

THE FOUNDRY

Information Packet



SPARK YOUR IMAGINATION

Originally a copper and steel manufacturing facility, The Foundry is our industrial-chic venue. It features a stone fireplace, air-conditioning, rain waterfall, wine barrel rack, concrete floors, and barn doors. Here, the many unique spaces layer together beautifully, so an all-day meeting can seamlessly transform into a cocktail party, or a ceremony can easily become a celebration.

- A welcoming, flexible space to host a wedding ceremony and/or reception, meeting, corporate event, birthday party, anniversary party, holiday party, fundraiser, product launch, and more.
- Exclusive catering provided by the award-winning Herban Feast.
- A la carte and custom menus prepared onsite featuring fresh seasonal ingredients.
- Complete bar service with customizable options available.
- Custom floor plans and multiple rooms allow for a seated capacity of up to 230 guests and up to 550 guests for a cocktail reception.
- Free parking is available for guests of The Foundry.
- Small event accents or fully designed custom floral and décor available through the Herban Design Studio.
- Talented event partners are available for everything from DJs, valets, and A/V to full event planning.



HERBAN FEAST
INSPIRED CELEBRATIONS

Start planning with us today!
www.herbanfeast.com

Sales Team 206.932.4717
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YOUR HERBAN FEAST EXPERIENCE

Your inspiration paired with our team's expertise is the start of something special. We'll help you create your own unique menu and bar service with the freshest, seasonal ingredients.

Collaborate with our Herban Design Studio to add little touches to your day or fully craft one-of-a-kind floral and décor. From day one of planning through your entire event, your happiness is our success.

BOOKING

- Our comprehensive proposals include all the details necessary to plan your event and take into account: your preferred food and beverage service, venue rental, linens, taxes, and administrative service fee.
- You may reserve The Foundry with a 25% non-refundable payment (based on starting event total) and signed contract. If booking within six months or less, please discuss payment schedule with your sales manager.
- Catering and décor details do not need to be finalized before booking.
- We consider the contract a living document that secures the venue, date, and your acknowledgment that you will meet the food and beverage minimum.

DELIVERIES & VENUE ACCESS

- All deliveries and set-up need to be confirmed with us in advance.
- We accommodate access for deliveries, setup and breakdown, and pickup within your rental time block. All deliveries must come through the loading dock. The ADA-accessible elevator may not be used for load-in/out.
- We request anyone who is 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.
- Tell us if you need additional set-up time (subject to applicable rental fees).

HERBAN FEAST ALCOHOL POLICY

- We offer a variety of bar packages, ranging from beer and wine to full bar.
- You may choose to host the bar through a bar package, be billed for consumption after the event, or set up a cash bar.
- 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 a valid ID and is unable to provide verification of age.
- Our staff must serve all alcohol. No outside alcohol is permitted, however, alcohol at fundraisers is the one exception. Flasks, cannabis, and "recreational substances" are not permitted. Prohibited items found may result in confiscation, in the loss of your damage deposit, or other applicable fees.

DECORATING & SET-UP TIPS

- We recommend assigning one 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 and beams and not leave permanent marks in the building.
- No holes, small loose items (i.e., confetti, rice, birdseed), balloons, or flammables are permitted.
- Candles may only be used if they are fully enclosed in a votive or hurricane.
- Sparklers may only be used 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 brought in for your event no later than one hour after your event end time.
- You and your vendors and volunteers are responsible for the proper disposal or removal of all items brought into the venue. A disposal fee may be assessed to you for any garbage/compost/recycling left behind.
- A member of our staff will walk through the space with your point of contact at the end of your event.

RENTAL INCLUDES

- 10 continuous hours of venue access until midnight* (unless otherwise noted in the contract). Vendors receive one additional hour after event end time for pack out.
- House equipment (tables, Chiavari chairs, cutlery, glassware, and china suitable for most parties of up to 225). Three clear votives with tea lights per guest and cocktail table.
- Wedding clients receive complimentary 1-hour rehearsal during business hours M-F 9 am-5 pm (exact timing to be confirmed with event coordinator two weeks prior to event). Event preparation may overlap with rehearsal time.
- Complimentary monthly tastings and one styled open house per year.
- Detailed logistics meeting in which we cover guest flow, set up and menu details, timeline, décor, and styling needs, and vendor timing.
- Finishing and Barrel Rooms (available to you from your rental start time until midnight).
- Optional hurricane candlelight entry decor.

ENHANCEMENT OPTIONS

- A host of options are available for enhancing your event, such as: valet, coat check, décor, floral, and specialty equipment. Please discuss options and pricing with your event coordinator.
- *\$500 per continuous hour after midnight plus staffing



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	RATE	F and B MINIMUM	RATE	F and B MINIMUM
	Mon-Fri (7am-3pm)		Mon-Thurs (4pm-12am)	
Casting, Barrel, Finishing Rooms	\$300	\$500	Please Inquire	
Brake Room	\$500	\$750	Please Inquire	
Forging Room	\$750	\$1,000	\$1,000	\$1,500
Press Room	\$750	\$1,000	\$1,000	\$1,500
Buyout	\$2,000	\$3,000	\$2,000	\$3,000
			Friday (4pm-12am)	
Casting, Barrel, Finishing Rooms			Please Inquire	
Brake Room			Please Inquire	
Forging Room			\$3,000	\$5,000
Press Room			\$3,000	\$5,000
Buyout			\$5,000	\$5,000
	Saturday (10 continuous hours of venue access until midnight, plus 1-hour vendor cleanup)			
Casting, Barrel, Finishing Rooms			Not Available	
Brake Room			Not Available	
Forging Room			Please Inquire	
Press Room			Please Inquire	
Buyout			\$7,500	\$7,500
	Sunday (10 continuous hours of venue access until midnight, plus 1-hour vendor cleanup)			
Casting, Barrel, Finishing Rooms			Please Inquire	
Brake Room			Please Inquire	
Forging Room			\$2,000	\$4,000
Press Room			\$2,000	\$4,000
Buyout			\$3,000	\$5,000

Multiple events is a possibility unless full buyout. Hallway and restrooms would be used by all events.

- Valet and/or shuttle service may be required during daytime events.
- Premium holiday venue rates, and food and beverage minimums during the month of December – please inquire.



EQUIPMENT LIST	QUANTITY	SIZE AND DESCRIPTION
60" Round Tables	25	60" (8-10 guests per table)
72" Round Tables	2	72" (10-12 guests per table)
8' Rectangular Tables	10	8' x 30"
6' Rectangular Tables	10	6' x 30"
Cocktail Tables	8	Wine barrel w/ glass tops
	5	Square wood
Specialty Tables	4 each	White and wood
Chiavari Fruitwood Chairs	250	36" high x 16" wide (includes ivory cushions)
Soft Seating	Sofas, chairs, coffee and end tables	
Votives and Tealights	3 per guest and cocktail tables	Circular, clear 2" tall
Miscellaneous Furniture	12' farm table, 10' picnic table, wine barrel rack, hutch, circular shelves, rolling bookshelves, food carts, rolling bars, sofa table, BAR sign	
Glassware	Rocks, champagne flutes, wine glasses and all-purpose In most cases, sufficient for a party of up to 225. Your coordinator will determine if additional rentals are required. Upgrades are available.	
China	Bread and butter, salad and dinner plates, additional assorted/miscellaneous specialty pieces In most cases, sufficient for a party of up to 225. Your coordinator will determine if additional rentals are required. Upgrades are available.	
Cutlery	225 complete sets	
Unsecured Wi-Fi	*Secure Wi-Fi and Ethernet connections available upon request for an additional fee	

