

## MEETING AND EVENT FEE STRUCTURE

room	floor	capacity	donation per hour
The Board Room	1	22	\$125
Family Room (interior room)	2	36	\$100
The Learning Zone Classroom A	1	18	\$50
The Learning Zone Classroom B	1	18	\$50
The Learning Zone Classroom C	1	18	\$50
The Learning Zone Classroom D	1	36	\$100
Causeway Hall A	1	200	\$400
Causeway Hall B	1	100	\$150
Causeway Hall AB	1	304/484	\$500

Donations are based on a 2-hour minimum and includes access 2-hours prior to event for setup unless otherwise noted in rental contract. Breakdown window is contingent on group size and event times.

Meetings or events that directly support or benefit neighbors may be eligible for a waiver of room rental fees, subject to prior approval. Eligibility will be determined based on the nature of the meeting and its alignment with Feeding Tampa Bay's mission to support our community.

## ADDITIONAL FEES AND SERVICES

<b>after hours add-on per hour:</b> Saturdays or after 6pm	\$80
<b>technology, audio visual + support:</b> Wireless Internet, Projector, TVs, PA System	\$150/hr
<b>power to tables:</b> Spike Strips	\$200
<b>overstay fee:</b> time in meeting room past reservation time (per hour, 1 hour minimum)	\$200
<b>cleaning fee:</b> if room is not cleaned according to guidelines or if outside food is brought into facilities	\$250
<b>service charge:</b> 22% of pretax total of all catering and venue hall items. This fee is applied for setup, maintenance, and breakdown of all catering and events.	
<b>upgraded disposable service ware:</b> Decorative, hard plastic plates, flatware, and glassware.	\$2 per person
<b>special occasion rentals:</b> Plates, linens, flatware, glassware and other special event décor and service ware available. Prices vary. Please contact Events Coordinator for pricing.	
<b>linens:</b> All polyester: White Rounds, Black Rounds <i>*not guaranteed for all events</i>	\$24 Each
<b>security:</b>	\$50/hr