



Conference Center Reservation Form

1002 East Palm Avenue
 Tampa, FL 33605
 Ph: (813) 229-2884
 Fax: (813) 228-8122
 www.childrensboard.org
reservations@childrensboard.org

Our Vision: Hillsborough County will be recognized as one of the top places in the nation to raise children.

CBHC Conference Center Hours of Operation:	Monday - Thursday	8:00 a.m. to 8:00 p.m.
	Friday	8:00 a.m. to 4:00 p.m.
	2nd and 4th Saturday only	8:00 a.m. to 3:30 p.m.
	Sunday	Closed

Free meeting space at CBHC is available on a scheduled, first come/first served basis as a public service. CBHC is not a sponsor of the event and does not endorse or support the content of the material(s), presentation(s), staff, volunteer(s) or message(s) delivered during this activity!

To request meeting space within the Children's Board of Hillsborough County Conference Center, please complete and return this form to: reservations@childrensboard.org or via fax at (813) 228-8122 Attn: CBHC Conference Center

Organization and Meeting Planner Information

Today's Date: _____

Organization Name: _____

Name of person authorized to bind organization to the requirements of this Reservation Form

Meeting Planner Name: _____

Meeting Planner Title: _____

Phone Direct: _____ Cell Phone: _____ Fax: _____

E-mail Address: _____

Address: _____

Organization Mission: _____

- Organization Type:
- Non-Profit (CBHC-Funded)
 - Non-Profit (Not CBHC-Funded)
 - For Profit
 - Government

Meeting Information

Meeting Name: _____

Meeting Date - 1st Choice: _____

Meeting Date - 2nd Choice: _____

*When requesting multiple dates/times (with the same meeting/event name and contact information), please attach a typed list of the dates and times you are requesting.

Expected Attendance: _____

Meeting Planner Set-Up Times:

Start: _____

End: _____

Registration Times:

Start: _____

End: _____

Time Doors Will Open: _____

Meeting Times:

Start: _____

End: _____

PLEASE NOTE: Meeting/Event times (including set-up, registration, doors, and start times) may not be scheduled prior to 8:00 a.m. Monday-Saturday. In addition, meetings/events must end at least 15 minutes prior to when the Conference Center closes (8:00 p.m. Monday-Thursday, 4:00 p.m. Friday, and 3:30 p.m. Saturday). When estimating meeting "End Time", please consider and allow for post-meeting networking, discussion, meeting planner/presenter clean-up, etc. Meeting rooms will be cleared 15 minutes after the "End Time" listed above.

The Children's Board Conference Center Team kindly requests the opportunity to briefly address your group to introduce the Children's Board. This Introduction will remain brief and should not exceed 5 minutes.

*Please indicate your preferred time to have a CBHC Staff Representative address your group: _____

Meeting Room and Setup Requirements: Specific meeting room requests are welcome; however, CBHC Staff cannot guarantee a specific room. We can guarantee that we will provide adequate space based on your estimated attendance.

Room Requested: _____

Please select your preferred room set up:

- No Preference
- Classroom (rows of tables, chairs on side facing front of room)
- Clusters (6 seats per workstation)
- Hollow Square/Conference
- U-Shape
- Theater (rows of chairs, no tables)
- Special (please attach diagram)

Please indicate if extra tables and/or chairs are needed for materials, presenter's workstation, water stations, etc.

Audio/Visual Requirements:

PLEASE NOTE: Audio/Visual equipment is reserved on a first come, first serve basis. Your CBHC Conference Center Representative will let you know if the equipment that you are requesting is available or if you will need to provide your own. If you plan to provide your own A/V, please make sure that you allow sufficient time for the CBHC Conference Center Team to test your equipment to ensure compatibility and/or proper functioning.

Please indicate which of the following A/V items you would like to reserve and how many (0, 1 or 2).

Audio Visual Requests

Accessories Requested

- | | | | |
|--|-------------------------------------|--|---|
| <input type="checkbox"/> Laptop | <input type="checkbox"/> DVD Player | <input type="checkbox"/> Podium | <input type="checkbox"/> Microphone Stand |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> VHS Player | <input type="checkbox"/> Power Point Remote Control | (0) Display Easel |
| <input type="checkbox"/> Internet Access | <input type="checkbox"/> CD Player | (0) Flip Chart Package
<i>Flip Chart Paper <u>NOT</u> Included</i> | (0) Dry Erase Board |
| <input type="checkbox"/> Speakerphone | (0) Wireless Microphone | | |

Food and Beverage:

The Children's Board of Hillsborough County does not provide catering. However, you may have your meeting catered by an outside vendor. If you plan to have food and/or beverages served at your meeting, please provide the information requested below.

***PLEASE NOTE THAT ALCOHOL IS NOT PERMITTED.**

Catering Company: _____

Contact Name: _____ Phone: _____

On Site Contact: _____ Cell Phone: _____

Service Type: Buffet Plated Pre -Boxed Caterer Arrival Time: _____

Meal Start Time: _____ Meal End Time: _____

Children’s Board of Hillsborough County Conference Center Terms and Conditions:

Please read the following Terms and Conditions, check each after reading, and sign below to confirm your reservation request. By signing below, you agree to the following Terms and Conditions:

The Children’s Board of Hillsborough County Conference Center:

- Reserves the right to cancel any meeting or event without notice if hosting the meeting or event will create a safety and/or security concern for the attendees, CBHC employees, and/or the CBHC property; or fails to comply with the requirements contained on this Reservation Form. _____
- Reserves the right to cancel any reoccurring meetings for your organization after **(3) documented “No Shows”**. A “No Show” is considered any instance where we have confirmed a reservation for your organization, no proper cancellation was received, and the meeting did not occur as scheduled. _____
- May not be used for any unlawful, unauthorized or offensive purpose. _____
- **Strictly prohibits weapons of any kind, alcohol, and unlawful drugs** in the Conference Center and on CBHC property (including all parking areas). **Strictly prohibits discrimination** on the basis of race, color, national origin, sex, handicap, familial status, or religion in the use of the Conference Center. _____

Only Conference Center personnel are authorized to operate the Audio/Visual equipment. Please contact a Conference Center team member if you are in need of any A/V assistance. _____

Organization Making Room Reservations:

Your organization is responsible:

- For ensuring the meeting On-Site Contact identifies himself/herself, in person, at the CBHC front desk upon arrival, prior to the meeting/event. This individual is required to remain in attendance and in charge at all times. _____
- For canceling your meeting/event at least **72 hours** prior to the start of the event. Please contact the CBHC Conference Center personnel by emailing your notice to reservations@childrensboard.org _____
- For the conduct of the invitees, participants, and guests admitted to the CBHC Conference Center. The **CBHC reserves the right to remove any individual from CBHC property.** _____
- For first aid and/or security services and their costs. **The CBHC has the right to require first aid and/or security personnel on site** depending on the size and/or nature of your organization's meeting/event. _____
- For **making arrangements with an outside vendor** if you would like to offer coffee to your event attendees. (Coffee is no longer provided by the CBHC Conference Center.) _____
- **For bringing your own:** flip-chart paper, coffee, coffee brewing equipment, coffee supplies, cups/plates/utensils/etc, ice, writing pads, and pens/pencils. _____
- For directing your invitees, guests, etc., to the **CBHC-designated smoking area** located in the median of the east parking lot. _____
- **Financially for any damages** that occur to CBHC property, including (but not limited to) Audio Visual equipment, furniture, walls/doors, carpets/flooring, etc. as a result of your meeting or event. _____
- For ensuring everyone vacates the building **no later than 8:00 pm** and **exits the CBHC parking lots no later than 8:30pm**, due to provisions in the CBHC's liability insurance. This includes your organization's **meeting planners, presenters, and guests.** _____
- For leaving the Conference Center as it was when you arrived, including:
 - **Clearing all surfaces** (tables, chairs, etc.) of papers, cups, food and all other items and disposing of them appropriately. _____
 - **Taking trash to east parking lot dumpster** and placing new liners on receptacles. (See Front Desk) _____
 - **Vacuuming the floors** in your meeting room (resulting from crumbs, confetti, etc.), if necessary. _____

- For **being mindful of all noise levels** (A/V, participants, etc.) in and around your assigned meeting space, as there are often meetings taking place in adjacent rooms.
- For **removing all items**, including but not limited to, decorations, posters, displays, exhibits, etc. immediately following your meeting or event. **The CBHC Conference Center is not responsible** for any items left behind in the meeting rooms following an event. These items will be disposed of accordingly. *Keys, purses, glasses etc. will be turned into Lost & Found if found by a CBHC staff member.*

Your organization is required:

- To **provide proof of liability insurance** annually.
- To limit attendance to the safe capacity of the room, or facility, as determined by the CBHC Conference Center. **The Conference Center reserves the right to immediately end any meeting or event that exceeds the legal capacity of a room or the facility.**
- To submit a complete list of all your meeting's attendees to the FRONT DESK before leaving the building. You may request a blank CBHC Conference Center Guest Sign-In Log upon arrival at the Front Desk or make a copy of your meeting/event sign-in sheet upon the conclusion of your event.

Your organization agrees:

- To permit a CBHC Staff Member to address your attendees briefly (<5 minutes) during your meeting to give your guests an overview of who we are and what we do in the community.
- That all advertising and promotions of the meeting/event shall be accurate, straightforward, true and in good taste.
- To utilize the following language/verbiage on any event announcement, invitation, or marketing materials:

The Children's Board of Hillsborough County is not a sponsor of the event and does not endorse or support the content of the material(s), presentation(s), staff, volunteer(s) or message(s) delivered during this activity.

- Not to use CBHC's name, logo, picture or any other material without the prior written approval. If such consent is given, the **CBHC has the right to review all material produced by your organization that includes the CBHC's name, logo, or picture.** The CBHC shall be referred to as "The Children's Board of Hillsborough County" in all such advertising and other promotional activities.
- Not to post signs on CBHC property **without prior written approval.** If permitted, all signs must be promptly removed following the event. **Signs may not be affixed to any CBHC doors, windows, walls, or property and signs with stakes or posts (or any other attached item that is deemed unsafe) are strictly prohibited.**

Please sign and complete the boxes below to agree to the requirements of this Reservation Form and to request space.

Full Legal Name of Organization:

Authorized Representative

By: _____ Date: _____

Print Name:

Signature: _____