 44” clear width through all passageways.

Additional requirements include:

- All aisles, pathways, and exits must comply with applicable disability access laws and regulations.
- All cables must be set up and over all doors and egress aisles.

Open Flame, Pyrotechnics & Explosives

The use of open flame, pyrotechnics, or explosives can result in tragedy. Consequently, **the use of open flame and pyrotechnics is discouraged and may only be used when approved by the Theatre Production Manager**. The use of explosives is prohibited. Fire permits are required in most jurisdictions for the use of open flame in an assembly area and for the use of fireworks and pyrotechnics. Contact the Bellevue Fire Marshal at least four weeks in advance of the performance for assistance in obtaining the required fire permit.

City of Bellevue Fire Department Guidelines: Fire & Life Safety for Tradeshow, Exhibitions, Public Events and Theatrical Performances

Flame Retardant Treatment

All decorations including, but not limited to, the following shall meet the flame-resistant requirements as set forth in IFC Section 1103.3.3.1. Exception: Approved live vegetation

- Drapes, signs, banners, foam plastics, non-foam plastics, hay, straw, moss, split bamboo, wood, and other combustible decorative materials shall be flame-resistant or flame-retardant coated
- Oil cloth, tar paper, sisal paper, nylon, onion, and/or other such materials cannot be made flame retardant and shall not be used
- A Certificate of Flame Resistance for all decorative materials shall be available for review by the Bellevue Fire Department.
- Treatments used to render materials flame resistant shall be renewed as often as necessary to maintain the materials’ flame resistance.

Combustible Materials

Storage of combustible materials (e.g. cardboard boxes, papers, etc.) shall be neat and orderly. Such materials shall not be stored on top of electrical wiring, near heating devise, in exits or exit enclosures, or within 18 inches of sprinkler heads. Empty cardboard boxes shall be broken down and stored in an orderly manner, and/or removed from the building.

Electrical Cords and Multi-Plug Adapters

- Extension cords shall be used only with portable appliances.
- Extension cords shall not be of less capacity than the appliance or device served, and shall be plugged directly into an approved receptacle.
- Extension cords shall serve only one portable appliance and shall not be “daisy chained” together.
- Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceilings, floors, under doors, or floor covers; or be subject to environmental or physical damage.
- Multi-plug adapters such as power taps or power strips shall be of the polarized or grounded type and shall be UL listed or FM approved.
- All spliced wires, electrical devices, appliances and other equipment which are modified or damaged and constitute an electrical shock or fire hazard shall not be used.

Fire Department Permits

A “Temporary Use” permit shall be obtained from the Bellevue Fire Department, Fire Prevention Division when the following activities, operations, practices or functions are conducted:

- To use open flame or candles in connection with assembly areas.
- To display liquid or gas-fueled vehicles or equipment inside an assembly area.
- To erect or operate a tent or air-supported temporary membrane structure having an area in excess of 200 square feet, or a canopy in excess of 400 square feet
- To use pyrotechnic special effects

Earthquake

Meydenbauer Center is constructed to the latest building codes and will withstand substantial earth movement. In 2001 we experience a significant earthquake with no internal or external damage. If an earthquake occurs during an event, guest should immediately seek cover under a table, desk or doorway. During and immediately after an earthquake occupants should not leave the building as outside hazards are usually more prevalent. Evacuation of the facility is not called for unless hazardous conditions are found which would affect guest and employee safety.

Immediately after an earthquake, building maintenance, engineering and security personnel conduct a thorough inspection of the entire facility. This inspection includes building foundations and floors, structural supports, gas, water and electrical lines, and window glass. A representative from the city building department will also conduct an inspection and issue a permit stating whether the building is safe for occupancy or not. If it is determined that a hazardous conditions exists, occupants will be asked to vacate the facility until it is determined safe to re-enter.

Building Evacuation

In the event the facility must be evacuated, a tape-recorded announcement will play throughout the building. This announcement advises everyone to walk to the nearest designated emergency exit and to leave the facility. Meydenbauer Center staff will help direct guests to the nearest safe exit. All individuals will remain outside until advised that it is safe to re-enter the building.

Key and Door Locks

Keys for the Box Office space can be issued at no charge with advance notice. Keys will be issued on the effective date of the License Agreement and must be returned at the conclusion of the event. A charge for each key not returned will be added to the final invoice.

Drones/Unmanned Aircraft Systems and/or Vehicles

The operation of unmanned aircraft vehicles (UAV) within Meydenbauer Center is prohibited unless advance approval is received from the Center. If the licensee would like to operate a UAV within the facility, the following documentation must be submitted to the Theatre Services Manager for review and approval at least 30 days prior to the event start date:

- Name of pilot operating the drone
- Pilot's experience level and other events where s/he has flown drones
- Make and model of the aircraft
- Proposed payload and payload weight
- A floor plan of designated fly-zone area to include at a minimum:
 - Description of proposed space
 - Height of safety netting proximity of general public viewing area
 - Location of safety buffer zone
 - Designation of "fly-zone"
 - Designation of "spectator/participator zone"
 - Designation of "operator zone"
- Schedule for operation
- Proposed safety procedures to reduce potential harm to attendees and property

Security

Meydenbauer Center Security Officers

Meydenbauer Center provides 24-hour security staff for general building security. Their responsibility includes periodic patrol of the interior and exterior of the facility, response to requests for assistance, door lock and unlock as necessary, and emergency response. Consideration and liability for guest safety and security should be considered by clients utilizing Meydenbauer Center.

Public Event Security Plan

Publicly ticketed events, may require approved security staff and/or law enforcement personnel depending on event size and/or event activity. Clients are required to work with the Theatre Services Manager to establish an appropriate security and staffing plan that will ensure the safety and well-being of performers, crew and patrons. A contract will not be issued for the space until such a plan is in place.

If law enforcement personnel are required for event security, only City of Bellevue police officers may be hired. Washington State patrol troopers may be scheduled if city police are unavailable.

Bellevue Police Officers may be required in the following circumstances:

- Event open to public admission
- Alcohol is to be served during the event
- Age of attendees (youth, teen, elderly)
- Dance, prom, concert
- Potentially dangerous and/or controversial activity
- Requirement to disable fire detection equipment during event activity

As needed, Meydenbauer Center will conduct a thorough review of the event and develop a security plan. The security plan must be approved by both parties and included in the contract as an addendum. Meydenbauer Center may take up to 7 business days to develop a security plan.

Hired Event Security and Armed Police Officers

Some events may be required to provide approved security staff and/or law enforcement personnel depending on event size and/or event activity. If law enforcement personnel are required for event security, only City of Bellevue Police Officers may be hired. Washington State Patrol Troopers may be scheduled if city police are unavailable. All onsite security staff will be required to show a current and valid State of Washington Security License. All Meydenbauer Center provided security and police personnel have a minimum shift requirement of four hours. Arrangements for security personnel can be made through your Theatre Services Manager, at the cost of the client.

Bellevue Police Officers may be required in the following circumstances:

- Planned attendance of over 1,000
- Event open to public admission
- Large quantities of alcohol are to be served during the event
- Age of attendees (youth, teen, elderly)
- Dance, prom, concert
- Potentially dangerous and/or controversial activity
- Requirement to disable fire detection equipment during event activity

Event Security Officers may be required in the following circumstances:

- Crowd control before, during, and after event hours
- Exhibit or event area security patrol (during event or after hours)
- Registration or ticket sales area security
- VIP or cash security and escort

- Pre-opening exhibitor and vendor check-in
- Hand Stamp (ultraviolet/ black light available)
- Door Guard/Fire Watch
- Badge or ID Check/Ticket Taker
- Multiple event guest screening

Video Surveillance

Meydenbauer Center has video surveillance equipment in all lobby spaces and fourth floor meeting rooms for the purpose of monitoring the building. Lobby space surveillance equipment is located in areas where there is no reasonable expectation of privacy and must remain on for safety and security concerns. Meeting space surveillance equipment may be turned off at the request of the meeting organizer when additional privacy is required. Please direct all privacy requests to your Theatre Services Manager.

Firearms – Armed Security

By contracting our space, the event organizer agrees to prohibit any person, except for law enforcement officers and on-duty security personnel, from possessing firearms at their event except when carried by off-duty City of Bellevue officers or Washington State Patrol, commissioned law enforcement personnel or displayed in conjunction with a contracted event. Any firearms that are displayed as part of an event or an event must remain unloaded at all times.

Frequently Asked Questions

1. How are the costs determined for my event?

We will arrange a production meeting with you approximately 30-45 days in advance of your event. At this meeting, we will go through the labor, equipment rental and any other costs related to your event. You will then be sent an event plan which includes all of the associated costs discussed. It is important to note; this is only an estimate of costs. Actual labor costs are determined by actual time worked by our staff and rental equipment used. Your estimate is designed as a helpful tool for budgeting purposes and can be revised as needed.

2. Can our (rental client) staff operate the Theatre at Meydenbauer Center equipment?

The set-up and operation of all theatre equipment is the responsibility of the Meydenbauer Center Theatre staff.

3. How many dressing rooms are available?

Meydenbauer Center Theatre can accommodate comfortably up to 75 performers in our dressing rooms which are complete with restrooms, showers, and mirrors.

4. Can we bring in our own food and beverage?

Meydenbauer Center has the exclusive rights for public consumption of food and beverage by your attendees. As a client, you may feed your cast, crew, and volunteers. Meydenbauer Center is able to customize your concessions to suit your group. Whether your needs include pre or post event gatherings, VIP receptions or bar service, we will work with you to ensure the food compliments your event.

5. Do you have display tables available?

Yes, Meydenbauer Center Theatre does have display tables available. The cost for a dressed and skirted 6' or 8' table is \$25.

6. Can we sell merchandise?

Yes, you may sell merchandise associated with your event at Meydenbauer Center. We do not charge a fee for sales. Meydenbauer Staff is not permitted to sell client merchandise.

7. Is there a ticket vendor available?

Yes, *Brown Paper Tickets* is our preferred ticket vendor. Additional information may be found at www.brownpapertickets.com or 800-838-3006.

8. Is there an onsite box office available?

Yes. It is available as part of your rental and is internet accessible for a fee based upon the level of desired security. It is your responsibility to provide staffing for all onsite box office transactions and disbursement of tickets. The Theatre does not provide box office operation or staff.

9. Does the Theatre have a lost and found?

Items such as electronic devices, keys, credit cards, wallets and identification would be held at Security. Please call 425-450-3790 for assistance. For all other items, please call 425-450-3805 or 425-450-3810.

10. How do I get to the Meydenbauer Center Theatre?

Please visit the following link for driving directions to the Theatre at Meydenbauer Center:
<http://www.meydenbauer.com/maps-pkg-directions.html>

11. Do you have more information on Bellevue including local restaurants and retail?

For more information on Bellevue, Washington, please click Visit Bellevue Washington
<http://www.visitbellevuewashington.com/>.

12. May I tour the theatre?

Yes! We would welcome the opportunity to show you our theatre. Please call the Theatre Services Manager at 425.450.3810 or email theatre@meydenbauer.com to set up an appointment.

Contact Information

Contact Information

For more information concerning specific services, sales inquiries, and general information, please contact Devon Powell, Theatre Services Manager at 425.450.3810 or dpowell@meydenbauer.com.

For technical or labor questions, please contact Brittan Drake, Stage Supervisor at 425.450.3805 or bdrake@meydenbauer.com.

Commercial clients using the Theatre will be charged the Meydenbauer Center rental rate for the Theatre. Please contact the sales department at 425.450.3723 or sales@meydenbauer.com for rates.

Theatre at Meydenbauer Center
11100 NE 6th Street
Bellevue, Washington 98004
425.637.1020
www.meydenbauer.com

Document subject to change.

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