

WILLIAM G. & MARIE SELBY FOUNDATION NUTRITION SERVICES CENTER



Available for Rent Graduations, Banquets, Business Presentations, Cooking Demos, and More

The William G. & Marie Selby Foundation Nutrition Services Center offers a unique experience for any group or organization. Host your end of the school-year event here, conveniently located just two miles from Lecom Park.

FEATURES:

- 4,400 square foot facility
- Maximum Occupancy: 80 people
- Second Floor with Elevator Access
- State of the Art Technology Available with Wi-Fi
- High-definition TVs for Presentation/Slideshow
- Kitchen for Cooking Demonstration

All proceeds benefit Meals on Wheels PLUS of Manatee and its programs.

**For more information or to schedule a tour,
call us at 941-747-4655**



Meals on Wheels PLUS
OF MANATEE

811 23rd Avenue East | Bradenton, FL 34208 | MealsOnWheelsPLUS.org

THE FLORIDA REGISTRATION NUMBER FOR MEALS ON WHEELS PLUS OF MANATEE IS #CH1420. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) OR AT WWW.800HELPFLA.COM WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.



Meals on Wheels PLUS
OF MANATEE



WILLIAM G. & MARIE SELBY FOUNDATION NUTRITION SERVICES CENTER

Dear Friends and Community Partners:

Welcome to the Selby Foundation Nutrition Services Center. Our beautiful, open space venue is the perfect spot to host your special celebrations, company events, or business meetings. This multi-purpose space can accommodate up to 80 guests in a comfortable, attractive setting.

You will work closely with an experienced member of the staff at Meal on Wheels PLUS to plan your event. We partner with local five-star restaurants that will fulfill all your catering needs.

Constructed in 2021, this private rental space is conveniently located in central Manatee County at our main offices off Highway 301. The Nutrition Services Center encompasses the building's second floor and is ADA compliant, has private restrooms, and elevator access. Rental options include tables, chairs, audio/visual equipment, and use of seven large screen smart televisions. In addition, rental agreements include the use of complimentary parking.

The most attractive feature of our rental space is when you book your event with us, you are supporting the programs of Meals on Wheel PLUS of Manatee.

Please contact atowery@mealsonwheelsplus.org for rental information or to schedule a tour of this appealing venue.

Sincerely,

Maribeth Phillips
President & CEO

Meals on Wheels PLUS of Manatee

811 23rd Ave. East | Bradenton, Florida 34208 | 941-747-4655 | MealsOnWheelsPLUS.org



Meals on Wheels **PLUS**
OF MANATEE



WILLIAM G. & MARIE

SELBY FOUNDATION

NUTRITION SERVICES CENTER

Facility Rental Agreement

Event Date and Time: _____

Company Name: _____

Primary Contact: _____

Company Phone: _____ Mobile Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Non-Profit: ☐ Yes ☐ No

Expected Number of Attendees: _____

I understand a Certificate of Insurance (Special Event Insurance) reflecting \$1,000,000 in liability coverage naming Meals on Wheels PLUS of Manatee, Inc. as additional insured is due at time of final payment. _____ Initial

I understand that I am responsible for all food, beverage, trash and personal items be removed from the facility immediately after the event. _____ Initial

Security Deposit: \$300

The security deposit is due with the signed contract. The event date is not officially held until security deposit is received.

The security deposit is refundable within (2) weeks after the event, providing there is no damage to our facility and it is returned to its initial clean condition. The security deposit can be applied to day of event additional costs.

I understand and agree to the terms of the security deposit state above. _____ Initial

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Room Space Rental:

☐ Full Space

☐ Half Space

Special Details: _____

Payment Schedule:

- 50% payment will be applied to card on file 15 weeks prior to event (see below for date)
- Final payment will be applied to card on file 10 weeks prior to event (see below for date)
- See terms and conditions regarding late fees
- Additional charges may be applied on day of event for new requests or services rendered*

**First applied against the deposit, then to card on file if not covered by deposit amount*

Security Deposit	\$300
50% Payment	
Remaining Payment	
Total Amount Due	

I understand and agree to the terms of the Payment Schedule as stated above. _____Initial

Vendor Information:

Please supply your list of your vendors (with contact information) so we know who to let in to our facility on the day of your event.

Type	Company	Contact Name	Phone
Caterer**			
Music/DJ			
Decorator			
Equipment			
Florist			
Other			
Other			

****Preferred vendors for catering are Pier 22, The Grove, Mattisons, O'Bricks, Oak & Stone, and Panera.**

I understand the facility staff is not responsible for arranging or meeting vendors. _____Initial

Meals on Wheels PLUS of Manatee
Signature

Authorized Renter Representative
Signature

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SELBY FOUNDATION NUTRITION SERVICES CENTER

Rental Space Agreement

The primary purpose of the Selby Nutrition Training Center is for the promotion of nutrition education for children and seniors in Manatee County. When not in use, the Center may be used for organizations and individuals in accordance with the agreement noted below.

CATERING must be provided solely by vendors on provided Preferred Vendor List; no personal food or beverages are permitted. All food and beverage must be removed from rental space after event is complete and trash disposed in dumpster outside by caterer or renter.

ALL RENTALS are subject to a 7% sales tax on the total cost of rental unless user provides a valid Sales Tax Exemption Certificate.

REFUNDABLE RESERVATION DEPOSIT of 50% of room fee due at time of reservation to secure reservation.

FINAL PAYMENT is due 10 days prior to the event. If full payment is not received within terms of this contract, Meals on Wheels PLUS of Manatee (MOWP) reserves the right to cancel reservation and retain 50% deposit.

DAMAGE OR LOSS: Meals on Wheels PLUS of Manatee does not assume responsibility for damage or loss of any merchandise or items brought onto the property or for items left after the event.

ALCOHOLIC BEVERAGE: The Division of Alcoholic Beverages and Tobacco regulates the sale of all alcoholic beverages. Meals on Wheels PLUS of Manatee is not licensed to sell and serve alcoholic beverages. Alcoholic beverages may be brought into our establishment and served through a licensed provider from the Preferred Vendor List.

DECORATIONS: Decorations must be approved by MOWP staff. We do not allow open flames of any kind, including candles, glitter, confetti or anything adhered to the walls or floors.

SECURITY: Evening and weekend events require private security at the expense of the Renter. Meals on Wheels PLUS of Manatee will obtain security through the Manatee County Sheriff's Department. The Renter/Customer is responsible for all costs incurred for security.

LIABILITY: Renter agrees to indemnify, defend, and hold Meals on Wheels PLUS of Manatee, Inc. (MOWP), its officers, directors, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises. In the event Meals on Wheels PLUS of Manatee is required to file any action in court in order to enforce any provisions of this agreement, Renter agrees to pay Meals on Wheels PLUS of Manatee all reasonable attorney fees, court fees, and costs of suit incurred by Meals on Wheels PLUS of Manatee, including all collection expenses and interest due.

CANCELLATION: A 30-day cancellation notice is necessary for deposit refund: Final payment(s) will not be refunded within 10 days prior to event.

CONDUCT: There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk or parking lot at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall always use the premises in a considerate manner. Conduct deemed disorderly at the sole discretion of Meals on Wheels PLUS of Manatee employees and its agents shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases, refunds of the event costs will not be available. During events using or selling alcohol, alcoholic beverages must not be taken outside the event space. All legal consequences and ramifications are the sole responsibility of the Renter.

COUNTY, STATE, AND FEDERAL LAWS: Renter agrees to comply with all applicable County, State, and Federal laws and shall conduct no illegal acts on the premises. This is always a drug free and non-smoking facility, and there are no exceptions. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Meals on Wheels PLUS of Manatee reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or insurability of Meals on Wheels PLUS of Manatee or the safety of its staff, guests, or building contents.

ENTRY AND EXIT: Renter agrees that Meals on Wheels PLUS of Manatee staff may enter and exit premises during the course of the event. A representative of Meals on Wheels PLUS of Manatee will be available during your entire event and will be checking periodically with the responsible parties to insure everything is operating correctly. They will also be checking the restrooms, the overall premises, replenishing hand towels, toilet paper, and will be available for questions or to respond to needs or issues that may arise.

LOST AND FOUND: Meals on Wheels PLUS of Manatee takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

LIABILITY INSURANCE: Renter is responsible for leaving the rental space in same clean condition as found at set up. A Certificate of Liability in the amount of \$1,000,000 payable to Meals on Wheels PLUS is required for day of event. Certificate of Liability must be presented seven days prior to rental date.

FEES: See Fee Schedule on Facility Rental Agreement.

I have read and understand the Rental Space Agreement for the Selby Nutrition Services Center located at 811 23rd Ave E., Bradenton, FL 34208. I agree to the terms, policies, and conditions of this agreement:

RENTER:

Name: (Print) _____

Signature: _____

Date: _____

Title: _____

MEALS ON WHEELS PLUS:

Name: Maribeth Phillips

Signature: _____

Date: _____

Title: President & CEO



Meals on Wheels PLUS
OF MANATEE

WILLIAM G. & MARIE SELBY FOUNDATION **NUTRITION SERVICES CENTER**

Rental Space Information and Pricing Sheet

Rentals available Monday through Friday 9:00am – 5:00pm
Evenings and Weekends upon request

Premier Conference and Community Room Rental Space:

- 4,400 square foot facility
- Maximum Occupancy: 80 people
- Second Floor with Elevator Access
- State of the Art Technology Available with Wi-Fi

Space/Accessories/Fees	Pricing
Rental Space	
Full Space	\$125 per hour \$625 full day (six hours)
Half Space	\$75.00 per hour \$375 full day (six hours)
Technology Rental*	\$100.00
Table and Chairs	Complimentary
Podium	Complimentary
Setup Fee (Required)	\$150.00
Clean up Fee (Required)	\$150.00

Use of Seven (7) 75-inch flat screen smart televisions, Webcam 90° View Computer Camera, Plug Play USB Webcam for Calls/Conference, Zoom/Skype/YouTube. Guests can bring their own laptop or iPad for wireless connections to the televisions. **Does not include technician.*