Tin Can Alley by PJ Hummel
2620 E G St. Tacoma WA 98421
Tel 253.272.6605
2027

Event Space Rental Amenities

Tin Can Alley is the signature event space at PJ Hummel & Co. Located in the transportation hub of Tacoma's Dome District. Whether you're traveling by car, Amtrak, Sounder, or Metro Bus, you'll like meeting in Tacoma.

The historical building was constructed in 1919 as a state-of-the-art tin can factory. The unique space features vaulted ceilings with exposed beams, and a delightful combination of contemporary and rustic accents laced throughout. The venue is an ideal site for weddings, holiday celebrations, corporate events, receptions, galas, and auctions.

About the Facility

Capacity
Sit Down Dinner Reception: up to 250 (no dance floor/stage), up to 200 (with dance floor/stage)
Sit Down Reception + Ceremony, with Dance Floor, up to 180
Cocktail Reception: up to 280 (no dance floor/stage), up to 250 (with dance floor/stage – mix of cocktail tables & standing room
Weekday-Daytime Meetings:
Available, please ask for packet

Parking
Ample free, street & venue parking is available.
Sound Transit (Tacoma Dome Station) has 24 hour parking

Catering
Staging kitchen, with 3 compartment sink, and loading dock available

ADA
ADA parking, entrance, event space, and restrooms

Other
Please be respectfully informed that our total fire code capacity, for the building and grounds, is 300. This is the law, so exceptions would put people at risk.

Amenities (see next page, for full details)
Seating and tables for up to 180 guests are included in the Foundation rental fee. These are set up, and removed, for you. We have beautiful clear ice Chiavari chairs with white cushions. Added table, chair and linen groupings can be added for a cost.

**Decorations, dance floors, specialty bars & linens, and AV equipment available for an extra fee.*

Meeting & Event Services
Conference room with Wi-Fi. Large screen display available on request. Boxed lunches and coffee service, arranged by request.

Accommodations
Green room with couches; conference room with television(s); outdoor patio seating/tables; changing pad; nursing area; and a kitchenette, are available on request.
Walking distance from all downtown and transit.
See our website for answers to Frequently Asked Questions.

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THE FOUNDATION EVENT RENTAL PACKAGE INCLUDES ALL OF THIS!

SPACES **:

Lobby
Garden Patio with lighted gazebo (unfurnished)
Lux Ready Room/Conference Room
Ballroom (this space can be broken up, into separate spaces, using our on-site pipe and drape, for a fee)
Mid Century Den (only bottled water allowed, no alcohol)
2 restrooms with stalls

- changing table and nursing station available, at no charge, upon request

ADA ramp entrance
Catering kitchen
Catering/floral loading bay (Bay 1)
Free on-site parking & Free street parking (only a block an a half away)

- includes a mobility-challenged parking space, by ADA ramp.

***The Foundation Rental includes 10 contiguous hours. The building closes at midnight. Any hours past before 8am or after midnight are billed at $650/hour (no earlier than 6am, and no later than 2am)*

ITEMS / SERVICES:

Preferred Vendor List
Sixty inch round tables for guest dining (set up for you)
10 metal hightop/bistro tables, with basic linens (set up for you)
Beautiful crystal chivari chairs for guest dining, ceremony and/or meeting (set up for you)
Basic linens (black, or ivory, set up for you)
1 luxury bar (set up for you), with bar-back tables or shelves (coolers/refrigeration is not included)
1 cake/dessert table w/ base linen (set up for you)
1 gift/swag table, and 1 registration table, with base linens (set up for you)
2 catering Kings tables with 3 lit chandeliers (set up for you)
1 DJ/Tech table (set up for you)
guest wi fi password
1 weekday vendor & client visit, 4-8 weeks before the event (45 minutes)
1 weekday sync with Planner, 8-12 weeks before the event (45 minutes)

STAFF:

1 on-site point of contact/host to staff the event; this is not a planner/coordinator nor server or a janitor
1 on-site cohost to staff the event; this is not a planner/coordinator nor server or a janitor
Note: events with 150+ confirmed guest count will add a $220.00 additional staff cost.

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- Example of available items, with added costs: additional guest tables & chairs, microphone, access to audio system with overhead speakers (not available for dj music use), large screen smart tv (72") on raised platform, podium, sign stands, stage
- Tin Can Alley staff do not buss tables or work in food or alcohol service. You are responsible for ensuring that your caterer and/or bartenders are licensed and insured, and have adequate staffing to serve an event of your size and needs. Renter may request additional Tin Can Alley staff at an hourly rate, for events requiring extra décor or seating/furnishings movement, security, parking direction and management, and VIP services; 4 hour minimum. If such a request is made with less then 14 calendar day's notice, there is an 8 hour minimum.

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EVENT SPACE RENTAL COST OVERVIEW

Please read the material below to make sure all parties understand the basic requirements of providing for everyone's safety and keeping Tin Can Alley a well-maintained and safe location for future use. **2027 Pricing.**

Rates		
Monday - Thursday	$5550	10 continuous hours of venue access between 6 am and midnight. Venue closes at midnight. * Up to 180 Crystal Chivari chairs and tables $3400 value Included! Use of in-house Amenities, Meeting & Event Services, and Accommodations as shown on the final page of this document. * $250 per additional contiguous hour to rental block * $650 per hour before 9am or after midnight
Friday	$5975	
Saturday	$6995	
Sunday	$5550	
*Upgrade to **The Gilded Elephant*** Speakeasy Bar	$400.00, flat fee	Includes access to our exclusive space with the Gold Lux Bar, 1 lush lounge group, access to staff kitchen as back bar, 2 high tops with linens.
Premium date décor minimum	$2500	This is a décor minimum requirement during **prime seasonal dates** in the summer and Holiday seasons. Ask what dates these are.

Early load in and late/day after loadout based on availability of space. Conditions and fees will apply.

Schedule of Payments

To Book Tin Can Alley for your Event

Reserve your date by submitting a signed contract and a 50% non-refundable space rental retainer. For all reservations, clients must keep a valid credit card on file. Reservations can be made in advance of finalizing your event details. You may reserve the space before making any décor services decisions.

Rehearsal & Planning Visits

We provide 2 weekday planning visits with dates/times that we choose, beginning up to 3 months before your event. Please contact us at the beginning of the month to confirm when the date(s) will be. Because rehearsal time is not included in your rental, we invite you to take advantage of these monthly planning visits to do your rehearsal free of charge, during business hours. If you need a site visit/rehearsal outside of our scheduled open planning visits, normal venue hourly rates will apply. For events of over 50 people, you must provide proof of an Event Planner within 60 days of signing a contract, or immediately if the event is less than 60 days from signing contract.

30 Days prior to Event

The balance of your space rental fee and any décor rentals are due 30 days prior to your event. No terms are implied or granted, and no work will be allowed to commence until full payment is received. All added décor after the 30-day mark must be paid in advance upon contract agreement for additions.

- Miscellaneous costs such as bar, furniture, and equipment rentals are due 10 days prior to your event.
- A copy of your Special Event Liability insurance (see insurance section on page 3) is due no later than 30 days prior to your event.
- Alcohol serving permits and licenses.

After Event

All garbage generated by renter, guests or caterer must be removed at the end of the rental period. A $300 hauling fee will be charged for each standard container filled for garbage left on site. Cleaning fees of $500 will apply for rental space left in an unclean or grossly negligent unsanitary condition caused by renter or their guests. These are separately billable fees.

Other

All prices are subject to the City of Tacoma Sales Tax rate, at time of signing. 3.40% is added, for any payments made by credit card. Caterer must have completed catering portion of contract and have an in-person walkthrough of our facilities with the event manager. Client may bring in packaged trays from a licensed deli service. ***No self-catering or self-bar service is permitted.*** **Differs for corporate/business events. Please ask.*