



1501 Pacific Avenue
Tacoma, WA 98402
PlayTacoma.org

FACILITY RENTAL PROGRAM

Play isn't just for kids! The Children's Museum of Tacoma can bring the power of play to your special event. Featuring a playful gallery of imaginative playscapes and hands-on activity opportunities, the Museum is a perfect place to host your cocktail party, client event, retreat, or other after-hours party for adult or families.

The Children's Museum of Tacoma can accommodate up to 200 guests and is available Wednesday through Monday evenings for private events, and all day Tuesdays. Facility rental events can combine the Museum's playscape gallery, lobby, or café to create the perfect venue for your needs.

For additional information, availability, or a tour, please contact

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PLAYSCAPES

The Museum features five distinct playscapes created from rich, natural materials that ignite and inspire imaginations. Visitors enter the Museum's play space over a bridge or across a path of stump trees into *Woods*. A series of play areas encourage visitors to discover the *Woods* through fort-making activities, pulley systems, light and shadow play, or quiet discovery. The *Water* area beckons with falling, flowing and still water. Rotating panels and loose objects encourage creative problem solving as objects navigate downstream or change the flow of the water. After *Water* climb into the *Voyager*, where you can pilot the imaginative vessel, power its wings by bicycle, or talk with friends across the gallery in the communication tower. Building begins in *Invention* using blocks, boards, fabric, tubes and more, and creation continues as you transition into the heart of the Museum, *Becka's Studio*. Built to be messy, the studio focuses on process rather than product and rotates activities depending on the interests of the visitor.

LOBBY AND CAFÉ

The Museum lobby is a warm, inviting space perfect for meet-and-greet activities, an intimate gathering in the Green Room, or a buffet display. The Museum does accept outside catering from a licensed caterer with prior approval and completion of the catering application.

AMENITIES

Availability

Spaces are available Wednesday through Monday after 6 p.m. and all day Tuesdays.

Advanced Bookings

Spaces must be booked at least two weeks in advance.

Capacity

200 standing

Catering

Clients can have a caterer of their choice complete a pre-qualifying application to provide catering services at the Children's Museum of Tacoma. Please follow the link for the [pre-qualifying application](#). Please note: Catering services must be provided by a licensed, professional catering firm. No personal food or beverage items are allowed.

Coat Storage

Securable lockers are available to your guests.

Contracting

Facility rental fees are based on the space being used, day and time of use, length of use, and any special requirements. A 50 percent non-refundable rental deposit is required at the time your reservation is confirmed. For events booked less than 30 days in advance, full payments due upon reservation confirmation. Tentative reservations cannot be accepted due to the volume of booked events. Full payment is required 30 days in advance of the reservation. A General Use/Damage Deposit of \$300 may be required and is refundable if all conditions of the contract are met, there are no late fees, and no damages to the building occurred from the event. Clients may have a caterer of their choice complete a [pre-qualifying application](#) to provide catering services at the Museum. Some restrictions do apply.

Insurance

User shall procure and maintain for the duration of this Agreement, and shall promptly upon request provide proof satisfactory to Museum that such insurance is procured and maintained, insurance against claims for injuries to persons or damage to property, which may arise from or in connection with the use of the Facility as described herein, by the User, its agents, or employees. Such insurance shall include commercial general liability insurance with limits no less than \$500,000 (each person), \$1,000,000 (each occurrence). User will provide the Museum with evidence acceptable to the Museum that such insurance has been obtained and will cover User's event at least seven (7) days prior to event date.

Decorating

Decorating services are the responsibility of the renter. The Museum does not allow the following items under any circumstance: Tape, push pins, or other kinds of attachments to the walls of the Museum, helium-filled balloons, open flames, glitter, confetti, rice, birdseed, and freshly cut garden flowers or branches. (Flowers must come from a licensed florist and be guaranteed pest free.) Decorations must be fire-resistant. Decorating plans are to be submitted and pre-approved prior to the event.

Deliveries

All event deliveries and removals must be scheduled in advance with the Museum. The Museum cannot accept unscheduled deliveries.

Gallery

Gallery time is included in your facility rental. Renters have the opportunity to purchase a hands-on activity in *Becka's Studio*. Food and beverage allowed in gallery, but not permitted on playscape structures.

Museum Open Hours

Wednesday	10 a.m. – 5 p.m.
Thursday	10 a.m. – 5 p.m.
Friday	10 a.m. – 5 p.m.
Saturday	10 a.m. – 5 p.m.
Sunday	10 a.m. – 5 p.m.
Mondays	10 a.m. – 5 p.m. (Member-only play days)
Tuesdays	Closed

Parking

Pay parking is available in the lot adjacent to the Museum on Saturdays and Sundays and after 5 p.m. Monday – Friday. Street parking is also available. Monday – Saturday fees apply. Sunday street parking is free.

Staff Assistance

Pre-event planning assistance and two on-site play guide staff during your event.

RATES

Standard Adult Package –

Wednesday – Monday, beginning no earlier than 6 p.m. The museum is available all day Tuesdays. Package includes one hour set up, one hour break down, and two hours Museum event time. Standard package includes staff on-site, and access to the Museum’s lobby and gallery.

Up to 100 guests - \$400

Up to 200 guests - \$500

Add-ons to Standard Package

Additional Hours - \$100 per hour

Standard Adult and Child Package -

Wednesday – Monday, beginning no earlier than 6 p.m. The museum is available all day Tuesdays. Package includes one hour set up, one hour break down, and two hours Museum event time. Standard package includes staff on-site, and access to the Museum’s lobby and gallery.

Up to 100 guests- \$500

Up to 200 guests - \$600

Add-ons to Standard Package

Additional Hours - \$150 per hour