

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), or up to 200 (with dance floor/stage)

Cocktail Reception: up to 299 (no dance floor/stage), or up to 250 (with dance floor/stage)

Weekday-Daytime Meetings:

Available, please ask for packet

PARKING

Ample street & venue parking is available.

Valet parking available on request.

Located close to Link stop and major Pierce Transit Hub

CATERING

Prep kitchen 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 200 guests is included in the rental fee. We have beautiful clear ice Chiavari chairs with white cushions and an assortment of tables to choose from.

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

MEETING & EVENT SERVICES

Conference room with Wi-Fi, computer & large screen display available on request.

ACCOMMODATIONS

Green room with couches, television, and kitchenette available on request. Shower facilities available on request. Walking distance from all downtown Tacoma hotels and transit.

THE FOUNDATION EVENT RENTAL PACKAGE INCLUDES ALL OF THIS!

SPACES **:

Lobby

Ballroom

Garden Patio with lighted gazebo (unfurnished)

Lux Ready Room/Conference Room

Mid Century Den (aka, groom's room/green room)

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 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. Hours past midnight can be booked at \$600/hour, cannot go past 2am*

ITEMS / SERVICES:

Preferred Vendor List

Up to 10 consecutive hours of day-of-event access to the venue spaces, between 8am and midnight

Up to 20, sixty inch round tables for guest dining (set up for you)

Up to 10 metal hightop/bistro tables, (linens not included, tables set up for you)

Up to 200 chivari chairs for guest dining, ceremony and/or meeting (set up for you)

All basic linens for guest tables, gift table, cake table, sign in table and bar back

(black or ivory poly, set up for you)

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

1 cake/dessert table with 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 l.e.d. lit chandeliers (set up for you)

guest wi fi password

ample electrical hook ups for vendors, musicians, djs, artists, entertainment etc.

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

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

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

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

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 than 14 calendar day's notice, there is an 8 hour minimum.

Tin Can Alley by PJ Hummel

2620 E G St. Tacoma WA 98421

Tel 253.272.6605

2026



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.

Rates		
Monday - Thursday	\$5275	10 continuous hours of venue access between 6 am and midnight. Venue closes at midnight. * Up to 200 Crystal Chivari chairs and tables \$3200 value Included! Detail of in-house Amenities, Meeting & Event Services, and Accommodations as shown on page 1 of this document * \$250 per additional contiguous hour to rental block * \$600 per hour after midnight
Friday	\$5750	
Saturday	\$6750	
Sunday	\$5275	
<i>Upgrade to The Gilded Elephant Speakeasy Bar</i>	\$350.00, flat fee	Includes access to our exclusive space with the Gold Lux bar, 1 lush lounge group, access to staff kitchen as back bar, 2-3 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.
Day-Time Meetings & Events Monday-Thursday	\$1. \$270 per hour 50 Guest maximum 2. \$570 per hour 100 Guest maximum 4-hour min, 6-hour max	Available 7 am – 4 pm 1. Up to 6 guest tables and 50 chairs 2. Up to 11 guest tables, and 100 chairs

Early load in and late/day after loadout based on availability of space. Conditions and fees may 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 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 weekday planning visits once a month with dates/times that we choose, beginning 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. If you need a site visit 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 related to items brought in by renter 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.

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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. Extra guest tables and chairs, beyond the 20 rounds provided, will incur added item and labor costs.

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).