



**Tacoma-Pierce County Bar Association**  
 621 Tacoma Avenue South, Suite 403, Tacoma, WA 98402  
 Phone: (253) 272-8871 • Fax: (253) 627-4718  
 www.TPCBA.com • tpcba1@aol.com

Agreement and Policy for Use of the Tacoma-Pierce County Bar Association (TPCBA) Conference Room

**RESERVATION FORM**

Name of Group/Firm: \_\_\_\_\_ Request Date: \_\_\_\_\_  
 Contact/Organizer: \_\_\_\_\_ Bar #: \_\_\_\_\_ TPCBA Member  Yes  No  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_ Other: \_\_\_\_\_  
 Purpose of Meeting: \_\_\_\_\_  
 Meeting Date(s): \_\_\_\_\_ Start Time \_\_\_\_\_ Estimated End Time \_\_\_\_\_  
 Number of Attendees: \_\_\_\_\_ I agree with the terms below: *(signature required)* \_\_\_\_\_  
 Check if you need:  White Board  LCD Projector  Coffee/Water  Other \_\_\_\_\_

***To Use the Conference Room - Advance Reservations are Required***

The TPCBA is pleased to offer its conference room to members and non-members for use during the time it is not needed for TPCBA business. **Reservations are required** and must be made in advance. Call (253) 272-8871 to make arrangements. The conference room will not be booked until the TPCBA has received the information above. For non-members the room is not considered secured until this contract is signed and full payment is received by the TPCBA. *In order to have your meeting run as smoothly as possible, please read the terms below.*

**TERMS**

**1. Available Room**

The TPCBA has **ONE meeting room available**. This room is scheduled on a first-come, first-served basis and is located within the Bar Association, 621 Tacoma Avenue South, 4<sup>th</sup> Floor (Suite 403), Tacoma, WA 98402. The room is equipped with a conference table that comfortably seats ten (10). With a lovely view of the city, this room is well-suited for arbitrations, depositions, and committee meetings. The Conference Room is NOT a soundproof room.

**2. Meeting Room Rental Rates.** There is no charge to use the room if a member utilizes it to meet with clients for professional law-related business for the first hour of the meeting. There will be a small charge after the first hour. There is no charge to use the room for Bar Association committee meetings. If an attorney wants to use the room for arbitrations, depositions, etc., fees will apply. See *fee* section on page 2.

*Note: The fees for member attorneys are at a 50% discount and are one of the benefits of being a TPCBA member.*

**3. Cancellation/Coordination.** Please call the Bar office as soon as possible if your meeting is cancelled. Fees will be refunded if notice of cancellation is received 48 hours in advance of the meeting date.

**4. Office Hours.** The Tacoma-Pierce County Bar Association is open Monday-Friday, from 8:00 a.m. to 5:00 p.m., exclusive of holidays. Use of the conference room outside of normal business hours or on weekends is subject to an additional

fee of \$25 per hour for members and \$50 for non-members, for the cost of an authorized staff member to be present in the building outside of regular business hours. After-hour or weekend use is subject to availability of the staff. If your meeting involves times other than regular business hours, it is your responsibility to make sure that a TPCBA staff member will be in the office during your meeting. Use of the TPCBA conference room without a TPCBA staff member present is not permitted.

**5. Building Entrance:** When you arrive for your meeting, you can gain access into the secured building by pressing the "call" button at the door and tenant code 002. A staff person will answer, ask for your identity, and unlatch the left door.

**6. Services**

Members of the TPCBA staff are occupied with the operations of the Association, and therefore are not available to provide support services, such as typing documents, making phone calls or making a large number of copies.

**a) Photocopies.** If necessary the copy machine can be used to make a limited number of copies at 15¢ per page. For larger jobs a nearby professional copy shop is listed in the attached information.

**b) Fax Machine.** If you are expecting a fax transmission, let us know. Our fax number is (253) 627-4718. Local faxes can be sent and received at 15¢ per page, long distance faxes will be billed at \$1.00 per page.

**c) Telephone.** A telephone/speaker phone is available in the conference room. Long distance calls should be charged to a credit card.

**d) Refreshments.** Water & coffee are available at no charge. Food service capabilities and microwave are not available. If you wish to have lunch in the conference room, many local restaurants will deliver to the area. A list of local restaurants and caterers is attached. Prior to your meeting, you will need to make independent arrangements for payment and delivery.

**e) Restrooms.** Restrooms are located outside the Bar Office, opposite the entrance.

**f) Parking.** Parking is prohibited behind the Church building in any of the reserved alley areas. There is a limited number of parking (7 spots) available directly behind the building, marked "Visitor Parking for First UMC and First Tower", which are available on a first come/first served basis. During hours of operation street parking may be available in front of the building on Tacoma Avenue and is limited to 90 minutes.

**g) Miscellaneous.** A white board and a power point projector are available. To guarantee availability, please make sure to note your needs on this form.

**7. Clean-Up.** Please return the room to the same condition as found.

**8. Liability.** Members and non-members who use the conference room shall indemnify, defend and hold harmless the Tacoma-Pierce County Bar Association from and against any claim, loss, or expense resulting from or arising out of the use of the Bar conference room. Any costs incurred by the TPCBA for cleaning or repairs as a result of the use of the facility by an organization or individual will be reimbursed by said organization or individual. *The TPCBA reserves the right to decide whether or not to accept or reject any request for use of the conference room.*

We are pleased to be able to share the use of the TPCBA Conference Room with you. **Please let us know if you have any questions about the facility or equipment.**

**Please return this form to:**

Tacoma-Pierce County Bar Association  
621 Tacoma Avenue South, Suite 403  
Tacoma, WA 98402

**or Fax to:** (253) 627-4718 Email [tpcba1@aol.com](mailto:tpcba1@aol.com)

**FEES**

**Conference Room Rental Rates.** The following fee schedule applies to TPCBA members and non-members: Note – please include your set-up and clean-up times in the scheduled time for your meeting.

Type of Meeting	Hours	TPCBA Member	TPCBA Non-Member
TPCBA Committee Meeting	1 Hour +	\$ 0	N/A
Client Meetings – Professional Law Related Business	1 Hour + 2 or more hours	\$ 0 \$10 per hour after the initial free hour	\$50 Per hour
Arbitrations, other, etc.	Up to 2 Hours	\$ 50	\$ 100
	2-4 Hours	\$100	\$ 200
	4-8 Hours	\$200	\$ 300
	After regular work hours	\$ 50 per hour plus fee	\$100 per hour plus fee

**Equipment Rental Rates for Non-Members**

Power Point Projector	\$35
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**PAYMENT INFORMATION**

\_\_\_\_\_ Payment enclosed \_\_\_\_\_ Payment will be made on meeting date \_\_\_\_\_ To be billed (subject to approval)

Make checks payable to: Tacoma-Pierce County Bar Association

For credit card payments, please complete: ( ) Visa ( ) Mastercard Amount: \_\_\_\_\_

Cardholder's name as imprinted on the card: \_\_\_\_\_

Acct. No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Phone No. \_\_\_\_\_ Signature: \_\_\_\_\_

FOR OFFICE USE ONLY: Actual Start/Finish Time: \_\_\_\_\_ No. of Hours: \_\_\_\_\_  
 Equipment Used: \_\_\_\_\_  
 Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check No.: \_\_\_\_\_  
 Other: \_\_\_\_\_

## **Printing**

### **Minuteman Press (within 2 miles)**

1111 A Street  
Tacoma, WA 98402  
Phone (253) 383-4377, (800) 953-4377  
Fax (253) 383-4735  
[print@mmptacoma.com](mailto:print@mmptacoma.com)

## **Nearby Food – Pick Up**

### **Corina Bakery & Bistro (around the corner) – see menu**

510 6<sup>th</sup> Avenue  
Tacoma, WA 98402  
Phone (253) 627-5070  
[www.corinabakery.com](http://www.corinabakery.com)

### **Infinite Soups (great soups & rolls only) – see menu (across the street)**

445 Tacoma Avenue  
Tacoma, WA 98402  
(253) 274-0232  
[www.InfiniteSoups.com](http://www.InfiniteSoups.com)

### **The Hub (see menu)**

203 Tacoma Avenue South  
Tacoma, WA 98402  
(253) 683-4606  
[www.theharmonhub.com](http://www.theharmonhub.com)

### **The Harvester (see menu)**

29 North Tacoma Avenue  
Tacoma, WA  
253 272-1193

## **Caterers-Delivery**

### **Varsity Grill (see menu)**

1114 Broadway  
Tacoma, WA  
(253) 627-1229  
[www.varsitygrill.com](http://www.varsitygrill.com)

### **Pacific Grill (see menu)**

1502 Pacific  
Tacoma, WA 98402  
(253) 627-3535  
[www.delivery.PacificGrillTacoma.com](http://www.delivery.PacificGrillTacoma.com)

Available: continental breakfast, salads, sandwiches, party platters, etc.

Free delivery

**Garlic Jims Pizza (see menu)**

Blockbuster Center  
3602 6<sup>th</sup> Avenue #103  
Tacoma, WA 98406  
(253) 286-5467  
11 am – 11 pm  
[www.garlicjims.com](http://www.garlicjims.com)

**Pizza Hut**

5104 6<sup>th</sup> Avenue  
Tacoma, WA  
(253) 759-3300  
[www.pizzahut.com](http://www.pizzahut.com)

**Katie Downs Inc.**

3211 Ruston Way  
Tacoma, WA 98402  
(253) 756-0771  
[www.katiedowns.com](http://www.katiedowns.com)

**The Vault Catering Company**

1025 Pacific Avenue  
Tacoma, WA 98402  
(253) 572-2933  
[www.vaultcatering.com](http://www.vaultcatering.com)

**O'Sheas Catering & Delivery**

\$10-\$15 delivery charge  
Mon – Fri 7:30 am – 4:00 pm  
Breakfast too!  
253 475-1669  
[www.osheascatering.com](http://www.osheascatering.com)

**Gretchen's Shoebox Express**

206 623-8194  
[gretchensshoebox.com](http://gretchensshoebox.com)

**North China Garden**

2303 6<sup>th</sup> Avenue  
Tacoma, WA 98403  
253 572-5106

**Nearby Restaurants – Dine In**

**The Harvester (see menu)**

29 North Tacoma Avenue  
Tacoma, WA  
253 272-1193

**North China Garden**

2303 6<sup>th</sup> Avenue  
Tacoma, WA 98403  
253 572-5106

**Varsity Grill**

1114 Broadway  
Tacoma, WA  
(253) 627-1229  
[www.varsitygrill.com](http://www.varsitygrill.com)

**Pacific Grill**

1502 Pacific  
Tacoma, WA 98402  
(253) 627-3535

**The Hob Nob**

716 6<sup>th</sup> Avenue  
Tacoma, WA  
(253) 272-3200

**The Hub (see menu)**

203 Tacoma Avenue South  
Tacoma, WA 98402  
(253) 683-4606  
[www.theharmonhub.com](http://www.theharmonhub.com)

**Hotel Murano**

1320 Broadway Plaza  
Tacoma, WA 98402  
(253) 572-3200  
[www.hotelmurano.com](http://www.hotelmurano.com)

**Waterfront Dining****CI Shenanigans**

3017 Ruston Way  
Tacoma, WA  
(253) 752-8811  
[www.cishenanigans.com](http://www.cishenanigans.com)

**The Lobster Shop**

4015 Ruston Way  
Tacoma, WA  
(253) 759-2165  
[www.thelobstershop.com](http://www.thelobstershop.com)

**Katie Downs Inc.**

3211 Ruston Way  
Tacoma, WA 98402  
(253) 756-0771  
[www.Katiedowns.com](http://www.Katiedowns.com)