

CORPORATE 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: up to 200, with a dancefloor

Sit Down Dinner: up to 250 without a dancefloor

Cocktail Reception: up to 280 if indoor only, up to 300 if indoor-outdoor

CATERING

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

ADA

ADA parking, entrance, event space, and restrooms

PARKING

Ample venue & street parking is available.

AMENITIES (SEE THE LAST PAGE, FOR FULL DETAILS)

Seating and tables for up to 200 guests are included in the rental fee*. We have beautiful clear ice Chiavari chairs with white cushions and 60" round tables for guests.

Decorations, centerpieces, l.e.d candles, 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 Tacoma hotels and transit.

THE CORPORATE EVENT RENTAL PACKAGE INCLUDES ALL OF THIS!

SPACES **:

Ballroom (this space can be broken up, into separate spaces, using our on-site pipe and drape, for a fee)

Ready Room/Conference Room

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 and 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 are billed at \$650/hour.*

ITEMS / SERVICES:

Preferred Vendor List++

Sixty inch round tables for guest dining/meetings (set up for you)

Chivari chairs for guest dining, and/or meeting (set up for you)

All basic linens for guest tables, gift table, dessert table, sign in table, dj/AV table, and bar back
(black, or ivory set up for you)

1 luxury bar (set up for you), with bar-back tables or shelves

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)

1 dj/AV table (4')

1 catering Kings table with 3 lit chandeliers (set up for you)

guest wi fi password

1 weekday vendor & client visit, 6-8 weeks before the event (45 minutes)

1 weekday sync with Planner and other vendors, 2- 4 weeks before the event (45 minutes)

on-site point of contact/host to staff the event; this is not a planner/coordinator nor server or a janitor

Extra guest tables and chairs: \$148+tax per extra guest table, with chairs and base linen.

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 have adequate staffing to serve an event of your size and needs. Renter may request additional Tin Can Alley staff at the rate of \$75 per hour for events requiring extra décor or seating/furnishings movement, security, parking direction and management, and VIP services.

++Off List Caterers Insurance & Credit Card

Caterers & Bar Services not on our Preferred Vendors List working at Tin Can Alley are required to have a valid business license, certificate of insurance, current WA state catering liquor license, and a credit card on file with us. Use of catering services not from the preferred list must be approved at least 30 days in advance, in writing, and desired caterer must have completed catering portion of contract and have an in-person walkthrough of our facilities with the event manager. Use of off-list catering incurs an Admin fee of \$200.00. *No self-catering or self-bar service is permitted.*

EVENT SPACE RENTAL COST OVERVIEW

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping Tin Can Alley 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. and Tin Can Alley.

Rates		Booking Includes
Day-Time Meetings & Events Monday – Thursday 8am – 4pm	1. \$270 per hour 50 Guest maximum 2. \$500 per hour 100 Guest maximum	BALLROOM 1. Up to 6 guest tables and 50 chairs 2. Up to 11 guest tables, and 100 chairs
Evening Meetings and Events Monday – Thursday 4pm-10pm	1. \$350 per hour 50 Guest maximum 2. \$675 per hour 100 Guest maximum	2-hour min, 6-hour max <i>For over 100 guests, please work with the Venue Manager for price adjustments.</i>
Extra Hours (over 6)	\$220/hour before 10pm, \$550/hour before 8am or after 10pm	
Gilded Elephant Speakeasy Bar	\$350.00, flat fee	Includes access to our exclusive space with 2 1940s era-esque mahogany bars, 1 lush lounge group, access to staff kitchen as back bar, 2 high tops with linens.
Garden Patio Use	\$350, flat fee	Includes 2 picnic tables, up to 6 high-top bistro tables, 1 six foot table w/ linen (for bar/food), and gazebo lighting. Gate opens for food trucks! Fun!
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.
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	\$798/each	Includes 1 throw rug, 1 three-seat sofa, 2 accent chairs, 1 coffee table, 2 end tables, & 3 mercury glass votive candles.

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

Select Prime Dates will have a minimum décor requirement, in addition to the space rental cost.

Schedule of Fees***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 detail/décor details.

14-30 Days prior to Event

The balance of your space rental fee and any décor rentals are due 14 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. All added décor agreed on within 30 calendar days of the event must be paid in advance upon contract agreement for additions.

- Miscellaneous costs such as additional bar, furniture, and equipment rentals are due 14 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 days, are subject to PJHC/TCAT approval, and if approved, will be subject to a 12% rush charge.
- 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, if applicable