

Tampa Bay Watch, Inc.  
Community Center  
Room Use Information



3000 Pinellas Bayway South  
Tierra Verde, FL 33715  
727-867-8166

Website: [www.tampabaywatch.org](http://www.tampabaywatch.org)

# Ten great reasons to have your event at Tampa Bay Watch's Community Center!



- Natural waterfront setting on Tierra Verde
- Large deck with gorgeous view of Tampa Bay and sunsets
- Neutral palette for your decor
- Two acres of expansive grounds
- Bamboo flooring – no need for rented dance floor
- Available for ceremonies and receptions – no traveling between
- Large dock and water access
- Private, secure location
- Proximity to beach resorts and airport
- Benefits a non profit, environmental organization

## Facility Size

- Community Center (2,500 sq ft ) and Veranda Deck (1,900 sq ft) – **150 people Max. \***
- Education Center (1,875 sq ft) and Deck (650 sq ft) - Prep room for bridal party
- On site parking – 50 cars (overflow parking across street)

\*The community room seats 130 comfortably for wedding and receptions. Additional seating is available on the veranda deck up to the maximum occupancy/event size of 150 total.

## Availability

- Space is available during the hours below:
  - **Mon – Sat** 9 am – 10 pm
  - **Sun** 11 am – 10 pm

## Rental/Deposit Information

**Weddings and Receptions** (up to 8 hrs, includes tables, chairs & table linens)  
*Call for rates*

### Deposit and Payment

- \$1,000 deposit required to hold date
- Final balance due 30 days prior to event
- Credit card number required as security deposit for excessive cleaning/damages
- Payment methods – Check, Visa, Master Card, AmEx, Discover
- Proceeds go toward habitat restoration and environmental education

### Cancellations & Refunds

- 90 days prior to event - Deposit refunded minus a \$250 administrative fee
- Less than 90 days - No refunds

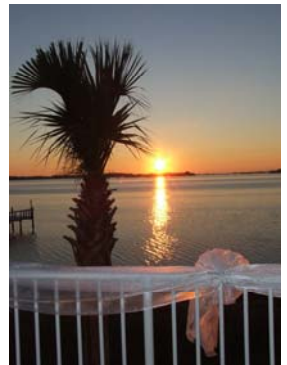
## Setup & Cleanup Availability

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### Renter will be responsible for room set-up and tear down/clean-up.

#### Setup

- User is responsible for setting up tables and chairs and taking them down and storing them after event.
- Set up to be done within your 8 contracted hours unless you have made arrangements to set up the prior day for the extra fee.
- Prior day room set up may be available at the half-day rate of \$250, check with TBW staff for availability.
- Chairs for a lawn ceremony cannot be set up until day of ceremony.
- For those having ceremonies at TBW, the bridal party may use the attached Education Center to get ready at no charge.



#### Cleanup

- Space is available for 1 hour past the designated end time of event for tear down/cleanup purposes only at no extra charge.
- All equipment, decorations and rentals must be removed from the buildings and grounds immediately after event, with the exception of some rentals with prior approval from Tampa Bay Watch. Items and or rentals that are left after the event are not the responsibility of Tampa Bay Watch.

## Insurance & Alcoholic Beverage Information

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If the event is a wedding, reception, party, corporate event or similar event of large scale nature where alcohol is served, insurance must be provided with limits of \$1,000,000 bodily injury/property damage and listing Tampa Bay Watch Inc. as an additional insured for events. See [www.wedsafe.com](http://www.wedsafe.com) for a reasonably priced policy option. A copy of the policy must be provided 30 days prior to event. If no insurance exists as specified, Tampa Bay Watch Inc. will expedite a special event policy and charge it in addition to the agreed facility fee.

## Vendors

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- Renter is responsible for hiring all vendors (caterer, DJ, etc) for the event. We require that you obtain and submit a copy of insurance for the caterer's and valet company at least 30 days prior to event.
- A vendor form, listing all vendors and their contact information, must be submitted at least 30 days prior to event.
- Caterers may use kitchen area and outside ground level for food preparation. Food preparation or cooking (electric or gas burner) is not allowed on the veranda deck, in the community room or underneath the buildings.

## Cleaning/Damages Deposit & Fees

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- The Cleaning/Damages Release Form must be submitted at least 30 days prior to event. A credit card number will be required on the form as a security deposit to pay for excessive costs associated with cleanup and/or damages. **No charges will be placed against the credit card if the following stipulations are met:**
  - Building interiors and grounds are cleared and returned to their previous state. All trash should be taken to the dumpster located next to the caretaker cottage.
  - Facilities and onsite equipment are clean, undamaged and left as they were prior to the event.
  - Cleanup Fee – Excessive cleanup of the rooms and/or site may warrant a charge at a rate of \$50 an hour.

## Seating and Rentals

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The community room seats 130 comfortably for wedding and receptions. Additional seating is available on the veranda deck up to the maximum occupancy/event size of 150 total.

Tampa Bay Watch tables and chairs are for use in community room and veranda deck only. If you wish to have a lawn wedding/reception, additional tables and chairs will be required.

Only Tampa Bay Watch tables and chairs are allowed inside the community room – No Rentals Please! Outside rentals can only be used on the deck and lawn. If rentals cannot be removed after the event, they will need to be taken downstairs and stored under the building for pickup on Monday with prior approval from Tampa Bay Watch.



ITEMS AVAILABLE at Tampa Bay Watch	# Available
<i>FURNITURE</i>	
60" Round Tables	16
48" Round Tables	2
6' Rectangular Tables	9
Wood/White Padded Chairs	128
Tan Metal Chairs	26
<i>LINENS</i>	
90" Round Table Linens (White)	18
Rectangular Table Linens (White)	9
<i>AV EQUIPMENT</i>	
Stereo System (plays radio and MP3 players)	1
Wireless Microphones (available if requested in advance)	2

## Rules & Restrictions

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- Licensed valet is **required** for parties with more than 75 guests
- **NO cooking** (including cooking stations) in community room, on decks or under buildings
- Candles are permitted but must be in containers (glass votive holders, vases, bowls, etc) and protected from dripping
- Only Tampa Bay Watch tables and chairs can be used in the community center – rented tables/chairs from a rental company and/or caterer can only be used on the deck or lawn
- Renter must designate and have a contact person on-site during the rental time period (this includes the set up time and clean up time) to whom the vendors and staff can coordinate for instructions and other questions
- Boat dock is off limits unless otherwise arranged with Tampa Bay Watch
- NO hanging items on the walls or ceiling of community room or veranda deck
- NO smoking inside buildings, on deck, on verandas or stairways. Smoking is permitted on the ground level in marked, designated areas.
- NO tape on floors
- NO vehicles (including vendor vehicles) may be left overnight
- NO confetti/glitter or rice
- NO balloons
- NO fireworks/firearms
- NO dry ice



## Site Manager

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Tampa Bay Watch will have a person on-site during the designated times to address any questions or problems.

**We look forward to having your event at Tampa Bay Watch!**