



Tacoma Event Room Reservation Request Form and Agreement

Welcome!

The 7 Seas Brewing Tacoma Event Room is a great space for casual gatherings and celebrations. With a private seating area and windows looking into our production brewery, the room is equipped with a buffet table, water-station, and ceiling mounted projector access. Guests order directly from the taproom bar, can visit our onsite food and coffee partners, and can partake in pinball and shuffleboard.

Occupancy: The room has an occupancy of 50 guests, but we often host larger groups with guests spilling out into the general taproom area. We are always all ages and ask that children stay within arms reach of their adults and choose appropriate behavior.

Occasions: Our room is well suited for casual celebrations. Note that our taproom is *not* to be used for religiously or politically affiliated groups and gatherings; fundraising, sales, or auctions; product or service display/ demonstration or pop-up vendors; or child-focused celebrations including high school graduations and birthday parties (with exception of first birthday).

Reservation Times and Rates: Reservations are held between 11am-9:30pm, 7 days a week (taproom closes at 10pm). Groups can access the Event Room 15 minutes prior to the scheduled reservation start time at no additional cost. If you require additional time for your set up and clean up, please factor that into your overall reservation time. Groups must vacate the room promptly at the reservation end time. A reservation fee is required to finalize a reservation inquiry; this fee is non-refundable and non-transferrable:

- **Casual Gatherings** (birthdays, baby/bridal showers, retirements, happy hour, etc.) can be booked any day between 11am - 9:30pm at a rate of \$50 per hour, for a minimum of 2 hours and a maximum of 4 hours.
- **Professional / Educational Seminars, Trainings, Meetings** can be booked on weekdays between 11am - 4pm at a rate of \$100/hour for a maximum of 4 hours.

***** SECTION I: GENERAL INFO *****

Name: _____ **Contact Phone:** _____

Contact Email: _____

Additional Contact Names/email: _____

Tell us about your occasion: _____

Anticipated Number of Guests: 10 – 20 20 – 35 35 – 50 50 – 75 75 – 100 100 – 125 >125

Desired Date: _____ **Desired Start Time:** _____ **Desired End Time:** _____

Is your date/time flexible? Y / N

Scheduling Alternatives (preferred day of the week, time frame, etc): _____

***** **SECTION II: Food & Beverage** *****

Beverages:

- **Our current menu is linked [HERE](#).** Our offerings include beer, wine, hard cider, gluten-free beer, kombucha (n/a) and a variety of non-alcoholic options. All beverages are to be ordered directly from the main taproom bar (there is no bar service provided to the event room). The Event Room includes a water station with ice water and glassware
- **No outside beverages permitted.** Guests cannot bring their own alcohol. Coffee cups, water bottles, thermoses, or any other beverage container may be confiscated. Gifted alcohol must remain unopened, in a bag and out of sight.
- **There is no bar minimum required.** Guests can order individually, or the host can run one large tab for your group if a credit card is provided at the bar.
- **We do NOT charge any automatic gratuity** - please keep this in mind when closing large, group tabs. It is customary for large parties to leave a 20% gratuity.
- **You can provide your guests with drink tickets**, just let the serving team know when you open your tab at the bar (drink tickets are not provided by 7 Seas). Tickets are used to control the total quantity of items added to a group tab, beverages range \$3 - \$12 each. Tickets have no cash value. Beverages cannot be pre-purchased.

Food:

- Food and coffee are available on-site from Canteen by Camp Colvos (11am-9:30pm daily) and Naomi Joe Coffee (check out naomijoecoffee.com for current hours of operation).
- Guests are welcome to bring their own food, work with another caterer or any combination thereof.
- **Please Select a Food Option for your Reservation:**
 - [Canteen Catering](#) Outside caterer Food from home Undecided food plans at time of inquiry

***** **SECTION III: Room Set Up** *****

Room Set Up: *Below are descriptions of our basic room set up options. Set up can be slightly modified per your request for more/less seating.*

- Standard Set Up:** includes buffet table, water station with extra room for dessert/gifts, 12 barstools along back bar, 3 high tops for mingling, 2 tables with a total of 16 chairs for seating.
- Meeting U-shape** table set up: seating can be adjusted based on attendance. Water station included; buffet table as needed.
- Other:** (please describe) _____

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. Guests are responsible for bringing their 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.

****** SECTION IV: Important Details and Reminders ******

___ **Decorations:** Table top and free standing decorations work great in our space. Streamers, banners, wall hangings, etc. can 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 doors and hardware are not to be used for decorations. Confetti and glitter, including confetti balloons, are not allowed.

___ **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.

___ **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 must 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.

___ **There are no speakers, podium, or P/A equipment available**, and cannot be brought in.

___ **We enjoy being an all ages gathering place.** Please help us ensure children engage in appropriate behavior. 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. Walking feet and indoor voices are essential for a great experience for all. Children must be accompanied by an adult to play shuffleboard. Noisy or rowdy behavior risks safety and negatively impacts the environment for other guests.

___ **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.

Additional Questions, Comments, or Requests

Name (printed): _____

Date Signed: _____

Signature: _____

Reservation Date: _____

Please submit your completed Reservation Request Form to Reservations@7SeasBrewing.com