

Tampa Bay History Center Facilities Use Policy

Special Events Guidelines

General Policies and Procedures

The Tampa Bay History Center is a state, county, city and privately supported institution that receive wide monetary support from the community for the education and enjoyment of the public. The mission of the Tampa Bay History Center is to preserve and interpret the Tampa Bay regions heritage through collections, educational programs, exhibitions, community activities and research. We welcome the opportunity to expand our educational efforts by allowing special events use of the museum by individuals and groups.

Because we are a museum, we must put the protection of our building and artifacts first to allow for the enjoyment of future generations. The building and treasures are unique, and their protection is the responsibility of the museum board of trustees and staff. The use of the museum's facilities is made available to groups under specific conditions outlined below, for the purpose of making the museum and its programs more widely known to the public. The fees charged are to fund the institution for its overhead expenses and to cover wear and tear of its facility.

Special Events Manager

A Columbia Café, Inc. Coordinator will work closely with the client to ensure that the event proceeds smoothly and efficiently. The Coordinator will be present on the day of the event to manage the set-up, activities and breakdown. All activities relating to an event must be coordinated through the Events Coordinator and the designated History Center staff member. Security staff person will oversee breakdown and load out.

Food and Beverage Service

The Tampa Bay History Center reserves the right to determine which areas may be used for food and drink service and where food and drink may be set up.

Caterer

Exclusive Caterer for the Tampa Bay History Center is the Columbia Café, Inc. The caterer is fully licensed by the city and state. They have provided certificates of insurance. The caterer provides all personnel, materials, and supplies required in the preparation of food and beverages. Donated food and beverage is prohibited.

All parties must agree to use the Columbia Café, Inc. Catering Services for events held at the Tampa Bay History Center. The party using the Museum space must contact the Columbia Café Manager directly for their catering needs and render all payments to the Columbia Restaurant.

General Information Regarding Special Events

1. The Tampa Bay History Center reserves the right to approve or disapprove any entertainment offered at a special event to ensure that the nature of the gathering is consistent with the Tampa Bay History Center's mission. Then name and type of entertainment must be approved in advance of the event.

2. Events must be cultural, recreational, corporate and/or educational in nature.
3. Events may not create any hazard or impose undue hardship to the Museum and its collections, exhibits, facilities, staff or visitors.
4. Events must be in conformance with established Museum regulations and not interfere with Museum functions.
5. Fundraiser Events: any organization seeking to use the Museum facilities for an event involving an admission charge or fundraising must qualify as a not-for-profit, tax exempt organization under Section 501 (C) (3) or other sections of the IRS Code. A copy of the sponsoring organizations exempt certificate must be presented at the time of contract signing.
6. Certificates of Insurance must be on file from the client.
7. The Tampa Bay History Center will reserve the right to disapprove the use of any subcontractor used for any component of the event.

Museum Events Rentals

1. Events may be held from 9:00 a.m. – 12:00 a.m. The museum observes all national/state holidays and is not generally available for events on those days. **When proposed events conflict with museum programs and activities, museum programs take precedence.**
2. The reservation is confirmed when the Tampa Bay History Center and/or the Columbia Café agree to the event description, date, time, location, and number of guests in writing. All events are subject to approval by the museum's CEO/President's office.
3. The special events coordinator or a designee must be on hand during the setup, event, and cleanup periods.

Groups holding events at the Tampa Bay History Center may promote the event within their membership and seek approval from the Administrative Office for newspapers, radio, television or other public media advertisements.

All fully proposed wording of notices, invitations, or press releases connected with the event must be submitted for Museum approval in advance of printing and circulation. Organizations and individuals may not imply Museum endorsement or sponsorship in their invitations or publicity.

Any media coverage for an event must be approved by the Museum. Media coverage the night of the event must be approved in writing before such can be arranged.

4. **Deliveries:** All deliveries and event personnel must enter through designated entranceways. Use of the museum loading dock or Columbia Café entrance must have the consent of both. Trash and food refuse cannot remain at the loading dock area and must be promptly placed in the outside trash bin.

The client must be available on premises to sign for delivery. Museum personnel may not sign for deliveries.

5. Neither the Lessee nor any subcontractors are permitted in any "STAFF ONLY" areas, Administrative offices, or other areas not rented by Client.

6. Foods and Beverage Use in the Museum

1. **No food items are permitted** in the theaters, map center, library, closets, and gallery storage, receiving or processing areas or in collection storage areas. Due to the concern for artifacts, sauté stations are not permitted in the galleries, theaters, and library or map center.
2. No food or beverages may be consumed in the classrooms, galleries, or in any other area of the museum where collections are housed on either a temporary or permanent basis. Authorized eating locations are in the “café”, employee break room, board meeting room, and specially designated areas used for special events.
3. Food and drinks are restricted to the authorized areas of the museum, restaurant and outdoor balconies.

7. Smoking is not permitted in the museum building.

8. Set-up, floor plans and electrical needs must be approved in advance of the event.

9. Electrical wires/extension cords must be securely taped down. Use of duct tape is not permitted. The museum’s terrazzo floors and recycled “green” carpet are sensitive to certain brands of tape; care must be taken for removal.

10. Decorations

Because we are a museum, we must put the protection of our building and artifacts first to allow for the enjoyment of future generations. The User is responsible for all decorating within the following guidelines:

1. Only be free standing; nothing may be attached to walls or ceilings.
No decorations or signs may be adhered to museum walls, doors, or windows.
2. Nothing can be stapled, tacked, wired or taped to any surfaces.
3. Items such as confetti, glitter, streamers, helium balloons, rice, birdseed, balloons, smoke machines and dry ice machines are prohibited. Open flame **MAY NOT** be used in decorations.
4. Pyrotechnics, confetti cannons, fog, or haze machines are not permitted.
5. Easels are available for signage.
6. Banners advertising museum exhibits will not be removed and additional banners with corporate or identity logos, verbiage, etc. will not be permitted unless the event is in sponsorship with the museum.

Museum installations will not be moved or broken for events. This includes any temporary exhibition that may occupy rental space.

The Tampa Bay History Center is not responsible for any article(s), food, or materials at the conclusion of the event.

14. Use of Living Plants and Flowers

1. No living plants or flowers may enter the gallery spaces or collection storage area, classrooms, map room, or library at any time.

2. Living plants and flowers may occasionally be used for special events at the museum, provided they are treated for insects, transported to and from the museum immediately before and after any event. Temporary storage for plants and flowers will be near the front entrance doors or food service area.

15. Photography, Videotaping and Recording

Photography of or near Museum objects is forbidden. The format and equipment associated with still photography/videotaping/recording an event must consider the comfort level of guests and be approved in advance with the Vice President for Programs and the Events Coordinator.

Photographs and videotape footage of the Tampa Bay History Center may be used for archival and non-commercial corporate and institutional purposes only, and may not be used for advertising/commercial or promotional purposes.

16. Housekeeping

1. The History Center designated Events Coordinator and/or the Columbia Café [Events Coordinator] will inspect facility to ensure that appropriate standards and expectations for cleaning have been met. Cleaners containing bleach, ammonia, butyl may not be used in the Museum. All debris must be cleared and away or deposited in a designated Museum dumpster.

2. The area(s) rented must be left in satisfactory condition as determined by the Tampa Bay History Center. The Lessee is responsible for the actions of guests. If any provisions are violated the Tampa Bay History Center reserves the right to withhold the deposit or portion thereof.

3. RENTALS – all chairs, tables, staging and catering equipment is to be coordinated through the caterer. This may be an additional billing that will appear on the invoice.

A separate RENTAL AGREEMENT will be provided.

The following are areas to be included in the rental agreement.

Security

The Tampa Bay History Center Security staff will be on site for set-up, activities and breakdown. Upon request, guards can be provided at an additional charge to assist.

Parking

Valet parking is permitted and must be arranged by the client.

Guided Tours

Docent led tours of the museum and special exhibitions can be arranged for guests. This service is subject to availability and requires at least three weeks' notice. **Contact the Curator of Education to arrange a tour.**

Museum Store

The Museum Store can be opened during events. This complimentary service is subject to availability and requires a three-week notice. Contact the Museum Store Manager (813) 228-0097.

Audiovisual Equipment

AV technician and equipment fee available upon request.

Music

All parties using the facility will adhere to adherence to the City of Tampa's noise ordinance curfew for outdoor music.

All rules are subject to update and we reserve the right to prohibit or add activities not covered above.

For the success of your event, a walkthrough with a member of a Tampa Bay History Center Events Coordinator and a representative of the Columbia Café must be scheduled 3 weeks prior to your event.

Set-up, breakdown and clean-up are the responsibility of the Lessee directly or through the contracting of services. The event must end at [time] with clean up not to exceed 1 ½ hours after the conclusion of the event.