

TAMPA BAY WATCH MARINE CENTER
WEDDING INFORMATION GUIDE

Weddings



on Tampa Bay



IMAGINE YOUR
SPECIAL DAY

here.



A LIGHTHOUSE WEDDING



THE FIRST LIGHTHOUSE IN FLORIDA IN 54 YEARS.

The Tampa Bay Watch lighthouse was modeled after the Boca Grande light and embodies traditional Florida coastal architecture. The lighthouse, which rises 74 feet into the air, is the first privately-held aid to navigation permitted by the United States Coast Guard in Florida in 54 years.

The light emits a $\frac{1}{4}$ -second flash every four seconds, casting its beam across the mouth of Tampa Bay and guiding boaters through our local waterways.





IT'S A FINE DAY FOR A WEDDING ON THE BAY.

An ideal setting for your special wedding, the waterfront Bay View Community Room at the Tampa Bay Watch Marine and Education Center is perched on the shoreline of Cunningham Key, just before the entrance to Fort De Soto Park in Tierra Verde, Florida.

The spacious community center is located on the second floor of the main building, encapsulating 2,500 square feet of indoor and outdoor space. Featuring a clean, neutral palate and golden bamboo floors, the interior is primarily made up of one large, open room with wall-to-wall picture windows overlooking the bay. Also available is a prep kitchen and storage room along the back side of the center.

The crowning glory of the community room is its wraparound deck, featuring 1,900 square feet of covered open-air balconies. Protected from the elements and featuring ceiling fans for maximizing air flow, it is open and airy, providing spectacular birds-eye views of Tampa Bay, Fort De Soto, Shell Key, and the Gulf of Mexico.



The perfect place for the perfect day...



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FACILITY RENTAL & AVAILABILITY



Rental fee of the facility depends on the day of the week and includes an 8-hour block of time.

A signed contract and a \$1,000 nonrefundable deposit is required to reserve the facility. The \$1,000 deposit will be applied to the rental fee.

AVAILABILITY:

✧ Monday thru Saturday, 9 AM – 10 PM

✧ Sunday, 11 AM – 10 PM

Please call for rates.

Additional setup and/or event time may be available for an additional fee.

Space will be available one hour past the designated end of event for tear-down/cleanup purposes.

Rental includes tables, chairs, linens, podium, and AV equipment.



CAPACITY & FACILITY SIZE

The Bay View Community Room at Tampa Bay Watch seats 130 comfortably for special events. Additional seating is available on the veranda deck up to the maximum occupancy/event size of 150 total.


- ✧ Community center (2,500 sq ft) and veranda deck (1,900 sq ft).
- ✧ Education center (1,875 sq ft) and deck (650 sq ft); prep room for bridal party.
- ✧ Two acres of expansive grounds for lawn ceremonies and receptions.
- ✧ Onsite parking: 50 cars (overflow parking across street).
- ✧ Valet parking provided for parties of 75 or more.





DEPOSIT & PAYMENT SCHEDULE

\$1,000 non-refundable deposit is required to hold the date. The entire deposit will be applied to the total cost of your event.

 Event cancellation 90 days or more prior to event: any monies paid to-date minus \$1,000 non-refundable deposit. No refunds for cancellation less than 90 days prior to event.

 Final balance due 60 days prior to event.

 Payment methods: check, Visa, MasterCard, AmEx, Discover


Proceeds go toward Tampa Bay Watch, Inc. which is a 501(c)(3) nonprofit stewardship program dedicated exclusively to the protection and restoration of the marine wetland environments of the Tampa Bay estuary through scientific and educational programs.


CLEANING/DAMAGE DEPOSIT & FEES


The cleaning/damages release form must be submitted at least 60 days prior to event. A credit card number will be required on the form as a security deposit to pay excessive costs associated with cleanup and/or damages.

No charges will be placed against the credit card if the following stipulations are met:

 All decorations, personal property, and rental equipment are removed from premises.

 Tables and chairs are placed on the racks provided and returned to the designated space.





 All equipment and supplies, etc. are returned in the same condition as when received.

 Buildings and grounds are left looking as they did upon arrival, with exception of fine cleaning. All refuse is to be collected and taken to the dumpster.



CURRENT INVENTORY *as of July 2015*

TABLES:		CHAIRS:
60" round:	16	Wood/white padded: 128
48" round:	2	White ceremony: 150
6' rectangular:	9	
LINENS:		AV EQUIPMENT:
90" round (white):	18	Stereo system (plays radio and MP3 players)
6' rectangular (white):	9	2 wireless microphones
		Built-in projector and wall-mounted screen

-  Tables, chairs, and linens for community room and veranda deck are provided by Tampa Bay Watch at no additional cost.
-  White ceremony chairs are provided for services on the grounds at no extra charge
-  No outside [rental] table chairs or other furniture permitted inside the community room.
-  Rented tables and chairs may be used on the veranda deck or on the grounds downstairs.





SETUP AND CLEANUP



Renter is responsible for setting up tables and chairs before the event and taking them down and storing them after event.

- ✧ Setup, tear-down, and cleanup is to be done within the eight contracted hours with an additional hour for tear-down and cleanup— unless you have made arrangements for setup the prior day (for an additional fee).
- ✧ Space is available for one hour past the designated end time of event for tear-down/cleanup purposes at no extra charge.
- ✧ All chairs must be placed on racks provided. Tables must be returned to the designated storage space.
- ✧ All equipment, decorations, vehicles, and rentals must be removed from the buildings and grounds immediately after the event, with the exception of some rentals (with prior approval).
- ✧ Items and or rentals that are left after the event are not the responsibility of Tampa Bay Watch.
- ✧ The building and grounds must be left looking as it did when you arrived, with the exception of fine cleaning.



VENDORS

Renter is responsible for hiring all vendors (caterer, DJ, etc.) for the event.

- 🔗 Tampa Bay Watch strongly encourages utilization of vendors on the approved vendor list that represents only the caterers that have catered at Tampa Bay Watch in the past or have been recommended to us.
- 🔗 Vendors (florists, bakers, musicians, rental contractors, etc.) must adhere to the Tampa Bay Watch catering rules and regulations.
- 🔗 Vendors may enter Tampa Bay Watch and begin setup during the agreed setup period and not before.
- 🔗 All caterers must have a current insurance certificate on file at Tampa Bay Watch prior to the event and must add Tampa Bay Watch to their insurance policies for the day of the event.
- 🔗 A vendor form listing all vendors and their contact information must be submitted at least 60 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.





INSURANCE & ALCOHOLIC BEVERAGE INFORMATION

If the event is a wedding, reception, party, corporate event, or similar event where alcohol is served or expected to be present, insurance must be provided.

- 🦀 The contracting party must provide a “Certificate of Insurance” naming Tampa Bay Watch as “Certificate Holder” or “Co-Insured” for the duration of use of Tampa Bay Watch facilities. There are NO EXCEPTIONS. Coverage is for Bodily Injury and Property Damage. The minimum amount required is \$1,000,000 for each occurrence.
- 🦀 Certificate of Insurance can also be provided by the caterer for your event as well as by the bar tending service or provider of alcohol.
- 🦀 Coverage may be obtained as a temporary rider to a homeowner’s policy for a nominal fee, or see **wedsafe.com** for a reasonably priced policy option.
- 🦀 If no insurance exists as specified, Tampa Bay Watch will expedite a special event policy and charge it in addition to the agreed facility fee.





THANK YOU

Proceeds from your rental at Tampa Bay Watch benefit the continuation of our education programs and the restoration of Tampa Bay.

Because of you, we can...



...teach more teachers



...educate more kids



...build more oyster shell bars



...retrieve and recycle more fishing line



...plant more salt marsh



...remove more derelict crab traps



...rid our bay of more debris



...transplant more seagrass

Here
comes the
Bride

Weddings



on Tampa Bay

FOR MORE INFORMATION EMAIL US AT:
weddings@tampabaywatch.org



3000 PINELLAS BAYWAY SOUTH
TIERRA VERDE, FL 33715
T: 727-867-8166 | F: 727-867-8188
TAMPABAYWATCH.ORG