Social and After Hours Events Package

General Information

What is the HFB Conference Center?
The Houston Food Bank developed the HFB Conference Center at the new Portwall facility to better serve our community and our donors. The HFB Conference Center provides event and meeting spaces, with minimal facility usage fees. The facility can accommodate small meetings of 10 or less, or larger events of up to 400 people.

Who is eligible to use the HFB Conference Center?
HFB welcomes corporate groups, nonprofit, and professional groups. HFB welcomes social groups on a case by case basis.

What kind of events cannot be scheduled in the HFB Conference Center?
- Fundraisers
- Press and Media Events
- Political Activities

What are the costs for holding an event?
The Houston Food Bank charges minimal fees to cover the costs of holding outside events. Please see the corporate meeting fee schedule or social and after hours events fee schedule for more details.

What is required to hold an event at the Houston Food Bank Conference Center?
- Signed Facility Use and Policy Agreement, and payment information added into your CaterTrax account
- Some groups may be required to submit a Certificate of Insurance with minimum $1,000,000 general liability insurance (see Event Liability Insurance). A tenant user TULIP policy may be provided (see Fee Structure).

When is the HFB Conference Center open for events?
The HFB Conference Center is open during business hours for corporate meetings. Facility will stay open after hours for approved social events. Fees apply after 6pm.

<table>
<thead>
<tr>
<th>Conference Center Business Hours:</th>
<th>Monday - Friday</th>
<th>8am - 6pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Saturday</td>
<td>8am - 4pm</td>
</tr>
<tr>
<td>Conference Center After Hours:</td>
<td>Tuesday – Friday</td>
<td>6pm – 11pm</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>4pm – 11pm</td>
</tr>
<tr>
<td>Conference Center Closed:</td>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>After hours Monday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All official holidays (please inquire)</td>
<td></td>
</tr>
</tbody>
</table>
Where is the HFB Conference Center located?
The HFB Conference Center is located at 535 Portwall St. Houston, TX 77029.

What are the different HFB Conference Center event spaces, and capacities?
The HFB Conference Center offers spaces for meetings and events for 10-400 attendees. Please see the Room Packet for descriptions of the spaces available. Please note that all room capacities are approximate and will depend on your seating and configuration preferences.

What can the Houston Food Bank provide for my event?
The Houston Food Bank offers a limited supply of equipment and furnishings, including audio/video equipment and tables/chairs. Please request additional information about specific items necessary for your event.

Can I incorporate a volunteer activity for my event?
Yes. The Houston Food Bank operates primarily through the use of our volunteer forces. Thanks to the assistance of volunteer groups, the Houston Food Bank is able to provide food to nearly 500 hunger relief agencies in southeast Texas which will feed 137,000 hungry people each week. If your group would like to incorporate a volunteer activity with your event, there are several productive activities for your group to choose from. Please discuss this with us as you book your event.

How do I make reservations or get more information?
To get started, please follow these steps:

1. Review all information in this packet.

2. Create a customer account in our CaterTrax reservation portal: houstonfoodbank.catertrax.com
   You will be contacted to provide more details about your event. Submitting your Reservation Request does not confirm that your event has been booked.

3. An informative e-mail will be sent including the Facility Use and Policy Agreement and next steps to your reservation process.
   a. **Facility Use and Policy Agreement**: terms and conditions applicable to all parties utilizing event space at the Houston Food Bank Conference Center

4. Your dates/times will be secured upon submitting a signed copy of your Facility Use and Policy Agreement, noted payment information, and receiving confirmation from our Conference Services Manager.
Policies and Procedures

Accessible Accommodations (ADA)
Houston Food Bank facilities are accessible for people with physical disabilities. To ensure that room setups and other logistical arrangements will accommodate all attendees, groups should advise the HFB if any attendees have special needs when scheduling reservations.

Alcohol Policy
We will be happy to provide you with our Beer and Wine Service for an additional fee of $75.00 per hour per server. 100 guests and under requires one of our TABC certified servers. Over 100 guests will require 2 or more servers.
Bar service is BYOB. All alcohol must be brought to the facility 24 hours prior to your event for storage. Alcohol may not be sold for profit or fundraising purposes. A fine of $300.00 plus a 20% service fee will be incurred if any form of currency is exchanged for alcohol. Any unauthorized alcohol brought on to the premises will also incur the same fee.
* All spills are considered a hazard and must be reported. All incidents of violence or injury must also be reported immediately. Report to HFB reception desk or Conference Services Manager.

Animals/Pets
Only service animals are allowed on the HFB premises.

Audio/Visual Equipment
All AV equipment must be requested at least 3 days prior to the date of the event. AV equipment may be limited depending on the date, time, and space requested. In case of damage to HFB AV equipment, the client organization is responsible for reasonable and actual expenses incurred by the HFB in connection with the event.

Catering / Food and Beverage
The Houston Food Bank provides exclusive, in-house catering. All F&B services must be provided from 535Catering and can be ordered through the client’s CaterTrax account. Food and beverages purchased from retail vendors showcased at an onsite event are permitted. All caterers must have a Certificate of Liability Insurance on file with HFB. Proof of insurance must be sent to the Conference Services Manager prior to the event.
* All spills are considered a hazard and must be reported immediately. Report all spills and messes to the HFB reception desk or Tina Ford at 832-369-9235

Note: HFB requires that all event spaces are left in their original condition. 535 Catering and/or client groups are required to clear all messes associated with the event and F&B services.

Cancellation Policy
If an event is cancelled or rescheduled two (2) weeks or more prior to the date of the event, you will receive a full refund for your total. If an event is canceled or rescheduled from thirteen (13) days to eight (8) days notice prior to the date of the event, you will be charged 50% of your total. If an event is cancelled or rescheduled with seven (7) days or less notice prior to the date of the event, you will not receive a refund for your total. Additionally, in the event of any cancellation, the client organization agrees to reimburse the HFB for any reasonable and actual expenses incurred in connection with the event.
Check-In/Check-Out Procedure
The responsible representative must check in with HFB staff upon arrival and must be present during the entire meeting or event. Unless otherwise directed, the Conference Services Manager is your point of check-in.

Children
All children under the age of 16 must be accompanied by an adult or legal guardian to gain admittance into the Conference Center, and must be chaperoned at all times while in the facility.

Concealed Weapons
With the exception of security and law enforcement officers, the Houston Food Bank does not permit any persons to use or possess firearms or other weapons on their person, in their belongings, or on HFB property (including, but not limited to, storage areas, desks, and equipment) on the HFB property or at any off-site HFB related functions.

Decorations
All decorations must be approved prior to the meeting or event. Table top and free standing decorations are permitted. Push pins, tacks, confetti and tape are not permitted due to potential damages to walls and cleaning equipment. Any damages to walls or carpet will result in additional fees to be determined after analysis of damages.

Event Liability Insurance
Some groups may be required to submit a certificate of liability insurance with $1,000,000 minimum coverage. Certificate must list the Houston Food Bank as additional insured. Please submit to Tina Ford, Conference Services Manager, cford@houstonfoodbank.org. If groups cannot provide appropriate insurance, HFB will provide a TULIP (Tenant Users Liability Insurance Program) policy. Fee applies.

Fundraising
No organizations may use the Houston Food Bank facility for fundraising unless the Houston Food Bank is the sole beneficiary. This includes, but is not limited to, silent or live auctions, raffles or galas.

Houston Food Bank Logo
All usage of the HFB logo must be approved by HFB prior to being used for communications or promotional materials. HFB should not be listed as a sponsor or host in most cases.

In Case of Emergency
HFB is a first responder to all natural disasters. In the case of a natural disaster, all events will be cancelled and applicable fees refunded. In the event of a fire, all guests must proceed to designated emergency exits and evacuate the building. Please wait for instructions from HFB staff or authorities. In the event of an ammonia leak, an ammonia alarm will sound and all staff and guests are to proceed to the Repack Room downstairs and wait for HFB staff or authorities to clear guests to exit the room. If the ammonia alarm sounds, do not exit the building.

Indemnification
Groups assume all responsibility, risk, and liability for all activities of the group, its employees, agents, invitees, contractors, subcontractors, or licensees, directly or indirectly conducted in connection with this agreement, including environmental and hazardous substance risks and liabilities, whether occurring during or after the term of this agreement. Facilities, including the rooms and premises are being used at group’s risk and any damages are group’s responsibility. The group shall defend, indemnify, and hold harmless the Houston Food Bank, its employees, and agents from and against any and all suits, claims, actions, losses, costs, penalties, and damages of whatever kind or nature, including all attorney’s fees and litigation costs, arising out of, in connection with, or incident to any act or omission by the group, its employees, agents, invitees, contractors, subcontractors, or licensees, unless the sole proximate cause of the injury or damage is the negligence or willful misconducts of the Houston Food Bank or anyone acting on the Houston Food Bank’s behalf. Within 15 days, the groups shall accept any such cause or action or proceeding upon tender by the Houston Food Bank.
Media/News Coverage
Groups shall request special approval to allow media coverage or news conferences on Houston Food Bank property. Request for media coverage must be made a minimum of 7 business days prior to the date of the meeting or event. A copy of news release must be given to HFB representative prior to event for approval. The Houston Food Bank reserves the right to review meeting content when a group requests permission to allow media coverage. We also reserve the right to approve or decline media access to meeting facilities based on the topic compatibility with the mission of the Houston Food Bank or a risk to the HFB property, volunteers or guests.

Meeting Limitations
Groups may meet up to 12 times per calendar year.

Occupancy Limits
Occupancy limits for the HFB meeting rooms will be enforced. Emergency exits should remain clear at all times. Groups are expected to cooperate with HFB staff to maintain security of the buildings and grounds and to provide for the safety of all people visiting the conference center.

Parking
Parking is provided and is available at no charge. Groups are encouraged to park in the front parking lot near the main entrance. Overflow parking is available in the rear of the building. Any groups requiring overflow parking must coordinate logistics of group arrival with HFB staff as guests will encounter secured entrances. Without proper arrangements, guests will not have open access to meeting spaces from overflow parking. Groups requiring special parking arrangements for busses or vans must coordinate with HFB prior to event date.

Photography
Use of professional photos for external promotional use by a client requires prior approval by HFB Communications staff.

Planning Your Event
Houston Food Bank does not offer full service event planning. Please refer to our preferred vendors list for help planning your special event.

Food & Beverage Service
HFB offers in-house catering services and requires use of it for all events in the Houston Food Bank Conference Center. For questions regarding our in-house catering services, please contact our Catering Administrator, Cinthia Luna at cluna@houstonfoodbank.org

Event-related items not permitted on HFB premises during your event:
- Confetti
- Candles (Only battery operated. No open flames)
- Certain types of foods and beverages that may damage floors or cleaning equipment.
Social and After Hours Events Package

Package applies to all social functions, including but not limited to: weddings, holiday parties, reunions, bar/bat mitzvah. Package also applies to any event held outside of regular business hours. See standard fee structure for an after-hours add-on for your day-time meeting.

Rental rates listed include room rental, HFB furnishings, building staff, usage of in-house audio/video and an HFB venue manager. Qualifying events are subject to a 10 hour maximum usage time (including set up). Access to space prior to your event will depend on availability.

Social and After Hours Event Fees

<table>
<thead>
<tr>
<th>Base Rental Rate</th>
<th>4hr Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Room (1/2 room)</td>
<td>$700.00</td>
</tr>
<tr>
<td>Community Room (full room)</td>
<td>$800.00</td>
</tr>
<tr>
<td>Repack Room</td>
<td>$800.00</td>
</tr>
<tr>
<td>Community Room, Main St and Lobby/Café</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Community Room and Repack Room</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Community Room, Repack Room, Main St. and Lobby/Cafe</td>
<td>$1,300.00</td>
</tr>
</tbody>
</table>

Please note: HFB staff will determine which fees from the menu below are applicable to your event.

<table>
<thead>
<tr>
<th>Post-Event Clean Up Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Room (1/2 room)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Community Room (full room)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Repack Room</td>
<td>$200.00</td>
</tr>
<tr>
<td>Community Room, Main St and Lobby/Café</td>
<td>$700.00</td>
</tr>
<tr>
<td>Community Room and Repack Room</td>
<td>$700.00</td>
</tr>
<tr>
<td>Community Room, Repack Room, Main St. and Lobby/Cafe</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Floor Scrubbing and Buffing</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

Additional Fees

<table>
<thead>
<tr>
<th>Additional Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Two special events security staff</td>
<td>$250.00</td>
</tr>
<tr>
<td>Four special events security staff</td>
<td>$450.00</td>
</tr>
<tr>
<td>Event cleaning/bussing staff</td>
<td>$200.00</td>
</tr>
<tr>
<td>Stage: Skirted with steps (16w X 8d X 16h)</td>
<td>$80.00</td>
</tr>
<tr>
<td>TULIP Insurance Policy (non-taxed)</td>
<td>$160.00</td>
</tr>
</tbody>
</table>
Directions from West Houston: Take I-10E toward Beaumont. Take exit 774 toward Gellhorn Dr. and U-turn at Gellhorn Dr. Take 1st right onto Portwall St. Arrive at 535 Portwall on your right. The first parking lot (with palm trees) is main visitor parking. If overflow is necessary, proceed down Portwall (across RR tracks) to the second entrance at the back of the building.

Directions from North Houston: Take I-45S toward downtown Houston. Take exit onto I-610E and drive approximately 5.5 miles. Take exit 24A toward N. McCarty Dr. Turn right onto N. McCarty Dr. Turn left onto Portwall St. The first parking lot you see is overflow parking, to get to main visitor parking proceed down Portwall (across RR tracks) to the next entrance at the front of the building. Main entrance is marked by palm trees.

Directions from East Houston: Take I-10W toward downtown Houston. Take exit 773B toward McCarty Dr. Turn right onto McCarty Dr. Turn right onto Portwall. The first parking lot you see is overflow parking, to get to main visitor parking proceed down Portwall (across RR tracks) to the next entrance at the front of the building. Main entrance is marked by palm trees.

Directions from South Houston: Take I-45N toward downtown Houston. Take exit onto I-610E. Take exit 26A toward I-10W (toward downtown). Take exit 773B toward McCarty Dr. Turn right onto McCarty Dr. Turn right onto Portwall. The first parking lot you see is overflow parking, to get to main visitor parking proceed down Portwall (across RR tracks) to the next entrance at the front of the building. Main entrance is marked by palm trees.