THE FOUNDRY

INFORMATION PACKET

HISTORIC. CONTEMPORARY. DISTINCT

The Foundry is a distinguished space where historic meets contemporary.

The venue features a unique, customizable layout with distinct spaces that can be used separately for intimate get-togethers of 25, progressive-style events, off-site meetings with break-out sessions, or together for seated gatherings and celebrations for 200 and up to 500 cocktail style.

Situated just south of Sodo Park, The Foundry is equipped with state-of-the-art meeting rooms, a house AV/sound system, Air-conditioning, service equipment, including tables, chairs, china and glassware, lounge furniture, a gas fireplace, a floating waterfall, and a complete kitchen.

With full service event coordination and exclusive catering and bar service by Herban Feast, The Foundry is your perfect place to host business events and company off-sites, weddings and wedding receptions, galas, and private parties.

BOOKING THE FOUNDRY

You may reserve The Foundry with a 25% non-refundable, or 50% non-refundable deposit if you are booking within 6 months of your event date. Bookings can be made in advance of finalizing your catering details.

Contact the Herban Feast sales office to get started, or visit us online at **herbanfeast.com** for more information

CONTACT OUR SALES & EVENT COORDINATING TEAM:
206.932.4717

THE FOUNDRY INQUIRIES:
thefoundry@herbanfeast.com

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PRICING DETAILS

Weekday Rates

	Monday - Friday		Monday - Thursday	
	8 am - 3 pm		4 pm - 12 am	
	Rate	Food & Bev Minimum	Rate	Food & Bev Minimum
The Brake Room	$300	$500	$750	$1,500
The Casting Room	$300	$500	$500	$500
The Barrel Room	$300	$500	$500	$500
The Press Room	$1,000	$2,000	$1,000	$2,000
The Forging Room	$1,000	$2,000	$1,000	$2,000

Weekend Rates

	Friday		Saturday		Sunday	
	4 pm - 12 am		2 pm - 12 am		2 pm - 12 am	
	Rate	Food & Bev Minimum	Rate	Food & Bev Minimum	Rate	Food & Bev Minimum
The Brake Room	$750	$1,500	$750	$1,500	$750	$1,500
The Casting Room	$500	$500	$500	$500	$500	$500
The Barrel Room	$500	$500	$500	$500	$500	$500
The Press Room	$3,000	$7,000	$5,000	$5,000	$3,000	$5,000
The Forging Room	$3,000	$7,000	$5,000	$5,000	$3,000	$5,000

Full Buy-out Pricing

	Weekday		Weekend			
	Sunday - Thursday		Friday		Saturday	
	Rate	Food & Bev Minimum	Rate	Food & Bev Minimum	Rate	Food & Bev Minimum
The Foundry	$5,000	$5,000	$6,000	$7,000	$7,500	$7,000

All rentals include

Complimentary seasonal open house tastings

Detailed logistics meeting in which we cover guest flow, set up & menu details, time line, décor & styling needs and vendor timing

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EQUIPMENT LIST

Your rental includes a House Manager, dishwasher, and use of any of the following amenities:

Item	Quantity	Description
TABLES, CHAIRS, and FURNITURE		
60″ Round Tables	25	60″ seat 8 people family-style & plated, or up to 10 people for buffet
8′ Rectangle Tables	10	8′x30″
6′ Rectangle Tables	10	6′x30″
Tall Wood Cocktail tables	5	46″ x 24″ x 24″
cocktail tables (46″ tall)	5	46″ Tall & 30″ wide tops
Farm tables	4	8′ x 40″ wide with 2 benches
Chivari Fruitwood Chairs	200	36″ high x 16″ wide, including ivory cushions
Living room furniture	Sofas, coffee tables & chairs	Various styles & colors
Wood café tables & chairs	5 tables; 12 matching chairs	

MISCELLANEOUS		
Glassware	Rocks, mason jars, all-purpose and wine glasses. In most cases sufficient for a party of up to 200. Your coordinator will determine if additional rentals are required. Upgrades are available via the Herban Design Studio.	
China	House china includes bread and butter, salad and dinner plates along with some assorted specialty pieces. In most cases sufficient for a party of up to 300. Your coordinator will determine if additional rentals are required. Upgrades are available via the Herban Design Studio.	
Cutlery	200 complete sets	
Unsecured Wi-fi*	16MB download & 2MB upload	*Secure Wi-Fi and Ethernet connections available upon request

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THE FOUNDRY VENUE RENTAL GUIDELINES

Please provide this sheet to anyone assisting with your event!

We strive for a 'leave no trace' approach to decorations to preserve the historical and aesthetic integrity of our building and ensure it is in the same great shape for all of our clients. Please review the following guidelines regarding deliveries, set-up, and removal of décor before you commit to any decoration ideas.

DELIVERIES AND VENUE ACCESS

- All deliveries and set-up need to be confirmed with us in advance
- We accommodate access for deliveries and set-up within your rented time block. All deliveries must go through the loading dock or ramp.
- Tell us if you need additional set-up time (subject to applicable rental fees)
- We request anyone providing goods or services for your event to check-in with us upon arrival. We recommend providing this sheet to them in advance so that they come prepared and your event set-up goes smoothly

DECORATING AND SET-UP TIPS

- We recommend assigning 1 person to be responsible on your behalf for set-up and removal of your decorations
- Pre-assemble decorations off-site when at all possible
- Please use free-standing methods to display or decorate whenever possible. If your plans require fastening decorative objects, use binding wire, fishing line, or other easy to remove systems that can be wrapped around posts & beams and not leave permanent marks in the building
- No holes, small loose items (i.e. confetti, rice, birdseed), balloons, or flammables
- Candles may be used only if they are fully enclosed in a votive or hurricane
- Sparklers may be used only outside and away from the building – a water bucket must be present
- All cords must be securely covered during your event. Gaffer tape is the only permissible tape.
- Objects heavy enough to leave marks on the floor should be carried or moved with a cart or hand truck
- Any decorations being secured to beams or other ceiling fixtures must be approved in advance, and done by a licensed, insured and bonded professional

LEAVING THE FOUNDRY

- Complete removal of all items you brought in no later than 1 hour after your event end time.
- You and any vendors/volunteers you coordinate may use our trash, compost, and recycling facilities behind the building on Occidental Avenue. You are responsible for proper disposal or removal of all items brought into the venue.
- A member of our staff will walk through the space with your point of contact at the end of your event
- Be sure to double-check that you have gathered all personal items

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HERBAN FEAST ALCOHOL POLICY

Because we care:

In compliance with Washington State Liquor laws, no alcohol will be served under any circumstances to minors or anyone who is asked by our staff for valid ID and is unable to provide verification of age.

All alcohol must be provided by Herban Feast, or approved IN ADVANCE of your event by a sales person or event coordinator.

All alcohol must be served by our staff. If you would like a specialty cocktail after your ceremony to be brought to you in the loft or associated spaces, we will be happy to bring it to you. Any other hard alcohol found by our staff, will be held for you until the conclusion of your event.

Beer, wine and prosecco, as well as spirits if you have them in your package, may be purchased for consumption by your bridal party in the loft prior to your ceremony. Billing for these items will be added to your final invoice. We regret that our staff is unable to take cash. Pricing for those items is as follows:

- Wine and Prosecco: $20 per bottle
- Beer: $4 per bottle
- Cocktail: $9 each

These item can be chilled and ready for you, upon your arrival to the bridal loft or associated spaces.

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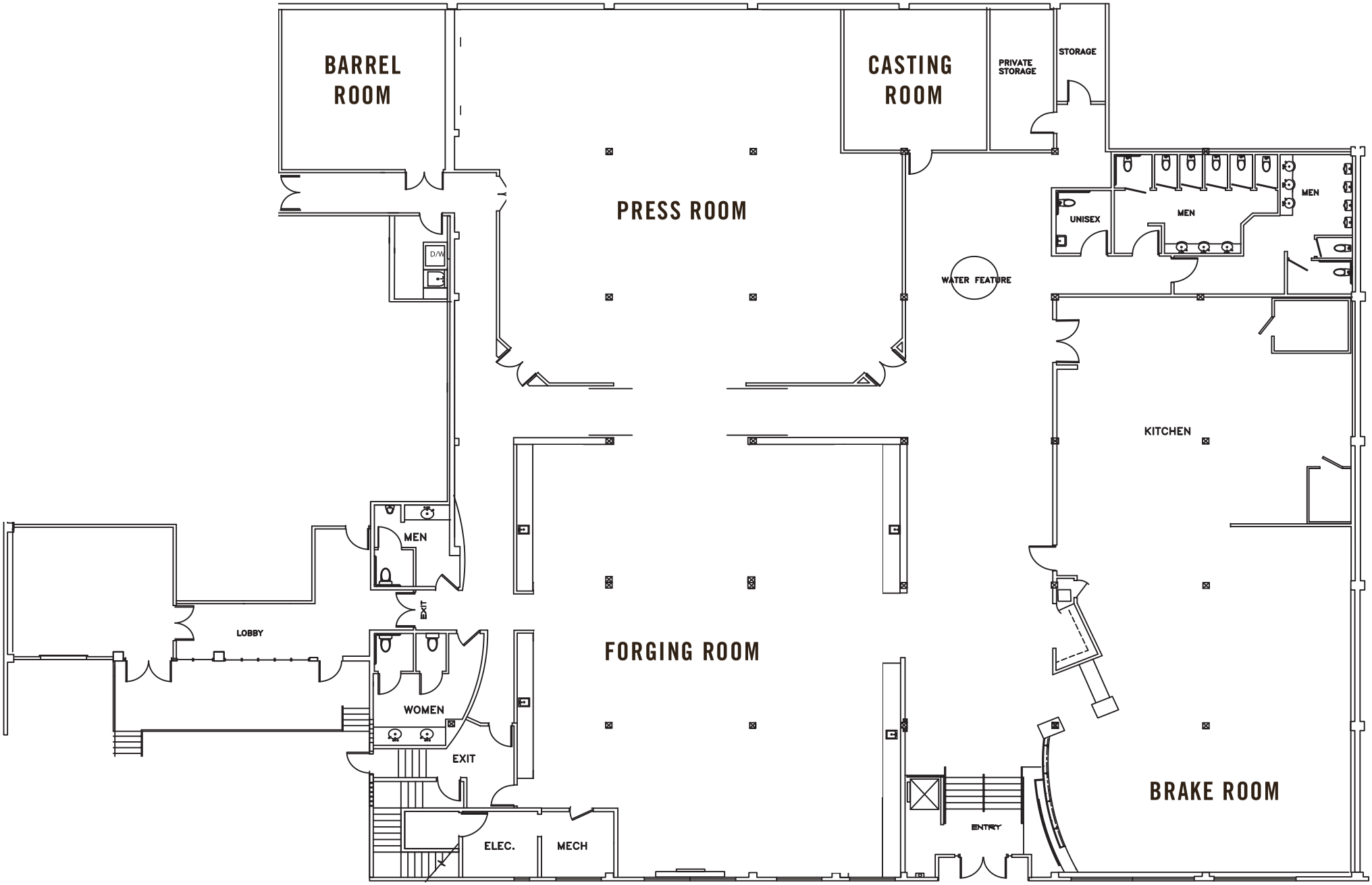

FLOOR PLAN

THE

BARREL ROOM

Quiet, private & intimate

Featured Uses:
-Bridal party or groom's suite
-Board meetings
-Green room
-VIP receptions

The Barrel Room takes its name from barrel nuts used in forging to connect thin metal to larger pieces

Capacity:

50 reception; 40 seated; 18 at U-shaped table; 24 conference style

THE

BRAKE ROOM

Open, light and versatile, featuring an open commercial kitchen

Featured Uses:
-Corporate team building events
-Rehearsal dinners
-Cocktail parties
-Breakout sessions

A brake is a metalworking machine that allows the bending of sheet metal.

Capacity:

115 reception style; 100 seated

THE

FORGING ROOM

Cozy and inviting, with mobile bars, a gas fireplace and lounge seating

Featured Uses:
-Cocktail parties
-Silent auctions
-Wedding ceremonies & receptions

Forging is one of the oldest known metalworking process in which metal is strengthened, often by hammering.

Capacity:

250 reception; 200+ seated; 225 theater-style

THE

PRESS ROOM

Spacious, versatile, and airy, accommodates a variety of event styles

Featured Uses:
-Presentations or ceremonies
-Fundraisers
-Corporate or Wedding Receptions
-Cocktail parties

A Press is a machine used to shape, cut or form sheet metal

Capacity:

200 reception; 200+ seated; 250 theater-style

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CASTING ROOM

Light and unique, with an open ceiling and monochromatic decor

Featured Uses:
-Intimate receptions
-Themed gatherings
-Breakout sessions

Casting is the process of pouring liquid metal into a mold

Capacity:

40 reception; 26 seated at our custom table