



F.A.Q.'s

Fees/Deposit/Insurance

The venue rental fees for the Seaport based on the number of guests and the times of the event. Two hours for set up and two hours for set up are allowed. Our non-profit rates are 20% our normal rates. A typical 5 hour event (6:00pm -11:00pm) for up to 350 guests is \$4,200. Set up would start at 4:00pm and clean up would conclude by 1:00am. 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.

A deposit of \$1500 is required to both hold your date and as a damage deposit. \$500 of the deposit will be refunded to you within 20 days after your event date as long as there are no 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 two weeks prior to your event. All credit card refunds will be charged a 3% processing fee.

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

Rentals/Vendors/Set Up

The Seaport is open to the public as a museum every Wednesday through Sunday until 4:00 pm and so setup the day of the event begins after 4:15 pm. Deliveries of day of items such as cakes and kegs may be dropped off at the Seaport before 4:00, but we ask that they are delivered to the Catering Door along the East side of the building so as not to disrupt museum guests. The following rentals are included in the base rate: 21 – 60” round tables, 12 – 6’ banquet tables and 5 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, chairs, or other style of chairs will need to be rented from a rental company. All linens and catering service needs will need to be rented as well. Rental items usually can be delivered up to 1 day prior to your event setup and picked up the Monday following without additional charge from the Seaport. See our “Vendors That We Love to Work With” sheet.

Event Planner

Every event with more than 50 guests needs to hire an event coordinator. Our staff only assists sets up the tables/chairs and bar according to your floor plan. There needs to be a scheduled meeting with the client's event planner, the client and the Seaport's Event Coordinator at least 3 weeks before the scheduled event, including a floor plan and timeline for vendor arrivals/departures.

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 client **will need** to obtain 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, however, the caterer is responsible for removing all garbage and recycling from the building. Here is the link for FAQ's about obtaining a Banquet Permit... <http://liq.wa.gov/licensing/banquet-permits>. See our "Vendors That We Love to Work With" sheet.

Audio Visual Contract

Due to the size and openness of our building, the Foss Waterway Seaport has granted Hardcastle AV the right to provide and operate the in-house audio visual services at the Museum. See our Vendor list for contact information. Foss Waterway Seaport will charge a \$350 to all clients that use an outside audio visual company. This does not apply for DJ's and live bands.

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.

We 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. Please contact us using our "Tell Us About Your Event!" tab located under our website or call 253.272.2750 x 102.

Sincerely,

Event Staff

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