

**TIAABANK CENTER AUDITORIUM
RATES, AGREEMENT & GUIDLINES**

EVENT NAME/DESCRIPTION: _____

Please mark the building areas requested:

Building Location Desired: Auditorium ____ Café Area ____ (outside catering not authorized during 7:00am-4:00pm business hours) 2nd Fl. Lobby ____

No. of Guests: _____ **Date and Times Desired:** _____

ORGANIZATION NAME: _____

Contact Person: _____ **Contact Phone No.** _____

Contact Person Email: _____

Mailing Address: _____

Special Set Up Instructions and # of tables _____

Terms of Agreement

Availability: Events are scheduled on a *first come, first served* basis. TIAA Bank Center is an active office building by day; special consideration must be given for events during office hours. The facility is available on a very limited basis on holidays and weekends. Please call Amkin West Bay, LLC for further information (904.366-6928).

Reservations: Reservations are **NOT** confirmed until receipt of the required security deposit, Certificate of Insurance, and complete information (i.e. details about the event). If details change, a review by management is required to retain the reservation.

HOLD HARMLESS CLAUSE:

TIAA Bank Center ownership and property management ***assume no responsibility for loss, injury or damage to person or property.*** The client agrees to be responsible and holds TIAA Bank Center ownership harmless for any and every loss, injury or damage to person or property arising out of or in any way connected with the use of the building's facilities.

AUDITORIUM USAGE:

TIAA Bank Center’s Auditorium sits 249 persons and includes a stage, one podium with a microphone, limited audio visual equipment, and limited lighting. Interested parties should tour the auditorium to inspect equipment and lighting prior to use. The Auditorium is for the exclusive use of Tenants and Non-Profit Organizations that further the mission of Downtown business.

A/V EQUIPMENT OPERATOR:

All persons using the equipment in the auditorium must work for a company who provides IT services and have a legitimate business license to perform work of that nature. The User may contract with a reputable outside A/V provider of choice for any additional AV equipment needs. A/V charges must be paid directly by the User to the operator.

CHARGES FOR VENUE USE:

Venue Charges for Tenants		
Per Hour		\$75.00
Venue Charges for Non-Tenants		
Weekly	Monday - Friday	Price
Per Hour		\$150.00
One-Half Day	(4) Hours	\$525.00
Full Day	(8) Hours	\$1050.00
Weekends	Saturday-Sunday	Price
Per Hour		\$200.00
One-Half Day	(4) Hours	\$800.00
Full Day	(8) Hours	\$1500.00
Additional Charges Per Event		
Security Deposit	Refundable	\$250.00
Skirted Tables *	Per Table	\$30.00
* Skirted Tables not reserved prior to event		\$50.00
Janitorial	Basic Auditorium Event	\$50.00
Administrative Fee	Per Event	\$20.00
Special Event Charges		
Security Guards	Per Hour - Per Guard*	\$40.00
	*Required For any Event Serving Alcohol or any Weekend Event	
Janitorial	Case by Case Basis (Minimum)	\$300.00
Cancellation Fee		
Tenant	Require (48) hour notice	\$100.00
Non Tenant	Require (48) hour notice	\$150.00
Any event not cancelled within the 48 hours notice period will be charged. No Exceptions		

Checks should be made payable to **Amkin West Bay, LLC**. No special event is confirmed until receipt of Security Deposit.

Damages & Clean-up: The renter is liable for damages to the premises and for all clean-up after the event by the building's cleaning company. The security deposit shall be applied to payment for damages or clean-up at the discretion of management.

Insurance: Event hosts must provide a Certificate of Insurance indicating \$1,000,000 of liability coverage with Amkin West Bay, LLC listed as an additional insured. Reservations are NOT confirmed until receipt of the certificate. **If alcohol is served, the certificate must state that alcohol related incidents are covered.**

Auditorium AV: There is a limited amount of AV equipment in the auditorium, to include podium mic, projector, screen, teleconferencing, one wireless mic and device tethering. Amkin does not provide additional AV services such as lapel mics or additional handheld mics, nor do we make or confirm any such arrangements. Any additional outside services is between the User and their AV provider or choice. **Payments will be direct to the vendor from the User.**

Music & Video: Only music appropriate to the character of the building will be allowed. Complete information must be submitted with your application including: musician description, contact information, and equipment list. Access to power is limited. Musicians will have access to three (3) 15-AMP circuits.

Caterers: Confetti's (904.354.0080) and Nature's Table (904.355.3200) are located in the building and can provide excellent breakfast, lunch or light appetizer choices for your event. Event hosts may use caterers and other vendors of their choice unless The Café is used as the venue. If The Café area is used for the event, some portion of the catering must be purchased from Nature's Table. Note: **There are no kitchen facilities available for outside caterers.**

Deliveries & Set up: Caterers and other vendors should be advised to use the loading dock entrance located at the corner of Forsyth & Pearl Streets. Please provide a complete list of vendors to insure access. **Security in the loading dock is unable to accept any deliveries. A representative must be present when deliveries are made.** Pedestrian access which is served by an escalator will not be used for deliveries.

Decorations: Event decorations must be pre-approved. All decorations must be removed immediately after the event. Management will not be responsible for any decorations left after the event.

Parking: Please contact Mark Rimmer, our Parking Concierge (904.545.0999) for parking information.

Refunds: Security deposits will be returned within 30 days of the event. Any event cancellation less than 48 hours prior will result in a forfeiture of the Security deposit. If Amkin West Bay LLC must cancel your event due to unforeseen circumstances, all deposits and fees will be refunded.

Cancellation of Events: 48 hours event cancellation is required. Any cancelled event after this time will be charged a cancellation fee. Reservations will not be secured until ½ deposit fee is received by Property Management. Please make checks payable to Amkin West Bay, LLC.

I have read and agree with the Hold Harmless, A/V Equipment Operator, Damage Deposit and Certificate of Insurance clauses on the previous page.

Client Signature

Date

TIAA Bank Center

Date

.....
(To be completed by Property Management)

Damage Deposit Required: \$_____ Check No. / Date Received: _____/ _____

Certificate of Insurance Required: Yes No Date Received: _____

Security Guards Needed: Yes No Number needed: _____

Charges Due:	Rental	\$ _____		
	Tables	\$ _____		
	Janitorial	\$ _____		
	Security	\$ _____		
			Total Due	\$ _____
			½ Deposit Received	\$ _____
			Balance Due	\$ _____

No charges are Due: _____

Date Received _____ Check No. _____ Received by: _____