



## Tacoma Event Space Reservation Request

Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Additional Contact Names/email: \_\_\_\_\_

**Occasion:** 7 Seas Brewing is a great space for casual gatherings and celebrations. *Our event space is **NOT** to be used for: religiously or politically affiliated groups and gatherings; fundraising, ticketed events, sales, or auctions; product or service display/ demonstration or pop-up vendors; or child-focused celebrations including high school graduations and birthdays (with exception of first birthday). Seminars, educational classes, and company meetings including first time home buyer classes, home loan classes, and company trainings/retreats are welcome Monday through Wednesday. Please see below for reservation fee information.*

Tell us about your occasion: \_\_\_\_\_

Desired Date: \_\_\_\_\_

\*Desired Start Time: \_\_\_\_\_

Desired End Time: \_\_\_\_\_

Is your date/time flexible? Y / N

Scheduling Alternatives: \_\_\_\_\_

**\*\*Anticipated Number of Guests:** 10 – 20  20 – 35  35 – 50 50 – 75 75 – 125  >125

*\*Taproom hours are 11am – 10pm, 7 days a week. We do not reserve our event room in half hour increments.*

*\*\*The event space holds approximately 50 people for a casual event with some folks standing and mingling. For large parties, additional guests may overflow into taproom area which is first come first serve seating.*

### I understand the following (please initial all):

**Our 3 Pint Max Policy:** since opening our doors in 2009 we have maintained the practice of serving guests a maximum of three pints. As a family friendly establishment, this policy helps us prevent issues and keep the tap room energy positive and low key. Please keep this in mind when planning your event.

**We are always all ages, however...**Please keep in mind that we are a brewery, and we serve alcohol. We can host a child’s first birthday, but we are not an appropriate venue for any other minor-focused gatherings. Children of all ages (toddlers to teenagers) need to be within arms-reach of their parents/guardian, using inside voices and engaging in appropriate behavior at all times. Running, screaming, and crawling through entry and service areas, and jumping or climbing on furniture, are all examples of behaviors that risk safety and negatively impact the environment for other guests. Children are not to be unattended at any time.

### Group Tabs (please initial all):

**There are no bar minimums** required for reservations. Guests can order individually, or the host can run one large tab for your group if a credit card is provided upon ordering. Tabs can be split between multiple people if desired.

**There is no automatic gratuity** required for reservations in any of our event spaces, however it is **customary for large parties to leave a 20% tip.**

**You can use drink tickets** (to be provided by guest) to limit the number of beverages on your group tab. Beverages cannot be pre-purchased.



## Tacoma Event Space Reservation Request

### Food & Beverage:

Food and coffee are available on-site by Canteen and Naomi Joe (check out [naomijoecoffee.com](http://naomijoecoffee.com) for current hours of operation, Canteen hours are 11am-9:30pm daily). We also welcome guests to bring their own food. **We do not allow outside beverages of any kind.**

### Please Select a Food Option for your Reservation:

- Canteen ([canteen@campcolvos.com](mailto:canteen@campcolvos.com))  Catering <OR>  Individual Orders  
 Outside caterer  Food from home  Undecided food plans at time of inquiry

### No outside beverages (please initial):

We have wine, gluten-free and non-alcoholic options available at the bar. Alcohol cannot be brought onto the premises. There is no hard alcohol available, and we cannot allow it to be brought onsite. No outside beverages are allowed onsite including coffee cups, water bottles, thermoses, or any other beverage container.

### Decorations (please initial all):

- Streamers, banners, wall hangings, etc. can only be adhered to the concrete wall with tape. Nothing can be attached to the three painted walls or wooden fixtures including command hooks/pins/tacks/tape.
- Barn door hardware is not to be used for decorations.
- Confetti and glitter, including confetti balloons, are not allowed.

### Reservation Fee/Cancellation Policy:

- Casual Gatherings (birthdays, baby/bridal showers, rehearsal dinners, etc.) cost \$50 per hour, for a minimum of 2 hours and a maximum of 4 hours.
- Educational Seminars & Company Meetings (home buyer & home loan classes, company trainings, retreats, etc.) cost \$100/hour for a maximum of 4 hours.
- The reservation fee is non-refundable and non-transferrable.

### Room Fee and Event Duration:

You may access the Event Room 15 minutes prior to your scheduled start time at no additional cost. Taproom hours are from 11am – 10pm. Parties that start at 11am will not have early access to the space. Please plan to vacate the room promptly at your reservation end time. If you require additional time for your set up and clean up, please factor that into your overall reservation time.

### Room Set Up: *check to make your selection*

*Below are descriptions of our basic room set up options. More / less tables or chairs can be used to create a more formal or more casual environment.*

- Standard: Buffet table, water station with extra room for dessert/gifts, 12 barstools along back bar, 3 high tops for mingling, 2 tables with total of 16 chairs for seating. *More or less tables can be used per request.*
- Meeting: U-shape table set up (*seating can be adjusted based on attendance*). Water station included.
- Other: (please describe) \_\_\_\_\_



## Tacoma Event Space Reservation Request

### **Special Requests** *check as needed to indicate your request*

- Projector: Ceiling-mounted projector and wall-mounted screen are available for use for no additional charge. Guest is responsible for bringing own HDMI cable.
- Registration / Greeting Table: requests for registration or greeting tables outside of the event room are reviewed on a case-by-case basis.

### **Additional Details:** *check all boxes to acknowledge*

- Ambient noise from the taproom, brewery, and our vendors (music, conversation, brewery equipment) cannot be excluded from the room and fluctuates unpredictably throughout the day. This is not generally distracting for parties, but if you are planning a presentation, meeting, or speech, please keep this in mind.
- There are no speakers, podium, or P/A equipment available, and we do not allow them to be brought in.
- Our historic PNW brewery changes temperature with the seasons. In the summer, it gets hot. In the winter, it gets cold. We'll do our absolute best to make you and your guests comfortable but please advise them to dress accordingly. If our taproom has to close due to extreme weather, we will inform you with as much notice as possible and you will be eligible to transfer your reservation or receive a full refund.

### **Additional Questions, Comments, or Requests**

---

---

Name (printed): \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signature: \_\_\_\_\_ Reservation Date: \_\_\_\_\_

Please submit your completed Reservation Request Form to [Reservations@7SeasBrewing.com](mailto:Reservations@7SeasBrewing.com)