



BOARDROOM USAGE FOR TENANTS/PARTNER AGENCIES

Return completed form to Chris Hart at chart@tampaport.com

Meetings must be on weekdays and conclude by 5:00 p.m.

Date needed*: _____ Start Time: _____ a.m./p.m. End Time: _____ a.m./p.m.

*If this is a recurring meeting or event, please list all dates known: _____

Company or Agency: _____

Contact Email: _____ Contact Phone: _____

Description of Event: _____

Expected # of Attendees: _____ Catering Details (see Restrictions): _____

Boardroom Set-up: (Please choose one set-up style listed below):

- ☐ Theater Style (maximum allowable attendees – 90)
- ☐ Classroom Style (maximum allowable attendees – 35)
- ☐ Square Shape ☐ Table Cloth(s) ☐ Table Skirting
- ☐ U-Shape ☐ Table Cloth(s) ☐ Table Skirting

Equipment Usage (Please choose any that apply):

- Available if needed: ☐ Screen ☐ A/C power or outlets
- ☐ A/V Equipment Table

List/Describe Any Other Details Below:

- Meetings must be held on weekdays and conclude with any cleanup no later than 5:00 p.m.
- No one is permitted to use or be seated at the dais during the meeting / event.
- Use of any equipment or outlets in the Boardroom by outside groups or persons is prohibited unless PTB's IT Department has provided prior authorization by way of this document.
- Food and beverages are typically forbidden inside the Boardroom. However, if food and beverages are to be permitted, **you** are the responsible party to ensure that all related items and trash are removed from the Boardroom immediately following your meeting. If any spills occur, immediately notify Luis Viamonte at 813.905.5032.

TENANTS: PTB's Risk Management Department will review the Certificate of Insurance on file for compliance with the insurance requirements of your Lease before permission is granted to use the Boardroom.

ALL OTHERS: PTB will require your company or agency's proof of liability insurance and will review for compliance with the attached insurance requirements before permission is granted to use the Boardroom.

The Minimum Insurance Requirements attached hereto are required; however, additional insurance coverages may be required by PTB.

Recovery of all damages resulting from your meeting or event will be the responsibility of the Licensee signing this contract document.

Licensee covenants and agrees to indemnify, defend, protect, and hold the Tampa Port Authority d/b/a Port Tampa Bay ("**Authority**") free and harmless (a) from any and all liabilities occasioned by any act or neglect of Licensee, its officers, employees, contractors, subcontractors, agents, guests, invitees, successors, assigns; and (b) against any loss, cost, damage or expense, including attorneys' fees, arising out of or in connection with any accident causing injury to any property or person, or persons, whomsoever and whatsoever, and due directly or indirectly to the conditions of the Premises or any part thereof as a result of Licensee's use of the Premises. Licensee agrees that if any portion of the Premises, or the fixtures, improvements, equipment, or personalty located therein, is damaged by the act or neglect of Licensee, its officers, employees, contractors, agents, guests, invitees, successors, or assigns during the Term, Licensee shall pay Authority upon demand such sums as shall be necessary to restore such damaged property to its previous condition.

The foregoing covenant of indemnity shall include all costs and expenses, including appellate attorneys' fees, that Authority may suffer or be put to in defending any suit seeking to enforce liability against Authority or in enforcing any of Authority's rights hereunder by reason of the condition or use of the Premises or any matter or thing happening thereon during the Term.

By signing this Agreement, Licensee acknowledges and agrees as to its use of the Port Tampa Bay Boardroom on the date and time specified above based on the terms and conditions set forth herein.

LICENSEE REQUIRED SIGNATURE:

Licensee Signature

Printed Name

Title

Date

PORT TAMPA BAY REQUIRED SIGNATURES:

Manager of Special Events

Date: _____

Chief Information Officer

Date: _____

Vice President of Real Estate

Date: _____

Vice President of Finance

Date: _____

Vice President of Legal Affairs

Date: _____

MINIMUM INSURANCE REQUIREMENTS

The following are the standard minimum types of insurance coverages and associated limits for Events at Port Tampa Bay. In general, these coverages and limits shall not be omitted or reduced. Please be advised that, depending on the activities associated with the Event, additional insurance coverages may be required and/or limits may be increased at the sole and absolute discretion of Port Tampa Bay.

Licensee shall ensure that all caterers, contractors, and subcontractors maintain the same insurance coverages that are being required of Licensee.

All liability policies shall name the "Tampa Port Authority" as an additional insured as to the operations of Licensee and shall also provide a severability of interest provision.

Workers' Compensation and Employers' Liability Insurance shall be maintained in force during the term of this Contract for all employees engaged in this work under this Contract, in accordance with the laws of the State of Florida, and, if applicable to the Work involved, shall include U.S. Longshore and Harbor Workers' Compensation Act Coverage. The minimum acceptable limits shall be:

Workers' Compensation	Florida Statutory Requirements
Employer's Liability	\$1,000,000.00 Limit Each Accident
	\$1,000,000.00 Limit Disease Aggregate
	\$1,000,000.00 Limit Disease Each Employee

Should a 3rd party be used to provide labor for the Event, i.e. temporary workforce agency, caterer, etc., a Certificate of Insurance must be received from the 3rd party agency which reflects the above coverages and limits.

Commercial General Liability Insurance shall be maintained by the Licensee on the Full Occurrence Form. Coverage shall include but not be limited to Premises and Operations, Personal Injury, Contractual for this Contract, Independent Contractors, Broad Form Property Damage, and Products & Completed Operations Coverage and shall not exclude coverage for the "X" (explosion), "C" (collapse) and "U" (underground) Property Damage Liability exposures. Limits of coverage shall not be less than:

Bodily Injury & Property Damage Liability	\$1,000,000.00 Combined Single Limit each Occurrence and aggregate.
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The use of an Excess and/or Umbrella policy shall be acceptable if the level of protection provided by the Excess and/or Umbrella policy is no less restrictive than the Primary General Liability policy.

Business Automobile Liability Insurance shall be maintained by the Licensee as to ownership, maintenance, use, loading and unloading of all owned, non-owned, leased or hired vehicles with limits of not less than:

Bodily Injury	\$1,000,000.00	Limit Each Accident
Property Damage Liability	\$1,000,000.00	Limit Each Accident

or

Bodily Injury & Property Damage Liability	\$1,000,000.00 Accident	Combined Single Limit Each
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If the Licensee owns no vehicles, this provision can be satisfied by having the Licensee's Commercial General Liability policy endorsed with "Non-owned and Hired" Automobile coverage. All caterers or subcontractors used by the Licensee must have standard Business Automobile Liability coverage.

Liquor Liability Insurance - In the event liquor will be served or sold at the event, Liquor Liability Insurance shall be maintained by Licensee. Host Liquor Liability coverage will not be acceptable. If Licensee engages the services of a caterer, contractor, or subcontractor to provide and serve alcoholic beverages, Authority will view this provision of the Agreement as being complied with if Licensee obtains a Certificate of Insurance from the caterer, contractor, or sub-contractor evidencing such coverage with Authority being named as an Additional Insured.

Limits of coverage (regardless if Licensee or its caterer or sub-contractor provided Liquor Liability Insurance) shall not be less than \$1,000,000.