

MEETINGS AND EVENTS A-Z

accessible accommodations (ADA)

Feeding Tampa Bay facilities are accessible for people with physical disabilities. To ensure that room setup and other logistical arrangements will accommodate all attendees, groups should advise Feeding Tampa Bay when making reservations if any special needs are required. Only certified service animals are allowed on the campus.

alcoholic beverages

Open alcoholic beverages are strictly prohibited outside the facility rental space. All alcohol must be purchased through and distributed by a licensed and insured third-party caterer or beverage service. Feeding Tampa Bay requires a COI as an additional insured if alcohol will be served. Client is not permitted to bring his or her own alcoholic beverages on Feeding Tampa Bay's property. **NO EXCEPTIONS.** If Client brings his/her own alcohol onto Feeding Tampa Bay's property, management reserves the right to confiscate alcohol and stop all alcohol services at the bar.

Feeding Tampa Bay may, at its discretion, verify the age of anyone consuming alcohol at the facility but is not required to or responsible for doing so. If alcohol is being sold or distributed illegally or if any underage drinking occurs, Feeding Tampa Bay reserves the right to end the event early without any refund or proration to the Client. FTB will not be responsible or liable for any guests that have been overserved. Client is responsible to ensure the safety of their guests.

animals / pets

Only certified service animals are allowed on FTB premises.

audio visual

Feeding Tampa Bay Events offers a full suite of audio/visual (A/ V) services including sound and video equipment as well as LCD projectors with 190-inch screen, two 85-inch flat panels, wireless microphones, and video conferencing capability, all serviced by Feeding Tampa Bay In-house A/V Technician. Please reference our Audio-Visual Pricing Guide to meet your requirements.

catering

To ensure various regulations, policies, procedures, and best practices are followed to provide a safe and responsible event experience, the Client agrees that all food and beverage services for the event must be provided exclusively by the Feeding Tampa Bay Culinary Operations team. Outside food and beverages are not permitted unless explicitly approved in writing. Please reference our Catering Menu Pricing Guide to meet your requirements. Customized menu options may be available upon request and must be finalized 14 days prior to the event. A final guest count guarantee and payment must be made 14 days prior to the event.

check-in / check-out policy

The responsible representative must check in with FTB staff upon arrival and must be present during the entire meeting or event. Unless otherwise directed, the Event Coordinator is your point of contact.

Prior to leaving the campus, the responsible must check out with an FTB staff member to ensure

that the room has been left as described in the cleaning procedures posted in the conference room. If the room is not left as described, or if the responsible party fails to check out with an FTB staff member, a cleaning fee will be incurred.

deposits and payment

- All Pricing is subject to change and a 7.5% sales 10% deposit is due with the signing of this Agreement. The deposit may be applied to the total bill or may be used to repair damage or clean facility after the event. Some events may require a fully refundable \$2,000 additional damage deposit.
- 45 days prior to the Event full payment is due
 - All checks should be made payable to:
Feeding Tampa Bay, Causeway Events
3624 Causeway Blvd.
Tampa Bay, FL 33619
 - Feeding Tampa Bay requires a credit card for any incidentals the night of the Event.
- Please be advised, there is a 3% convenience fee for any credit card payments.
- Cancellations will receive full or partial refunds as detailed below:

1 month prior to event	Full refund
8-21 days prior to event	50% refund
7 days or less	No refund

**Additionally, in the event of any cancellation, the client organization agrees to reimburse FTB for any reasonable and actual expenses incurred in connection with the event. This includes, but is not limited to rentals, food and beverages, staffing, etc.*

logo use

All usage of the Feeding Tampa Bay logo must be approved by FTB prior to being used for communications and/or promotional materials. FTB should not be listed as a sponsor or host of an event unless agreed upon prior to the event.

media / news coverage

Special approval is required and approval needs to be in writing prior to allowing media coverage or news conferences on FTB property. Requests for media coverage approval must be made a minimum of 7 business days prior to the date of the meeting or event. A copy of the news release must be given to the FTB representative prior to the event for approval. Feeding Tampa Bay reserves the right to review meeting content when a group requests permission to allow media coverage. We also reserve the right to approve or decline media access to meeting facilities based on the topic compatibility with the mission of the Feeding Tampa Bay or a risk to the FTB property, volunteers, or guests.

minors

The Client is responsible for the supervision and behavior of all children attending the event. Children under the age of 16 must be accompanied by a responsible adult at all times while on the campus. The Client shall ensure that children remain in designated areas appropriate for the event



and do not enter restricted areas. The Client is responsible for ensuring that any special health or welfare needs of children attending the event are communicated to Feeding Tampa Bay in advance.

occupancy limits

Occupancy limits for The Causeway Center spaces will be enforced. Emergency exits should remain clear at all times. Groups are expected to cooperate with the FTB staff to maintain security of the buildings and grounds and to provide for the safety of all people visiting FTB.

Additionally, meeting room reservations must be appropriate to the occupancy limits of the rooms. Smaller groups may be relocated to an alternate room to allow larger groups to occupy a room with a larger capacity.

parking

Parking is provided and is available at no charge. Groups requiring special parking arrangements for buses or vans must also coordinate with Feeding Tampa Bay prior to the event date.

photography

Use of professional photos for external promotional use by a client requires prior approval by FTB Communications staff.

security

Client acknowledges that the property is monitored by 24-hour video surveillance system. Camera footage is not provided to any third party without a valid subpoena.

Feeding Tampa Bay shall provide security personnel appropriate to the size and nature of the event. The number of security personnel required will be determined during the planning stage. Client acknowledges that security officers must be secured for all events on premise at the Client's expense.

tobacco and smoke free campus

Feeding Tampa Bay is a smoke free property. Smoking is NOT permitted inside or outside the building under any circumstances.

tours / FTB presentation

Feeding Tampa Bay is happy to provide a tour of Causeway Center and/or provide you with a Feeding Tampa Bay Speaker. Please indicate on the Event Request Form if you would like to include this in your event. Tours typically last for approximately 45 minutes to an hour and must be scheduled in advance.

volunteer opportunity

If you would like to have your group volunteer along with your event, we would love to host your group to volunteer. Please indicate on the Event Request Form if you would like to include a volunteer shift.

weapons

Carrying or possession of a weapon, whether concealed or unconcealed, by a team member, guest, or invitee anywhere on FTB property, surrounding premises, in organization vehicles, or while on organization business is strictly prohibited. An exception applies to on-duty law enforcement officers.

youth functions

Functions where the primary invitees or guests are under the age of 21 at least one adult chaperone (over the age of 21) per every 10 minors is required. Alcoholic beverages will not be allowed at any youth function.

how do I get started?

1. Review this packet and sign the Master Agreement.
2. Submit your meeting/ event request form: [here](#)

Thank you for your interest in having your event at Causeway Center!

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

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