

# FOSS WATERWAY SEAPORT

705 Dock Street  
Tacoma, WA 98402  
253-272-2750 ext 106  
[www.fosswaterwayseaport.org](http://www.fosswaterwayseaport.org)



For events booked for 2017 - 2018

Here's the basic scoop ...

## Fees/Deposit/Insurance

The venue rental fee for the Seaport in 2016 is a minimum of \$3,200 for 4 hours in the north end (the glass wall) and \$150 per hour for additional time. This translates to \$3,800 for a typical 8 hour event at the Seaport for up to 300 guests. This rate includes our staff assisting with your setup of tables, chairs, bar, security and staff during your event and tear down & facility cleanup after your event.

There is an additional setup/security/cleanup charge of \$350 for events with over 300 guests. 350-400 'sit down' guests is about the maximum allowed for the north end of the building. This room will accommodate about 800 guests reception style.

A deposit of \$1500 is required to both hold your date and as a damage deposit. \$500 of the deposit is the damage deposit and will be refunded to you within 20 days after your event date as long as there are no damage issues. The remaining \$1000 deposit will be deducted from your event's total invoice. If you need to cancel within 6 months of your event date, then \$750 of the \$1500 is forfeited. The final payment for the event is due the day before your event date.

We do require a \$1,000,000 event insurance policy for the days that your event will occupy the building.

## Catering/Bartending

Only professional catering services are allowed to serve at the museum. Catering services must buss all tables at the end of the event. The Seaport staff is not available to buss tables. Outside alcohol is allowed. Bartenders should be licensed and the event **will need** a Banquet Permit from the Washington State Liquor Control Board if the caterer does not include bartending services. Bartenders are also responsible for keeping the floor clean and dry at all times and cleaning the bar at the end of the event. We provide 6 lined garbage disposal containers for your use and the Seaport recycles. Here is the link for FAQ's about obtaining a Banquet Permit... <http://liq.wa.gov/licensing/banquet-permits>. We can provide a list of vendors that we love to work with.

## Rentals/Vendors/Set Up

We endeavor to keep regular museum hours until 4pm Wednesday thru Sunday so setup the day of the event begins after 4:15pm. We will work with each event to do some setup the day prior after museum hours and to allow for rehearsal time. The following rentals are included in the base rate: 21 – 60" round tables, 9 – 6' banquet tables and 6 cocktail tables, one really great bar and 168 blue conference style chairs. We also have an arbor available for the ceremony and will provide a heritage boat as a 'gift table'! Additional tables, other style of chairs will need to be rented from a rental company such as Cort (253-922-9808 as well as all linens and catering service needs. Rental items usually can be delivered up to 1 day prior

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to your event setup and picked up the Monday following without additional charge from the Seaport. If the Seaport rents additional items needed, then the Seaport will invoice those items separately over and above the contracted price.

## Candles

We prefer LED type candles but regular candles may be used with prior approval by the Seaport...ie...enclosed in a jar/chimney/vase 4" above the flame.

## Parking

The Seaport has a small lot just north of our entrance. It has 15 spaces and is free. Republic Parking manages a lot to the north of our lot. It is a pay only and all users are responsible for payment in advance. The Republic lot can be reserved for your event by contacting the Event Coordinator at Foss Waterway Seaport for a Reservation Form.

## Moorage

We have 1200 feet of moorage adjacent to the building, guests and wedding couples can arrive or depart by boat or even fly away on a Kenmore Air charter.

I would be happy to schedule a site visit so that you all can see the stunning architecture inside of the building and see if the Seaport is the right fit for you.

Sincerely,

Earla Harding

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