



Venue Rental Information & Policies

Capacity Main Gallery 387

Capacity Mezzanine Gallery 174

Schack Art Center is a community gathering place where people come to visit, take classes, make acquaintances, and experience life. Located in the heart of downtown Everett the Schack is a unique setting for events.

Room Descriptions

Main Gallery

2700 sq ft. and 21 ft ceilings provides a stunning contemporary exhibit gallery space that features six different visual art exhibits each year. The space changes with each new exhibit/installation and makes a wonderful backdrop for any occasion. Please note artwork cannot be moved.

Mezzanine Gallery

1500 sq ft. provides a contemporary gallery space which overlooks the Main Gallery. The exhibit space features six different visual art exhibits each year. The space changes with each new exhibit/installation and makes a wonderful backdrop for any occasion. Please note artwork cannot be moved.

Studio 1 & 2

80-100 sit down capacity. Each studio is 764 sq ft. and can be used as a separate room or the dividing wall can be opened into one large room of 1528 sq ft. Each studio has flexible space to accommodate meetings, presentations, sit-down meals and receptions. A catering kitchen is adjacent to Studio 2.

Price Structure/Deposits

Deposit: \$300 damage/cleaning deposit and a \$300 down payment/reservation deposit is due at the time of booking to guarantee date. The down payment/reservation deposit will be applied to the overall bill. Final payment is due 14 days prior to rental date.

Main Gallery or Mezzanine Gallery (available evenings 6-10pm)

Weekday (M-Th): \$125/hour with a 4 hour minimum

Weekend (F-Su): \$180/hour with a 5 hour minimum

Studio 1 or 2 (available daytime and evenings)

Weekday (M-Th): \$65/hour with a 4 hour minimum

Weekend (F-Su): \$100/hour with a 5 hour minimum

Kitchen (available daytime and evenings)

Weekday (M-Th): \$30/hour with a 4 hour minimum

Weekend (F-Su): \$50/hour with a 5 hour minimum



Venue Rental Information & Policies

Cancellations, Refunds, Changes and Fees

- A full refund will be given if the Schack Art Center cancels a facility reservation.
- All cancellations by the renter must be made in writing (email is acceptable).
 - 14 days or more prior to rental: 100% refund of hourly rental fees paid and the reservation deposit. The damage deposit will not be refunded.
 - 13 days or less prior to rental: No fees or deposits will be refunded.
- Approval of a change to the reservation is subject to Schack facility and staff availability.
- Additional rental fees must be paid in full at time of reservation change.
- Date changes will be treated as a cancellation.
- **Due at time of booking:**
 - \$300 damage/cleaning deposit and \$300 reservation deposit. The reservation deposit will be applied to the overall bill.
 - Signed contract
 - Insurance information
- Final payment is due 14 days prior to rental date.
- Damage/Cleaning deposits are 100% refundable provided the following conditions are met:
 - Room and facility (including outside if applicable) are left in a clean and orderly condition.
 - All equipment and/or artwork is accounted for and undamaged.
 - Damage to the area or its contents has not occurred.
- If the above conditions are not met to the satisfaction of the Schack staff, an appropriate fee will be deducted from the damage/cleaning deposit.
- Please plan ahead when scheduling your event as over-time charges for staff and facility use will be billed at twice the regular hourly rate with a minimal charge of one (1) hour.
- If the cost of cleaning and/or repair of the facility exceed the amount of the damage/cleaning deposit, the renter will be billed for those additional costs. A fee will be charged for the cleaning time. Needed repairs will be billed at the full replacement cost incurred, including labor charges.
- Damage/Cleaning deposits paid by credit card will be refunded back to the credit card within five (5) business days after the rental. Deposits paid by cash, money order or check will be refunded by check within two (2) weeks.

Amenities/Equipment (full list available upon request)

Sound system
Wireless and handheld microphone
Portable 60' monitor with wireless computer
Projector, screen, document camera
Bar
Podium
Plates, glasses, silverware, etc.

Art Activities/Demonstrations

The Schack Art Center offers art activities and demonstrations to inspire and entertain from fused to blown glass, mixed media to painting and drawing. Prices vary depending on activity chosen.



Venue Rental Information & Policies

Schack Rental Policies

- Renter is liable for breakage and/or theft
- Artwork is not to be moved. Under no circumstance shall any person or entity move or disturb any artwork displayed within the Schack Art Center. Any damage to or missing artwork will be charged to the user.
- No wine glasses or plates on art displays/pedestals
- Facility should be returned to original condition (swept, garbage out, etc.)
- Two weeks prior to rental contact Schack staff to go over final room(s) layout
- All rental applicants must be 21 years of age or older and must be present during the entire rental.
- The person signing the Schack Art Center Rental Contract will be considered the responsible party in case of damage, theft or disturbance during rental facility use.
- All minors must have adequate adult supervision as determined by Schack staff.
- Please plan ahead when scheduling your event. All hours booked must run consecutively. When booking your event you must include enough time for delivery of equipment, food, supplies, set up and decorating, and clean up. No next day cleanup is allowed. Overtime fees for staff and facility use will be billed at twice the regular hourly rate with a minimum charge of one (1) hour.
- Rental fees will not be returned to renters leaving early.
- Only the rooms and time period specified on the Rental Contract will be available for your use.
- Whether live or recorded, performers' conduct and performance content must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
- Applications may be denied or revoked when the applicant has made any misrepresentation or failed to disclose any pertinent information in connection with the Schack Art Center Rental Contract.
- Schack Art Center is not responsible for loss of personal or rental items during your rental.
- Renter and guests must comply with all applicable statutes and administrative regulations.

Decorations/Rental Equipment/Other:

- Only freestanding floor and table decorations are permitted. Affixing anything to ceiling, walls, lights, doors, columns or windows is prohibited.
- Candles may be used if they are enclosed in a hurricane glass/vase.
- Use of dry ice, fog/smoke machines, sparklers, rice, birdseed, glitter, confetti, petals (real or artificial), silly string, inflatables of any type or dance wax are not allowed either inside or outside the Schack. Bubbles may be used outside the building only.
- Any additional equipment brought in by the renter must be pre-approved by the Schack staff (for example, special electrical equipment, arbors, lights, lifts, platforms, ladders, etc.)
- If you rent equipment or supplies from an outside source, the delivery and pick up of these items must be arranged a minimum of 14 days in advance with the Schack staff and is subject to space availability.
- The use of chalk on any sidewalk or the plaza area is not allowed.

Smoking is not permitted anywhere in the Schack Art Center or within 25 feet of any door, window, vent, or passage way. (Reference Chapter 70.160 RCW: Smoking In Public Places)



Venue Rental Information & Policies

Kitchen Use & Barbeques:

- Gas/charcoal barbeques are not allowed inside or on the grounds of the Schack Art Center.
- Food must be prepared off-site. Caterers can perform re-heating of food on site, but the Schack's kitchen is **not** a commercial kitchen.
- Kitchen is equipped with sink, refrigerator, sanitizing dishwasher, microwave, ice maker, coffee maker, hot cabinet, and convection oven.
- Schack Art Center is not responsible for any items dropped off early or left at the conclusion of your rental.

Serving Alcohol at the Event:

- Liquor liability insurance is required for **all** events at which alcohol is served or sold. A Liquor Liability Insurance Certificate must be received by Schack staff at least 14 days prior to the rental.
- If you hire a licensed caterer/bartender to serve and/or sell alcohol at your event, a copy of their Liquor Liability Insurance Certificate must be received by Schack staff at least 14 days prior to the rental.
- You will need a Banquet Permit/Special Occasion License.
- The use of kegs is prohibited.
- Alcohol service must stop at least one (1) hour before the designated end of your rental time.
- You are responsible for the conduct and behavior of your guests; please make sure they drink responsibly.

Insurance Requirement:

- Renters may be required to carry general liability insurance naming the Schack Art Center as an "additional insured". Events that require insurance include but are not limited to:
 - Events serving alcohol
 - Events anticipating 200 or more people
 - Events open to the public

Checking In on the Day of the Event:

- For your convenience and safety, there is ALWAYS a staff person on duty during your rental.
- Upon arrival check in at the front counter.
- A Check in/check out Worksheet will be completed by the renter and a Schack staff person before and after the rental. This is helpful to note any pre-existing room conditions so that you are not held accountable for them. **Pre-event room inspections will not be conducted if you have already begun your set up.**



Venue Rental Information & Policies

Caterer/Renter Cleanup Required

It is the responsibility of the renter to ensure that the Schack Art Center is clean and in the same condition as it was prior to the event.

- Take all trash and recyclables with you
- Notify staff of any broken glasses/plates etc. or spills. Cleaning products or equipment is available.
- Clean all areas used. Sweep and mop all floors where food/beverages were served.
- Clean all equipment used including:
 - dishes, glasses, bus tubs, etc.
 - counters & sink(s)
 - appliances
 - bar
- To help ensure the return of your damage deposit, have Schack staff complete a post event inspection at the conclusion of the rental. Simply leave the room in the same shape you found it, clean and useable for the next guest.
- Any cleaning and/or repairs that require staff time and/or materials will result in additional fees and staff/material costs deducted from the damage/cleaning deposit and/or billed to the rental group.



Venue Rental Information & Policies

Q & A

Where can guests park for the event?

Everpark Garage is less than a block away with free parking after 6pm and weekends. A limited amount of on street parking is also available.

What hours are available for rent?

The studios are available during and after public business hours. The main gallery is available to rent after public business hours.

What are the Schack Art Center public hours of operation?

M-F 10am – 6pm; Sa 10am – 5pm; Su noon – 5pm.

What exhibit and art will be on display for my event?

Exhibits/installations change frequently and we can provide a list of exhibits and dates.

What is the damage/cleaning deposit?

A damage/cleaning deposit is required and will be held for costs incurred by the Schack Art Center in relation to your event. This may include, but is not limited to, damage caused by the user or guests, overtime hours to Center staff. If part or all of the deposit is withheld, an explanation will be sent following the event.

Can I move the artwork?

Under no circumstance shall any person or entity move or disturb any artwork displayed within the Schack Art Center. Any damage to or missing artwork will be charged to the user.

Can I use a different caterer than one that is listed on the preferred list?

All food and beverage service, including alcohol, must be provided and served only through one of the Schack Art Center's preferred caterers. Outside food or catering is not permitted. Banquet permit is required for events serving alcohol.

Can guests photograph the artwork?

We do not own any of the artwork that is displayed. The artwork is copyrighted and photography or videography of the pieces is prohibited. Photography or videography of guests is allowed. If artwork appears in the background of the photograph or video, that is acceptable.