

The short list of Events on 6th Policies; see contract for more details.

2520 6th Avenue Tacoma, WA 98406
Mail to: PO Box 5911, Tacoma WA 98415
Make checks out to: Events on 6th

1. Initial Payment:

\$1500 paid at contract signing. This payment is non-refundable.

lesley@eventson6th.com

2. Venue Rental Payments due dates:

In addition to the initial payment, 1/2 the remainder is due at 9 months, and the final remainder at 6 months before event date. These payments are non-refundable. Damage deposit due 30 days before. Any additional items due 30 days before the event date.

Lesley Pollack
(253) 906-0448

3. Cancellation/Change of date:

Cancellation: If you choose to cancel, any money paid in accordance to due dates will not be refunded. Money paid earlier than due dates will be refunded. Please consider buying wedding cancellation insurance.

Change of Date: Any money paid in accordance to the due dates of your initial date will not be refunded. A new contract for the new date must be signed and \$1500 first payment paid. Any Friday date within a year, or Saturday within 6 months will receive a discount of \$1000.

3. Military Cancellation/Change of date:

Military: With papers provided, all money either moved to a new date or totally refunded.

4. Payments:

Check/Money Order/Cashier's Check Preferred, Paypal invoice (credit card) Amount + 3%. Cash is ok.

Please mail payments to: Events on 6th, PO Box 5911, Tacoma, WA 98415

You can also order a bank check from your bank...just go online to order a check sent in the mail!

Late Fees: If payment is made more than 7 days past a due date, a \$25 fee may be charged. Last date to pay by check is 20 business days before the event date. Last date to pay by credit card is 15 days before event date. Any payments made after these deadlines must be in cash and at Events on 6th bank and will incur an additional \$50 fee.

If payments are missed, Events on 6th may cancel your event.

5. Cleanup:

You and all vendors are required to clean up; what you bring in, needs to be brought out.

Any messes from plants, glitter, food, spills etc, must be picked up, swept, vacuumed, mopped. Brooms, vacuum, garbage bags provided. All trash must be removed from the building; there is limited dumpster availability. **Please do not plan on dumping large decorations/items.** Recycle bins available for cardboard/paper, plastic, aluminum cans, and glass.

6. Preferred caterers/vendors:

Preferred caterers: Mama Stortini's, Jönz Catering, Occasions, ACT3 Catering

Events on 6th will charge \$400 if you choose a caterer that is not on the Events on 6th preferred caterer list.

Please see the vendor list on the website for the many, wonderful vendors who have worked at Events on 6th before and have done an amazing job! Many are nearby and some offer discounts for their work at Events on 6th.

Your caterer must be licensed and insured and preparing food in a licensed kitchen (not at Events on 6th).

The caterer must be present during food service.

7. Parking:

Parking lot in rear of building (16 total spots), additional side-street parking, possible additional parking rental from Mission Thrift (13 spots for \$125). Events on 6th will put out various appropriate signs.

8. Rental Time:

The rental time encompasses the time needed for vendor drop-off, getting ready, decorating, pictures, your event, removing all decorations/items, and complete exit of guests. Taking down decorations and bringing presents to the cars and putting out trash and recycling usually takes about 1 hour. You must plan to have any 'grand exit' at least 1 hour before the end of your rental time. Late departure fee is \$400/hour. Earliest arrival is 7am, latest departure is 11pm (party ends at 10pm).

Rental past 11pm is not available. Choosing an arrival time that is at least 3 hours before ceremony time is advised.

9. Decorating/Candles/Glitter/Pampas Grass Cleanup:

No nails, tacks, or tape. No live petals on the aisle carpet. Organ must be protected. **No open flame in the ceremony space (top of any flame must be at least 2" below top of votive/glass). Candles in all other areas must be fake.** Any cleanup of decorations/brought-in items is the responsibility of you or the associated vendor. All trash must be removed (partial dumpster availability). Brooms, vacuum and trash bags will be available. Recycling is encouraged. A building manager will be on site for building-related issues. Excess cleaning fee is \$150/hour. Bodily fluid cleanup is charged at \$150 per instance. Flower petals and Pampas Grass permitted; you must clean up all flower petals and/or Pampas Grass; if not fully cleaned up, additional cleaning charges will apply. No glitter. If glitter falls from decorations or dresses, you must clean it up. You may not throw anything outside for the grand exit.

10. Alcohol/Cannabis:

See the Alcohol Rules Information Sheet for all alcohol-related rules. No cannabis usage of any kind is allowed on Events on 6th property, inside and out. This includes smoking, vaping, and eating cannabis edibles. Tacoma law also restricts usage outside.

11. Children

Children must be supervised by adults at all times. Children must stay in the area where the event is happening. If children are posing a danger to themselves, others, or venue property they will be brought back to their parents. Staff may stop the party music to ask parents to claim their child(ren).

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12. Insurance:

You need to provide proof of Special Event/Wedding Liability Insurance, which you can procure through your homeowner's insurance, wedsafe.com, or theeventhelper.com (or other company). Please see the contract for coverage amounts needed. Your caterer and bartender must also hold insurance for the day and proof of this must be provided. This will be waived if the bartender or caterer are on the Events on 6th preferred list.

13. Rehearsal time:

Rehearsal time and set-up time may be purchased as available for \$150/hour on a day other than the wedding day. If you have two planning sessions in your contract, you may use one of them as a rehearsal time, time and date TBD. One planning session must be used at least one month before your event date.

14. Deliveries:

As a courtesy, if your wedding is the only one that weekend, rentals may be delivered on Friday and picked up on Monday by your rental company. If there are weddings on both days, your items must be delivered and picked up during your rental time. Your crew must move all rental items to the proper storage space as directed by Events on 6th staff.

15. Other:

Events on 6th does not have linens, dishes, or silverware. Please rent or have your caterer provide. We do not have a sound system; talk to your deejay for microphones, speakers, etc. We do have a curtain in the chapel if you desire that over the Jesus stained glass window. White sheer fabric setup available on the reception hall ceiling: \$300.

16. Kitchen:

The kitchen has a large refrigerator for your use, counter space, and back alley access. **The kitchen is not a licensed kitchen.** Do not use the stove/oven and do not cook anything in the kitchen. There is a sink, but no disposal. Trash bags and cans will be provided. **We do not have a freezer or icemaker; please plan to have ice chests/buckets. Do not use the refrigerator for flower storage or anything delicate like salad.**

17. Helpful Info:

There is a bunch of helpful info on the website: www.eventson6th.com/helpful-info including measurements of the chapel, various layouts of the reception hall, the layout of the whole building, a parking map, directions to the building, etc. Check it out! Also, there are two great Facebook groups you might find useful:

Seattle Wedding & Event Network (ask advice, find vendors...)

The Seattle Wedding Community Buy/Sell/Give Group (all sorts of wedding-related items for sale!)

Table Sizes and Quantities (setup and teardown of tables is included)



Six rectangular tables -- 6' (30" wide, 29" tall)
Bar risers available for 2 tables: adds 5" to ht.

Also two - 4' x 30" rectangular tables

Also one - 8' x 30" rectangular table



18 round tables: 60"
Can fit up to 10 chairs around
If 10 around, chargers under plates do NOT fit.



Taller table good for guest book:
18" x 41.5" and 35" tall



3 rectangular tables - 6' (27" wide, 29" tall)
Two of these are in the buffet room for food, and one is in the entry area for gifts.



6 cocktail tables
36" round top
Post height options:
30" and 42"

**Also (unpictured):
a metal easel for
seating charts or
entry signs/photos**



Mid-century modern buffet table
6' wide, 19" deep, 30.25" tall
Must stay where it is in the lounge entry.



160 white resin chairs
(confirm count before ordering extra)

Maximum weight
250lbs



**Decoration Option:
Fabric on Reception
Hall Ceiling: \$300**