



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 250

Cocktail Reception: up to 299

CATERING

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

PARKING

Ample street parking is available.

ADA

ADA parking, entrance, event space, and restrooms

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 an assortment of tables to choose from.

**Added tables, Decorations, centerpieces, l.e.d candles, dance floors, specialty bars & linens, additional tables, 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/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](#).



THE FOUNDATION EVENT RENTAL PACKAGE INCLUDES ALL OF THIS!

SPACES **:

Ballroom

Ready Room/Conference Room

Garden Patio with lighted gazebo

Green Room/Mid Century Den (only bottled water allowed, here)

Lobby

2 restrooms with stalls

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

ADA ramp entrance

Catering staging 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. Any hours past before 7am or after midnight are billed at \$550/hour.*

ITEMS / SERVICES:

Preferred Vendor List

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, dj/AV table, and bar back
(black, ivory or white poly, 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 table, and 1 registration table, with base linens (set up for you)

1 dj/AV table (4')

2 catering Kings tables 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, 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.

MORE INFORMATION CAN BE FOUND [HERE](#).



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
Monday – Thursday	\$4875	10 continuous hours of venue access between 6 am and midnight. Venue closes at midnight. *
Friday	\$5325	Up to 200 Crystal Chivari chairs and 20 tables \$3000 value Included!
Saturday	\$6250	Use of in-house Amenities, Meeting & Event Services, and Accommodations as shown on the final page of this document.
Sunday	\$4875	* \$220 per additional contiguous hour to rental block * \$550 per hour after midnight
Premium date décor minimum	\$3100	This is a décor minimum requirement during prime seasonal dates in the summer and Holiday seasons.
Day-Time Meetings & Events Monday – Thursday	1. \$250 per hour 50 Guest maximum 2. \$500 per hour 100 Guest maximum 2-hour min, 6-hour max	Available 8 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 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 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 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.

After Event

Any additional costs that arise will be billed within 7 days of your event in a separate invoice payable within 15 calendar days. 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.

PAYMENT

Tin Can Alley, Tacoma, is owned and operated by PJ Hummel & Company, Inc. (PJHC). Payments should be made to **PJ Hummel & Company, Inc.** Payments can be made by cash, check, or credit card. Credit Card Authorization is required and is located on the last page of this contract. Credit card payments are subject to a 3% processing fee. Sales tax applies to all rental and décor fees. There will be a \$100 bounced check and/or insufficient funds charge, for any “bounced” payment, aka payment failure. “Bounced” payments must be remedied within 5 days of Client being notified of said payment failure, or the date will be released, and any collected funds will be non-refundable.