2027

TIN CAN ALLEY AT PJ HUMMEL & CO
EVENT SPACE RENTAL AGREEMENT AND CONTRACT 2027

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 299 (no dance floor/stage), up to 250 (with dance floor/stage
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
Seating, tables, and basic linens, for up to 180 guests are included in the Foundation Package venue rental fee. We have beautiful clear ice Chiavari chairs with white cushions and 60" round guest tables. These are set up and removed, for you. Additional tables and chairs, are available at 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. Please ask about our Corporate Packages.

ACCOMMODATIONS
Green room/den 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 Tacoma hotels and transit.
See our website for answers to Frequently Asked Questions.

EVENT SPACE RENTAL AGREEMENT AND CONTRACT

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RENTAL TERMS 2027 Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping Tin Can Alley Tacoma (**TCAT**) a well-maintained and safe location for future use. No part of this contract may be altered. Addendums available at the sole discretion of PJ Hummel & Co. (**PJHC**) and TCAT

Base Rates			
Client must check on far left, applicable options, in "Base Rate" or contract is not binding. If event overlaps Day-Time & Evening timeframes, Client must check both.			
	Day-Time Meetings & Events Monday – Thursday 8am – 4pm	1. $270 per hour 50 Guest maximum	**BALLROOM** Ballroom (this space can be broken up, into separate spaces, using our on-site pipe and drape, for a fee) Lobby 2 restrooms with stalls • changing table and nursing station available, at no charge, upon request ADA ramp entrance Catering staging kitchen (this can be used as a break-out space, if desired) 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. **1.** Up to 6 guest tables and 50 chairs **2.** Up to 11 guest tables, and 100 chairs **4-hour min, 6-hour max** *For over 100 guests, please work with the Venue Manager for price adjustments.* **Client must check and initial, for any additional hours requested:** ☐ $220 per additional contiguous hour to rental block: ***number of hours*** ___ - initial ___ ☐ $550 per hour before 9am, or after midnight: ***number of hours*** ____ – initial ___
	Day-Time Meetings & Events Monday – Thursday 8am – 4pm	2. $500 per hour 100 Guest maximum	
	Evening Meetings and Events Monday – Thursday 4pm-10pm	1. $350 per hour 50 Guest maximum	
	Evening Meetings and Events Monday – Thursday 4pm-10pm	2. $675 per hour 100 Guest maximum	
	Extra Hours (over 6)	$220/hour between 8am-10pm $550/hour before 8am or after 10pm	
Known Additions			
Client may check any of the below, at time of signing, *or* choose to add a space or service, later, via written amendment.			
	Gilded Elephant Speakeasy Bar & Lounge	$400.00	Includes access to our exclusive space with The Gold Lux bar, brass shelf bar back, 1 lush lounge group, access to staff kitchen as back bar, up to 4 high tops with lux linens. Gold Lux Bar can be changed to Vintage Mahogony Bar for $200.00. Check and initial here for switch. ❑ initial _____
	Garden Patio Use	$400, flat fee	Includes 4 short bistro tables with chairs, up to 6 high-top bistro tables, 1 six foot table w/ linen (for bar/food), and gazebo lighting. Gate can be opened for food trucks for an added $120! Fun!
	Tiki Mid-Century Den	$120, flat fee	This is an optional break-out space, or can be used as a Green Room for entertainers/vendors.
	Lounge Seating Group	$898/each	Includes 1 throw rug, 1 three-seat sofa, 2 accent chairs, 1 coffee table, 2 end tables, & 3 mercury glass votive candles.
	Boardroom (seats 14-16)	$190/hour	This is an executive boardroom, that can flex to be an staging area for auctions, larger meetings, and break-outs. 2 hour minimum.

	Premium date décor minimum (**see last page**)	$2500	This is a décor minimum requirement during prime seasonal dates in the summer and Holiday seasons. **If Client is booking a *Premium Date*, Client must check the box on the left, for this contract to be binding**
NA	Day-Time Meetings & Events: Monday-Thursday	varies	***Please ask for the corresponding packet. Thank you! This contract does not apply to these types of bookings.***

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

Schedule of Fees

HOW TO Book Tin Can Alley Tacoma for your Event

Reserve your date by submitting a signed contract and a 50% non-refundable space rental retainer, via Square link. For all reservations, clients must keep a valid credit card on file. **Reservations can be made in advance of finalizing your event details.**

14-30 Days prior to Event

The balance of your space rental fee and any décor rentals are due 30 calendar days prior to your event. No terms are implied or granted, and no work will be allowed to commence until full payment is received. Miscellaneous costs such as bar, furniture, décor and equipment rentals are due 14 calendar days prior to your event, unless added with less than 14 day's notice. In such case, they are due immediately, with a 12% rush charge; any significant changes, requested within 14 calendar days, are subject to PJHC/TCAT approval, and if approved, will be subject to a 12% rush charge.

After Event

Any additional costs that arise will be billed within 7 business days of your event, in a separate invoice, payable at time of issuance. All garbage generated by renter, guests and/or caterer must be removed at the end of the rental period. A $320 hauling fee will be charged for each standard container filled for garbage left on site. Cleaning fees of a minimum of $520 will apply for rental space left in an unclean or grossly negligent unsanitary condition caused by renter or their guests.

PAYMENT Tin Can Alley, Tacoma, is owned and operated *by PJ Hummel & Company, Inc.* (PJHC). Payments should be made to ***PJ Hummel & Company, Inc.*** The initial space retainer fee will be paid via a Square link. Further installments can be made by cash, check, money order or credit card. A Credit Card Authorization is required and is located on the last page of this contract. Credit card payments are subject to a 3.40% processing fee. Sales tax applies to all rental and décor fees. There will be a $200 bounced check/charge attempt, and/or insufficient funds charge, for any "bounced" payment, aka payment failure. "Bounced" payments must be remedied within 5 business days of Client being notified of said payment failure, or the date will be released, and any collected funds will be non-refundable. Late payments are subject to a late fee of 5.5%, after a 2 calendar day grace period. Payment(s) later than 7 calendar days may lead to voiding all terms of the contract agreement, cancellation of this contract agreement, and release of your date.

RENTAL AREA(S) OF THE PREMISES DO NOT INCLUDE:

- **Office supplies/event-specific signage, table numbers, guest seating chart, reserved seating signs**
- **Water service for guests – work with your caterer or bar services on this**
- **Use of printing/fax devices**
- **First Aid supplies**
- **Staff kitchen items and resources**
- **Plates, napkins, flatware, glassware, pitchers, trays, tip jar(s), bar towels, refrigeration, carts, hand-trucks**
- **Unauthorized use of other building areas and/or items within them**

SERVICES WITHIN THIS CONTRACT'S SCOPE DO NOT INCLUDE:

- **Trash clean up, trash disposal, bussing tables, waitstaff, bar staff**
  - **All items & garbage related to the contracted event, supplied/created by renter/client, their vendors, including but not limited to the caterer and bar services, must be removed at the end of the rental period.**
- **Labor, *during the event*, to move chairs or other furnishings over a 150 guest count.**
- **Parking attendant or security attendant**
- **Friday or Weekend rehearsal time or staff**

Some of the above Services can be added, upon request and written addendum

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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. At least one of these visits must include your Planner. TCAT reserves the right to require other contracted vendors to attend. 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 event of over 50 people, you (Client) must provide proof of an Event Planner within 60 calendar days of signing this agreement.

STAFFING

1. TCAT staff do not buss tables or work in food or alcohol service. Client/Renter is responsible for ensuring that your caterer and/or bartenders have adequate staffing to serve an event of your size and needs. **2.** Client/Renter may request additional TCAT staff at the rate of **$75 per hour** for events requiring extra décor movement, or seating movement, security, parking direction and management, and VIP services. **3**. Events with **over 18 guest tables, or a 180 guest** count (whichever comes first) will require an additional staff person, billed at $75/hour x 8hours ($600 total, plus applicable taxes, for event). This will be billed 14 calendar days before the event, due at time of billing. **4. The labor for moving chairs from ceremony to reception (or other large "turn over") is $200 for any event of over 120 people. 5.** Renter agrees that TCAT staff may enter and exit premises during the course of the event; a representative of TCAT will be on site during your entire event and will be checking periodically with the responsible parties to ensure everything is running smoothly. **6.** We will also be checking the bathroom(s), the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise at any time.

PLANNER

Corporate events must have a point of contact, who has event planning experience. If no such person has this role, TCAT requires events with 50 guests or more to hire a licensed, professional Event Planner for the rental day (terms vary for corporate meetings and events, please ask), from the Preferred Vendors List. If none of the preferred planners is available, contact TCAT before hiring an off list planner. Proof of hire is required 60 days after signing this contract. This is vital to take care of your needs, as Tin Can Alley staff are not responsible for creating or managing the itinerary, or any day-of coordination tasks not directly related to venue access. We require a meeting with your Planner and your Tin Can Alley Venue Host, at least three weeks prior to your event. Unless hired additionally under PJ Hummel contract as decorators, we are venue coordinators; Tin Can Alley staff set up all furnishings and decor according to your pre-agreed floor plan and timeline, and your Venue Host unlocks doors, turns on lights and monitors the event until it's conclusion. Please ensure your Event Planner coordinates all vendor arrivals/departures and timelines, providing this information to us, and is present to manage your event.

X_____ ***client initials***

TIPPING & GRATUITY

We do accept tips. If you feel a member of our staff was outstanding, during any portion of the design, planning, or service for your event and wish to give them gratuity but they are not available, please give their name to our staff and we will make sure they receive your tip.

PROHIBITED ITEMS

The following items are not allowed to be used within or near the exterior of TCAT event space and associated building:

- Real flame candles of any kind (please ask about our extensive inventory of LED options, available for rent)
- Single use chaffing dishes with fueled heating gels/fuel (electric only unless otherwise approved by Tin Can Alley staff)
- Fire pits, torches, or other incendiary devices (permits required with approval by the City of Tacoma, for outside)
- Dangerous weapons including firearms, explosives, knives, tazers and other items that might be considered dangerous or that could cause harm
- Name tag stickers and stick-on badges, glue dots, chewing gum
- No nails or other damaging methods of attachment to any surface in or around TCAT venue and exteriors

INSURANCE

Special Event Liability insurance ***is required*** of **ALL** renters and is due no later than 30 calendar days prior to your event. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring Tin Can Alley Tacoma and PJ Hummel & Co Inc, employees, and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than $1 million, and general aggregate liability of not less than $2 million. PJ Hummel & Company, Inc. shall be named as an additional insured of said policy.

Alcohol: If alcohol is to be served, make sure that the policy includes **Host Liquor Liability coverage** to protect you against alcohol- related accidents, as you, the Client, are ultimately liable for the safety of your guests. Alternately, established catering services may use their license and insurance to cover this (most provide current proof).

Any caterers and/or outside vendors, companies, and/or institutions MUST provide a copy of their current certificate of insurance and catering license to TCAT, naming the Tin Can Alley/PJ Hummel & Company, Inc. as stated, and will be delivered at least 30 calendar days prior to the event.

LIABILITY

Client is responsible for reviewing all contract and event details of an order to ensure that **all terms are understood and agreed to, and that times and dates are correct before signing**. X_____ ***client initials***

The renter/client is responsible for loss or damage of items used and will pay the cost of replacement or repair. Loss or damage cost will be assessed within 7 business days of the event and presented in a separate invoice payable immediately, including applicable Admin fees. The repair or replacement cost of items will be determined by age and condition at time of rental. There is no warranty that rented items are free from some defects. A reasonable amount of wear should be expected.

The renter agrees to indemnify, defend, and hold Tin Can Alley Tacoma, its officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at TCAT.

The renter agrees that TCAT will have no responsibility or liability for the delivery or furnishings of products and services provided by any other persons or entities as provided for in the agreement, or otherwise contracted by the client directly.

The renter agrees that TCAT holds no liability for any damage or injury caused by the use of rental items by a third party. The renter assumes all risk for personal property damage or personal injury to third parties while items and venue space are rented, unless property damage or personal injury results from Tin Can Alley's negligence or intentional misconduct. If any incident involving the event space at Tin Can Alley occurs that could result in Tin Can Alley's liability, renter shall make Tin Can Alley aware by written statement of details including police report and names and addresses of witnesses.

In the event TCAT is required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay Tin Can Alley all reasonable attorney fees, court fees, and costs of suit incurred by Tin Can Alley, including all collection expenses and interest due.

PJ Hummel & Company, Inc. & Tin Can Alley provide a $4 million liability policy. Any increments over $4 million are the responsibility of the client. If client wishes to be named as additional insured, there will be an additional fee of $150.

CONDUCT

Renter and guests shall use the premises in a considerate manner, at all times. There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the garden patio area. No smoking is allowed on or around loading bays. Trash left from smoking is subject to a $80.00 cleaning fee. Harassment or any type of physical violence will not be tolerated and will be cause for immediate expulsion.

All children under the age of 18 require adult supervision. Children must stay within the Tin Can Alley event space and may not enter the catering prep area, offices or wander off within the rest of PJ Hummel & Co. Warehouse. Items held within our Warehouse are not deemed children friendly and are not stored out of reach of children. PJ Hummel & Co. shall not be held liable for any damages or injuries occurring on-site at Tin Can Alley, due to client negligence.

Pets are permitted on a case-by-case basis and must be approved prior to event. Pets are required to remain leashed and have adult supervision for the duration of the event. Any damages done by pet to Tin Can Alley/PJ Hummel & Co. property will result in additional fees to renter and will be charged to the renter's credit card on file. Similar to children, pets must stay within the Tin Can Alley Event Space and may not enter the catering prep area or wonder off within the rest of PJ Hummel & Co. Warehouse. Items held within our Warehouse are not deemed pet friendly and are not stored out of reach of pets. PJ Hummel & Co. shall not be held liable for any damages or injuries occurring on-site at Tin Can Alley due to client negligence.

Conduct deemed disorderly at the sole discretion of Tin Can Alley's staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the event costs shall be made. PJ Hummel & Co. reserves the right to eject, or cause to be ejected from the premises, any person or persons (including unruly and unsupervised children) engaging in disruptive, belligerent or threatening conduct. PJ Hummel & Co. shall not be held liable for any damages by the client through exercising this right.

SITE DECORATION

Tin Can Alley wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. Only the staff of Tin Can Alley/PJ Hummel & Co rearrange and move any in-house furnishings, including, but not limited to, bars artwork, lamps, antiques, or seating. No nails, screws, staples, or penetrating items are to be used. No glitter or foil (non-paper) confetti is allowed on site. No stickers allowed as name tags or decorations, as they can fall off and become attached to and damage our property. Any damage will be charged after your event. No dragging; all items moved at Tin Can Alley must be lifted and carried or moved via soft wheeled mechanism. *See Site Decoration Notice*, at the end of this document.

VENDOR SELECTION AND STANDARDS

Catering

Our Preferred Caterers have experience working at Tin Can Alley and are familiar with our regulations, policies, and procedures. Chosen TCAST Preferred Caterers and Preferred Bar Services lists are licensed and insured.

No home-prepared food. Licensed food trucks are welcomed.

For small events/meetings of under 50 people, the Client may opt bring in packaged and sealed deli trays or similar, from a deli, caterer or grocer. These cannot sit out for more than 90 minutes, as per WA State Health Code.

For every 50 guests, Client will have catering provide meal, for TCAT staff. If the event has less than 50 guests, one meal will be provided for TCAT staff.

Off List Caterers

Caterers & Bar Services not on our preferred list working at Tin Can Alley are not permitted. ***Absolutely no self-catering or self-bar service is permitted.***

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X_____ ***client initials***

Kitchen Policy

Tin Can Alley's kitchen is a production space and is to be used for final food presentation, staging, plating, and bussing only. Please note that Tin Can Alley does not provide napkins, trays, dishes, glassware, cookware, knives or utensils.

Preferred Vendors

We will provide you with a Preferred Vendor List which was developed with care, to allow for a wide range of tastes and budgets. Our Preferred Vendors are held in high regard due to their standards for quality and value to our clients. Special requests for use of vendors not on our preferred list may be made at the sole discretion of Tin Can Alley, and PJ Hummel & Company.

Clean-up and Trash

***Caterers and/or Client must remove all trash, compost, and recyclables from the site*. TCAT does not provide a system for sorting; please arrange for this, if desired.** The kitchen production space should be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to checklists posted in the kitchen production area.

- All garbage related to items brought in by renter or caterer must be removed at the end of the rental period, including food, beverage, and alcohol items. A $320 hauling fee will be charged for each standard container filled for garbage left on site. Cleaning fees of $520 will apply for rental space left in an unclean or grossly negligent unsanitary condition caused by renter or their guests. Trash left from smoking is subject to a $80.00 cleaning fee, charged to the card on file.
- Failure to remove or clean will result in additional fees charged to the renter's credit card on file. Tin Can Alley encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. Tin Can Alley proudly commits to as close to zero waste events as possible.
- Table linens soiled beyond reuse will be charged at a market replacement cost, of no less than $50/each & no more than $150/each

LOAD-IN/LOAD-OUT AND STORAGE

All load-ins and load-outs must take place within the designated timeframe given by Tin Can Alley. Tin Can Alley is not responsible for checking in or handling any items brought into the venue by external rental companies. All external items must be checked in and signed for by the client or client's representative. All excess material (such as bubble wrap, boxes, hangers, plastic, etc.) created by deliveries must be removed and disposed of by rental company, client, or client's representative.

Limited storage is available upon request. Storage fees will be applied to any items left overnight or beyond normal load-in/load- out times. This also applies to items left post event for shipment out via courier. Note: it is not the responsibility of Tin Can Alley to ensure that pick-ups are scheduled and executed.

LOST AND FOUND

Tin Can Alley takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 calendar days. Every attempt will be made to return any recovered item to its rightful owner.

CLEANING, TRASH AND EQUIPMENT REMOVAL

Tin Can Alley will be in a clean condition prior to your event. Within 2 hours following the event, but within rental period, you are required to return the space to the same clean condition in which it was found. Tin Can Alley will provide **2 industrial liners for each can (4 cans). Any additional trash can liners must be provided by the Caterer, Bar Service and/or Client.** All external rental equipment must be removed immediately following your event, unless otherwise arranged in writing.

Tin Can Alley encourage those renting space to consider green, sustainable, fair trade, ecologically sound cleaning and zero waste solutions. Tin Can Alley proudly commits to as close to zero waste events as possible. All trash, including sorted recyclables and properly sorted compostable, must be collected, properly bagged, and removed by the renter or the caterer.

In the case that Tin Can Alley is not returned to the same clean condition in which it was found, additional cleaning fees will apply and will be charged to the credit card on file. Assessment will be made by PJ Hummel & Company, Inc.

X_____ ***client initials***

PHOTO – VIDEO: Tin Can Alley reserves the right to take photographs of the guests, client(s), design and décor within the event space for use in internal procedures and marketing/awards submissions. TCAT further reserves the right to contact any hired photographer/videographer to obtain images of the event. Client agrees that any images taken or obtained can be used for promotional purposes. A representative of Tin Can Alley and/or promotional materials and signage will be present at all events, and any questions about the space, its contents or about our upcoming events and the charities we support can be directed to that representative.

EVENT PROMOTION

It is important to us that you have a fantastic and successful event. Should Tin Can Alley or PJ Hummel & Co be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. We are happy to provide professionally created images of our space for promotional materials. We hope you will refer others here and we are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about the historic nature of the building, or its contents.

FORCE MAJEURE

In the event of accident to Tin Can Alley or if use of the space is rendered impossible or infeasible by any act or regulation of any public authority, civic tumult, strike, epidemic, war, emergencies, or any other cause(s) beyond the control of Tin Can Alley, it is agreed that there should be no claim for damages by either party to this agreement, Tin Can Alley's obligation as to the performance affected shall be deemed waived. Inclement weather rendering a performance impossible or infeasible shall not be deemed an emergency and payment for guaranteed compensation herein shall be made notwithstanding, provided Tin Can Alley is ready, willing, and able to perform pursuant to terms.

NON-DISPARAGEMENT

The Parties (PJHC, TCAT and the client and/or the client's family, friends or associates/connections under the client's influence and/or advisement) agree to act in accordance re the following; they will not directly or indirectly publish, post, or share any defamatory or disparaging content including but not limited to still images, video images, text/captions, contract terms or links regarding the other party, their representatives, partners, services or related experiences, on any social media platforms, in correspondence to email subscribers, or through other internet, print or other marketing forums. This includes a prohibition on sharing or encouraging any third-party posts in any manner, 'liking' or sharing, or remixing third-party posts, content, media, or opinions that may be perceived as negative, insulting, slanderous or defamatory in nature.

UNILATERAL MODIFICATION

This contract may be unilaterally modified at any time by PJHC as required by changes in Federal, State or Local laws or acts, or in any PJHC business policies or procedures impacted by said governmental changes, or in the case of sitable changes in industry standards or product supply and demand.

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CANCELLATION

Reservation of Tin Can Alley may be canceled up to 30 days prior to reservation date. Date-Hold retainer is nonrefundable. No refunds of the space rental fees will be paid 30 days prior to an event, as your agreement to rent Tin Can Alley on this date may cause the loss of additional bookings or business. Reserved rental items may not be refunded. Décor plan fees, and/or purchases already completed that were necessary to produce your event will not be refunded.

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VENUE RENTAL AGREEMENT AND CONTRACT

CLIENT INFORMATION

Tin Can Alley at PJ Hummel & Co
Venue Rental Agreement and Contract
Client Information

First Name _____ Last Name _____

Email _____ Phone _____ Alternate Phone _____

Company _____

Address _____ Suite or Unit Number _____

City _____ State _____ Zip _____

To optimize efficiency, and ensure transparency, we ask that a person is designated who will be responsible for all final decisions (examples: floor plan, colors, guest count, décor, floral).
All **Final Decisions** will be made by:

First Name _____ Last Name _____

Email _____ Phone _____ Alternate Phone _____

Event Information

Date of Event (First Day) _____ Duration Full Day □ Hourly □

Beginning of Rental Period _____ Event Start Time _____ Event End Time _____ End of Rental Period _____

Number of Guests _____ Rental Rate _____ Date-Hold Retainer _____

Date of Event (Second Day, if applicable) _____ Duration Full Day □ Hourly □

Beginning of Rental Period _____ Event Start Time _____ Event End Time _____ End of Rental Period _____

Number of Guests _____ Rental Rate _____ Date-Hold Retainer _____

Renter Acknowledgment _____ ***Date*** _____

Signature acknowledges and agrees to terms and conditions as stated, and further agrees that this contract is valid only when all dependent documents (DDs) are also completed, in full, by the timelines provided.

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TIN CAN ALLEY AT PJ HUMMEL & CO
VENUE RENTAL AGREEMENT AND CONTRACT

DD. 1 - CLEANING, TRASH AND EQUIPMENT REMOVAL

Please read carefully.

All garbage related to items brought in by renter or caterer must be removed at the end of the rental period, including food, beverage, and alcohol items. All trash and garbage are renter's responsibility to remove immediately after event. We suggest appointing a family member or friend with a truck to collect trash to take to a city dump. Most catering services are able to take away garbage as well, but client is responsible for communicating expectations to the caterer and for ensuring compliance.

Tin Can Alley will provide **2 industrial liners for each can (4 cans). Any additional trash can liners must be provided by the Caterer, Bar Service and/or Client.**

For each standard container of garbage left on site, a $320 hauling fee will be charged to the renter's credit card on file.

The kitchen production space should be returned to a clean condition immediately following your event. A final walk-through with a member of our event staff is mandatory at the close of your event. Please refer to checklists posted in the kitchen production area. Cleaning fees of $520 will apply for rental space left in an unclean or grossly negligent unsanitary condition caused by renter or their guests.

Tin Can Alley encourages those renting space to consider green, sustainable, fair trade, ecologically sound cleaning solutions.

Renter:

_____

Print name

_____ _____

Signature Date

Catering Representative:

_____

Print name

_____ _____

Signature Date

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TIN CAN ALLEY AT PJ HUMMEL & CO
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DD 2 - CLIENT CREDIT CARD ON FILE

Tin Can Alley Tacoma requires a credit card to be on file during the entirety of your event.

By signing this form you give Tin Can Alley (PJ Hummel & Company, Inc.) permission to immediately charge your credit account a date-hold retainer, final payment, and post event incurred fees such as garbage hauling, extra cleaning, and incurred costs. This payment authorization is for the event described above. Permission does not provide authorization for any unrelated debits or credits to your account.

If you would like to use an alternative payment method (check, additional credit card, cash) for the space rental fees balance, bar costs, catering, equipment, furniture, and/or miscellaneous costs, please check here ☐

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same.

If the alternative method of payment has not been received by the due date this credit card will be charged. ☐Initial

Once complete, please email to info@pjhummel.com

Name as it appears on card _____

Credit Card Type ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Credit Card Number _____

CVV Code (back of card) _____

Expiration Date ____ / ____

Billing Address _____

_____

Primary Phone _____

Secondary Phone _____

Email Address _____

I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form; Card Holder Authorization. I further understand and agree that this information will be entered into Square, whereupon my CVV Code and all but the last 4 digits of my credit card number will be blacked out, on this form. I further understand and agree that Tin Can Alley and/or PJ Hummel & Co. will charge $0.33 to this card, as an authorization fee, to determine the validity of the provided credit card.

Card Holder Authorization ☐ I agree

Name: Date

_____ _____

Print

_____

Signature

2027

TIN CAN ALLEY AT PJ HUMMEL & CO
VENUE RENTAL AGREEMENT AND CONTRACT
DD 3 -PLANNER AND DÉCOR AGREEMENT

PLANNER

Client to sign this agreement if there will be 50 guests, or more.
(*Terms vary for corporate meetings and events. Please ask*.)

I will hire a licensed and insured Professional Event Planner* for the venue rental day, and will provide proof of the Planner's business license and liability insurance. I understand and agree that this step is vital to take care of the event needs, as TCAT staff are not responsible for creating or managing the itinerary, or any day-of coordination tasks not directly related to venue access. I will make sure to arrange a meeting with my Planner and Tin Can Alley Venue Host, at least three weeks prior to my event. I understand and agree that, unless hired additionally under a PJ Hummel & Co. contract as decorators, the venue staff are venue coordinators; Tin Can Alley staff set up all furnishings and decor according to the pre-agreed floor plan and timeline, and the Venue Host unlocks doors, turns on lights and monitors the event until it's conclusion.

I will ensure that the hired Event Planner signs the coordinates all vendor arrivals/departures and timelines, and a floor plan, providing this information to the venue, and that the Planner is present to manage my event.

**At a minimum, I will hire a Planner for Day-of-Event services.*

Client/Renter:

_____
Print name

_____ _____
Signature Date

FOR EVENT PLANNER TO SIGN

As the contracted Event Planner, I agree to provide the following to Tin Can Alley, a minimum of **3 weeks** before the event date, of our mutual client:

- A finalized, scale floor plan
- A day-of-event-itinerary, including a loading bay schedule
- All vendor contact information, and needs (i.e. power for music)
- If providing décor, a finalized plan

_____ _____ _____ _____
Print name Business Name Phone Email Address

_____ _____
Signature Date

2027

TIN CAN ALLEY AT PJ HUMMEL & CO
VENUE RENTAL AGREEMENT AND CONTRACT
DD 4A -CATERER INFORMATION
PLEASE PROVIDE THE FOLLOWING

Information Summary
Company

_____ _____
Address Suite or Unit Number

_____ _____ _____
City State Zip

_____ _____
Contact's Name Contact's Last Name

_____ _____ _____
Email Phone Alternate Phone

_____

☐ **I AM AN ON-LIST CATERER (ONLY FILL OUT THE ABOVE *INFORMATION SUMMARY*)**

☐ **I AM AN OFF-LIST CATERER (FILL OUT THE INFORMATION SUMMARY AND PROVIDE THE *FILE INFORMATION)***

FILE INFORMATION

☐ Copy of Insurance
☐ Copy of Liquor License
☐ Credit Card on File

Client/Renter Acknowledgment: your signature confirms you have provided PJ Hummel & Co. ALL of the above relevant information. Do not sign and return until all of the above is complete.
Renter name:

_____ _____
Print Date

_____
Signature

Caterer representative name:

_____ _____
Print Date

_____
Signature

2027

TIN CAN ALLEY AT PJ HUMMEL & CO
VENUE RENTAL AGREEMENT AND CONTRACT

DD 4B - OFF LIST CATERER'S CREDIT CARD ON FILE

PJCH/TCAT requires a credit card to be on file during the entirety of the clients' event.

This document is not required for any ON-LIST Caterers.

By signing this form, you give Tin Can Alley (PJ Hummel & Company, Inc.) permission to hold your credit card on file. If there are any damages that occur pre, during or post event, PJ Hummel & Co. will contact the card holder to notifying you of the damages and charges; your card will not be charge without your acknowledgment.

Once complete, please email to info@pjhummel.com

Company Name _____

Name as it appears on card _____

Credit Card Type ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Credit Card Number _____

CVV Code (back of card) _____

Expiration Date ____ / ____

Billing Address _____

_____

Primary Phone _____

Secondary Phone _____

Email Address _____

Card Holder Authorization ☐ I agree

I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Card Holder's Name: Date

_____ _____

Print

_____

Signature *Signature acknowledges and agrees to terms and conditions as stated.*

TIN CAN ALLEY AT PJ HUMMEL & CO
VENUE RENTAL AGREEMENT AND CONTRACT
DD 5 -DOCUMENT CHECK LIST

For your event to proceed, it is required to provide Tin Can Alley Tacoma, by PJ Hummel and Company the following, within the below timeline(s):

WITHIN 60 CALENDAR DAYS OF SIGNING THIS AGREEMENT**

□ Proof of licensed and insured Professional Event Planner
(if planning a business or non-profit event, please discuss other Planner terms with the Venue)

WITHIN 90 DAYS OF SIGNING THIS AGREEMENT**

□ Proof of licensed (WA State Business License) and insured Caterer (and bar services, if applicable)

□ Copy of liquor license (from Caterer or bar service provider)

Please be aware that a MAST (Mandatory Alcohol Server Training) Permit is not a business license.

14-30 DAYS BEFORE EVENT

□ Copy of Event Insurance (See Page 4)

□ Event Form, provided separately (including all vendor/artist/musician contact information) -Planner should assist with this

□ Event Itinerary -Planner should provide this

□ Proof of Child Care Provider(s) for children 2-12, if applicable

□ Caterer has read and acknowledged "Event Space Rental Agreement and Contract"; specifically; **CATERING STANDARDS** and **CLEANING, TRASH AND EQUIPMENT REMOVAL** Sections, and turned in their portions.
□ all remaining rental and/or decor fee balances

□ Confirmed guest count (14 calendar days before event)

□ Finalized floor plan (alternatively, this can be contracted, for a fee of $140/2)

□ Site Decoration Notice sent to Photographer, and *anyone* involved in decorating

Renter Acknowledgment: your signature confirms you have provided PJ Hummel & Co. with ALL of the above information within the above timelines. Failing to do so can result in nullifying this contract, leading to cancellation, without return of date retainer deposit and fees to date of cancellation.
*If this agreement is signed 60 days or less before event date Planner, Caterer and Bar Service information is due within 7 calendar days of signing this agreement, or the agreement can be made null and void, without return of reservation deposit.

_____ _____
Print Date

_____
Signature

TIN CAN ALLEY AT PJ HUMMEL & CO
VENUE RENTAL AGREEMENT AND CONTRACT
DD 6 – SITE DECORATION NOTICE

CLIENTS/RENTERS, of Tin Can Alley, Tacoma, are required to provide this notice to their Photographer and any person or entity who is helping with site decoration, and/or have a need to move in any fixtures, and/or a need to move any elements.

SITE DECORATION NOTICE

Tin Can Alley wants to make every event here a special and welcome experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements.

Only the staff of Tin Can Alley/PJ Hummel & Co rearrange and move any in-house furnishings, including, but not limited to tables, bars, artwork, lamps, antiques, or seating.

- No nails, screws, staples, or penetrating items are to be used.
    - We recommend sign stands/sign boards to prop any directional signage or seating charts. Please do not assume hanging is an option.
- No glitter or foil (non-paper) confetti is allowed on site.
- No stickers allowed as name tags or decorations, as they can fall off and become attached to and damage our property.
- No dragging; all items moved at Tin Can Alley must be lifted and carried or moved via soft wheeled mechanism, and facilitated by an identified TCAT Team Member.
- No moving of large furnishings, including but not limited to: sofas, love seats, tables, chairs, set pieces, pillars, floral arrangements, trash cans & bars.
- No sparklers or any other sparking/fire-related device or décor, including wicked candles.

Photographers, Planners/Designers may not move any furniture, or fixtures, permanent or otherwise, without notice to and/or help from TCAT staff.

Any damage resulting from ignoring these guidelines will be charged after the event, to the Client's card on file. If the card is expired, or the charge is disputed, the charges will be sent to collections.

FOR THE CLIENT'S REFERENCE:

SPACES

Lobby
Ballroom
Lux Ready Room/Conference Room
Garden Patio with lighted gazebo (unfurnished)
Greenroom/Groom's Room (no alcohol allowed unless served by the contracted bar service provider)
2 restrooms with stalls

- changing table and nursing station available, at no charge, upon request; must be requested 14 calendar days in advance

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 7am or after midnight can be booked, and are billed at $650/hour (no later than 2am).*

AVAILABLE ITEMS / SERVICES:

Preferred Vendor List – All vetted for you!
sixty inch round tables for guest dining (set up for you)
metal hightop/bistro tables, with basic linens (set up for you)
chivari chairs with pads 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 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

Prime seasonal and holiday dates: Jan. 1st, Memorial Day Weekend, all of June, July 4th (and nearest weekend), all of August, Labor Day Weekend, Oct. 31st & Nov. 1st, and nearest weekend), Thanksgiving (Thurs., Fri, Sat.), Dec. 24th, (closed on 25th), Dec. 26th, Dec. 31st, Jan. 1st For any of these dates, the Rental Fee applies, plus a decor minimum. This can include centerpieces, premium linens, lounge furniture, a photo-op area, and more. Dec. 24th and 25th require a 50% added staffing fee (time and a half).

Extra guest tables and chairs, with linen are an added charge. Please inquire.

Tin Can Alley Tacoma staff do not buss tables or work in food or alcohol service. You are responsible for ensuring that your caterer and/or bartenders have adequate staffing to serve an event of your size and needs. Renter may request additional TCAT staff at the rate of $75 per hour, with a 4 hour minimum, for events requiring extra décor or seating/furnishings movement, security, parking direction and management, and VIP services. If such a request is made with less then 14 calendar day's notice, the rate is $125/hour, with an 8 hour minimum.