

HOLIDAY CATERING GUIDE 2023



CELEBRATE THE SEASON AT THE TOP OF TAMPA!

Thank you for considering The Tampa Club for your holiday celebration!

Located in the heart of downtown and at the city's highest accessible point, the club offers sweeping panoramic views of downtown Tampa and Tampa Bay, and unparalleled winter sunsets. The Tampa Club will 'elevate' your meeting and event needs by providing an exclusive and unique perspective for celebrating this holiday season and beyond.

Our newly renovated Canopy Ballroom can comfortably accommodate 140 guests for a seated dinner or up to 225 guests for stand-up receptions. All rooms are subject to minimum food and beverage requirements and/or room rental fees.

We look forward to providing you and your guests a holly-jolly holiday experience at The Tampa Club!

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ROOMS WITH A VIEW

The Tampa Club features numerous event spaces, all featuring stunning views from the top of downtown Tampa's Bank of America Plaza. With varying capacities, our meeting & event spaces can accommodate comfortably up to 140 guests in a seated format, or up to 225 standing.

ROOMS/CAPACITY	SEATED	STANDING	NON MEMBER ROOM RENTAL *Per meal period
Canopy Ballroom	140	225	\$1500
Channel View	80	120	\$1200
Channel II/III	40	60	\$750
Channel I	24	36	\$300
Skyline Lounge	40	60	\$500
Crystal Board Room	10	-	\$200
Wine Room	8	-	\$200

HOLIDAY PLATED BREAKFAST & BRUNCH

All Plated Menus Include Regular and Decaffeinated Coffee, Tea and Orange Juice

DECK THE HALLS | \$41 PER PERSON

Freshly Baked Pastries and Croissants Served Family Style | Assorted Jams and Jellies | Whipped Butter

> **Sliced Seasonal Fruit and Yogurt Parfait** Vanilla Yogurt | House Granola | Fresh Mint

> > CHOICE OF (1) ENTREE

Eggs Benedict Toasted Muffin | Chive Hollandaise | Charred Asparagus

> Farm Fresh Scrambled Eggs Freshly Cracked Eggs | Chives

Holiday Cherries Jubilee French Toast Vanilla Cream Batter | Rum | Fresh Cherry Chutney

SIDES:

Home Fried Potatoes Fingerling Potatoes | Fresh Herbs | Onions and Peppers

Crispy Bacon OR Sausage Links Applewood Smoked Bacon | Sage Cured Sausage

***BUILD A LIMITED MENU**

Guests will select their Entrée at the start of Service Choose up to (3) Entrees for guest to choose from | Entree Counts Must Be Provided in Advance

HOLIDAY BREAKFAST & BRUNCH BUFFET

All Buffet Menus Include Regular and Decaffeinated Coffee, Tea and Orange Juice

OH SO MERRY | \$56 PER PERSON

Sliced Fruit Platter Seasonal Fresh Fruit

Eggnog Yogurt Parfait Shooters House Eggnog | Nutmeg | Granola

Farm Fresh Scrambled Eggs Freshly Cracked Eggs | Chives

CHOICE OF (2) BRUNCH ENTREES

Crispy Chicken and Waffles Tabasco Maple Glaze

Quiche Holiday Turkey | Spinach | Cheddar | Roasted Tomato

> **Cherry Glazed Sliced Ham** Dried Cherry | Chipotle | Pineapple

Home Fried Potatoes Fingerling Potatoes | Fresh Herbs | Onions and Peppers

> Crispy Bacon and Sausage Links Applewood Smoked | Sage Cured

Butternut Squash and Brussels Sprout Hash Brown Butter | Crisp Sage | Agave

Freshly Baked Pastries and Christmas Cookies Assorted Jams and Jellies | Whipped Butter

HOLIDAY PLATED DINNERS

All Plated Dinner Menus includes Fresh Baked Rolls & Butter, Regular and Decaffeinated Coffee, (1) Salad, (1) Entrée and (1) House-Made Dessert

*Build a Limited Menu | Choose up to (3) Entrees for guest to choose from Entrée Counts must be provided in advance

O'TANNENBAUM | \$64 PER PERSON

CHOICE OF (1) SALAD

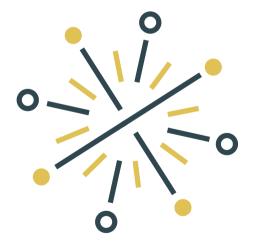
Apple, Baby Kale and Butternut Squash Salad Cinnamon Roasted Squash, Pumpkin Seed, Goat Cheese and Pomegranate Dressing Tampa Club Salad Mixed Greens, Tomato, Pickled Red Onion, Cucumber and Champagne Vinaigrette Signature Caesar Chopped Romaine Lettuce, Grated Parmesan Cheese, Croutons and House-Made Caesar Dressing The Top of Tampa Wedge Salad Iceberg Lettuce, Bleu Cheese, Tomato, Cucumber, and Bacon

CHOICE OF (1) ENTRÉE

Roast Chicken Dried Cherry Gastrique, Butternut Squash, Asparagus Cranberry Balsamic Glazed Salmon White Cheddar Risotto, Rainbow Chard Peppercorn Dusted Tenderloin Truffle Whipped Potato, Espresso Jus, Honey Glazed Carrot Zucchini Rollatini (VG) Saffron Tomato, Pesto, Pumpkin Risotto

CHOICE OF (1) HOUSE-MADE DESSERT

Chocolate Peppermint Cake Candy Cane Mousse Tart Cranberry Peach Cobbler



THE HOLLY AND THE IVY | \$80

CHOICE OF (1) SALAD

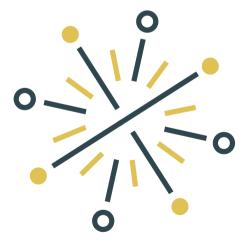
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CHOICE OF (1) ENTRÉE

Filet Mignon Cabernet Demi-glace, Asparagus, Whipped Potato Sea Bass Parmesan Polenta, Roasted Broccolini, Dried Lemon Cranberry Piccata Pork Chop Woodford Apple BBQ Glaze, Green Bean Almandine, Sweet Potato Purée Harissa Rubbed Cauliflower Steak (VG) Roast Beet Risotto, Tofu Coconut "Cream" Pumpkin Risotto (VG) Roasted Pumpkin, Toasted Pumpkin Seeds, Blueberry Jam

CHOICE OF (1) HOUSE-MADE DESSERT

Chocolate Peppermint Cake Candy Cane Mousse Tart Cranberry Peach Cobbler



HOLIDAY BUFFET MENUS

All Buffet Dinner Menus includes Fresh Baked Rolls & Butter, Regular and Decaffeinated Coffee, and a Display of Chef's House-Made Mini Holiday Desserts

SO MUCH JOY | \$71 PER PERSON

BAYSHORE BLEU SALAD

Roasted Apples, Peaches, and Pears in Fresh Crisp Heirloom Greens Tossed With Walnut Vinaigrette and Fresh Bleu Cheese Crumbles

SLICED PORK LOIN

Apple Brined with Calvados Jus

ROASTED CHICKEN

In a Wild Mushroom Marsala Sauce with Fresh Thyme

ROAST BUTTERNUT SQUASH HASH

With Pancetta, Dried Cherry, and Candied Pecan

FIRE GRILLED ASPARAGUS

Balsamic, Oregano, and Parmesan

OH WHAT FUN | \$80 per person

CRANBERRY AND PUMPKIN KALE SALAD

Cranberry Vinaigrette, Roasted Butternut Squash, Pickled Onion, Goat Cheese, and Baby Kale

NEW YORK STRIP LOIN

Peppercorn Cream Sauce

ΜΑΗΙ ΜΑΗΙ

With Shrimp Scampi Sauce

ROASTED TRIO FINGERLING POTATOES

Garlic Rosemary Butter

TRIO CARNIVAL CAULIFLOWER

With Roast Red Pepper and Basil

HOLIDAY BUFFET MENUS

ALL IS BRIGHT | \$95 Per Person

ROASTED BEET AND TOMATO SALAD Fresh Feta Cheese and Blood Orange Vinaigrette

CRISPY SKINNED CHICKEN BREAST

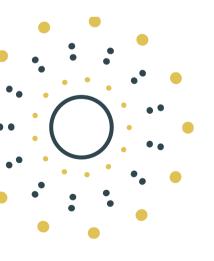
Saffron and Citrus Cream

SLICED TENDERLOIN MEDALLIONS Mushroom Cabernet Demi-Glace

GULF GROUPER Roasted Tomato and Caper Sauce

> WHIPPED POTATOES Roasted Garlic

GLAZED CARROTS Honey and Dill







BUFFET & STATION ENHANCEMENTS DISPLAYED FAMILY STYLE

 TAMPA CLUB SALAD | \$7 PER PERSON

 Mixed Greens | Tomatoes | Pickled Red Onion | Cucumber | Champagne Vinaigrette

SIGNATURE CAESAR | \$7 PER PERSON Chopped Romaine | Grated Parmesan Cheese | Croutons | Caesar Dressing

TOP OF TAMPA WEDGE SALAD | \$7 PER PERSON Iceberg Lettuce | Blue Cheese | Tomato | Cucumber | Bacon | Blue Cheese Dressing

GARLIC WHIPPED POTATOES | \$8 PER PERSON

PARMESAN TRUFFLE POTATOES | \$9 PER PERSON

BLUE CHEESE GRITS | \$8 PER PERSON

CREAMED SPINACH | \$8 PER PERSON

CHEF'S CHOICE SEASONAL VEGETABLES | \$7 PER PERSON

BRUSSELS SPROUTS | \$9 PER PERSON

MAC & CHEESE | \$8 PER PERSON

VEGETABLE PRIMAVERA PASTA | \$8 PER PERSON Garlic Cream | Fresh Basil | Seasonal Vegetables

BAKED ZITI | \$10 PER PERSON Tomato | Beef | Ricotta | Mozzarella

LOBSTER RAVIOLI | \$14 PER PERSON Saffron Tomato Cream | Spinach | Parmesan

*Pricing is based on a maximum of 1.5 hours service

HOLIDAY BITES

CRAB STUFFED MUSHROOMS | \$60 PER DOZEN Wine Scampi Sauce

BACON WRAPPED SCALLOP | \$84 PER DOZEN Lemon Saffron Aioli

BACON WRAPPED SHRIMP | \$84 PER DOZEN Espresso BBQ Aioli

TUNA NACHO | \$62 PER DOZEN Seaweed | Wasabi Avocado | Crisp Wonton

SHRIMP AND GRITS | \$84 PER DOZEN White Cheddar | Red Eye Aioli

COCKTAIL SHRIMP | \$72 PER DOZEN Bloody Mary Shooter

CHARCUTERIE SKEWER | \$50 PER DOZEN Artisan Cheese | Cured Meat | Olive

SHORT RIB ARANCINI | \$74 PER DOZEN Dried Tomato Pesto

ALL AMERICAN BURGER SLIDERS | \$74 PER DOZEN Pickle | Mustard | Cheese **CUBAN SPRING ROLL | \$64 PER DOZEN** Black Bean Sofrito Dipping Sauce

BACON WRAPPED DATE | \$72 PER DOZEN Chorizo Stuffed | Maple Lavender | Lemon Glaze

BBQ LAMB LOLLIPOPS | \$96 PER DOZEN Guava Sriracha Glaze

HOT CHICKEN AND WAFFLE | \$72 PER DOZEN Nashville Style | Tabasco Maple Glaze

CHICKEN TANDOORI SKEWER | \$64 PER DOZEN Wasabi Yogurt

PHYLLO-WRAPPED SPANAKOPITA | \$48 PER DOZEN Fire Roasted Red Pepper Tzatziki

WATERMELON MINT & FETA SKEWERS (V) | \$60 PER DOZEN

CRUDITÉ VEGETABLES CUPS (VG) | \$60 PER DOZEN Strawberry Balsamic Vinaigrette

FRENCH ONION WONTON POPPER (V) | \$62 PER DOZEN Caramelized Onion and Cheese in a Crispy Shell

MARGHERITA FLATBREAD (V) | \$60 PER DOZEN Sourdough | Tomato Jam | Mozzarella Fresh Basil | Balsamic Glaze

CAPRESE SKEWER (V) | \$50 PER DOZEN Heirloom Tomato | Soft Mozzarella Fresh Basil | Balsamic Aioli

HOLIDAY DISPLAYS

CHARCUTERIE BOARD DISPLAY \$18 PER PERSON

Selection of Artisan and Locally Sourced Meats and Cheeses Presented Artistically For your Pleasure. Along With an Assortment of Fruits, Nuts, Sweet and Sour Accoutrement to Pair with Freshly Baked Crostini Breads and Crackers

VEGETABLE PLATTER \$8 PER PERSON

An Assortment of What's in Season at the Farmer's Market Artfully Prepared Raw, Roasted and Grilled for your Enjoyment

HOUSE CURED SALMON BOARD \$12 PER PERSON

Sliced Thin and Served with Bagel Chips and Crostini Cured Lemon | Capers | House Boursin

SHRIMP COCKTAIL PLATTER \$18 PER PERSON

Old Bay Boil | Lemon Remoulade | Citrus Cocktail Sauce | Tabasco Mignonette

SEAFOOD PLATTER \$27 PER PERSON

With In Season Seafood, Shellfish, and Crustaceans Cold Poached Cocktail Style with an Assortment of Sauces, Mustards, and Remoulade

SEASONAL VEGETABLE CRUDITÉS PLATTER \$9 PER PERSON

Dill crema and Strawberry Balsamic vinaigrette

MEDITERRANEAN MEZZE PLATTER \$14 PER PERSON

Red pepper Aioli, Hummus, Tzatziki, Olive Tapenade, Israeli Cous Cous, Baba Ganash, and Pita Bread

SLIDER STATION \$16 PER PERSON

American Style Hamburgers, Crispy Fried Chicken, Maryland Style Cakes With an Assortment of Sauces, Remoulades, Mustards, Relish, and Aioli

BRUSCHETTA \$12 PER PERSON

Classic Tomato, Roasted Peach and Brie, Truffled Mushroom, and Watermelon and Feta

SUSHI TUNA PLATTER \$22 PER PERSON

Wasabi, Pickled Ginger, Seaweed, Soy Ginger, Sriracha Mayo, Crispy Wonton, Sesame Noodle Salad, Sesame Rice Balls, and Bibb Lettuce Wrap

CHICKEN TENDERS | \$18 PER PERSON

Buttermilk and Salt and Pepper Battered with Honey Mustard, Ranch Dressing, and Buffalo Dipping Sauce

FLATBREAD STONE DISPLAY | \$20 PER PERSON

Mango BBQ Chicken | Truffle Mushroom (Vegan) | Margarita Florentine | Pepperoni

*Pricing is based on a maximum of 1.5 hours service



CARVING STATIONS | Warm Rolls and Jus and Traditional Chutneys

Rosemary Roasted Prime Rib | Feeds 25 people | \$375 each

BBQ Beef Brisket | Feeds 15 people |\$200 each

Sage Roasted Turkey Breast | Feeds 30 people | \$275 each

Apple Brined Pork Loin | Feeds 20 people |\$300 each

Luau Whole Pig | Feeds 40 people | \$675 each

ACTIONS STATIONS

Traditional Choose Your Own Pasta Station \$31 Per Person Penne | Gnocchi | Tomato | Pepper | Garlic | Mushroom | Onion Chicken | Beef | Meatball | Shrimp | Broccoli | Spinach | Tofu | Olive | Basil Red Pepper Flakes | Parmesan | Alfredo | Pomodoro | Pesto | Ala Vodka

Build Your Own Mac and Cheese Station \$26 Per Person Bacon | Jalapeño | Chicken | Ham | Smoked Pork | Shrimp Broccoli | Truffle | Chipotle | Bleu Cheese

Pick What you Want Potato Bar \$19 Per Person Baked Russet Potatoes | Sweet Potatoes | Roast Fingerling | Whipped Potatoes Whipped Butter | Sour cream | Bacon | Cheddar | Scallion | Cinnamon | Honey | Truffle

*Pricing is based on a maximum of 1.5 hours service

AND TO ALL, A GOOD NIGHT STATIONARY SWEETS

Ice Cream Bar | \$18 Per Person

Chocolate, Vanilla and Peppermint Ice Cream, Peanuts, Candied Walnuts, M&Ms, Oreo Crumbles, Chocolate Chips, Cherries, Strawberry Sauce, Hot Fudge, Whipped Cream *Chef Attendant Fee will Apply

Bananas Foster or Cherries Jubilee | \$21 Per Person

Flambé to Order, Served Up with Vanilla Ice Cream **Chef Attendant Fee will Apply*

Belgian Chocolate Fondue Station | \$15 Per Person

Fruit Skewers, Oreo Cookies, Churros, Mini Donuts, Pound Cake, Pretzels, Potato Chips and Bacon

Christmas Cookie Display | \$25 Per Dozen

Chef's Seasonal Assortment of Cookies and Sweet Treats

Petit Fours or French Macarons | \$42 Per Dozen

* Pricing is based on a maximum of 1.5 hours service

BANQUET BAR PACKAGES & PRICING

HOSTED BAR PER CONSUMPTION

Minimum (1) Bar Per 100 Guests | Charged Per Drink Consumed | \$125 Bartender Fee Per Bar

SELF-PAY/CASH BAR

Minimum (1) Bar Per 100 Guests | Charged Per Drink | \$125 Bartender Fee Per Bar All transactions must be made by Credit Card – No Cash Accepted

OPEN BAR PACKAGES

Minimum (1) Bar Per 100 Guests | Charged Per Hour | \$125 Bartender Fee Per Bar

PREMIUM CLUB LIQUORS

BAR PRICING	1 HOUR	2 HOUR	3 HOUR	4 HOUR	CONSUMPTION
Premium Club Liquor Super Premium Club Liquor Club Wines	18 24 -	27 34	36 44 -	45 54 -	9 12 7
Premium Wines Beer	-	-	-	-	- 6
Beer & Wine Bar Brunch Bar Soft Bar	14 14 6	21 21 10	28 28 14	35 35 18	- - 3
	0	10		10	5

SUPER PREMIUM CIUB LIQUORS

	PREMIUM CLUB LIQUORS	SUPER PREMIUM CLUB LIQUORS		
LIQUORS	Wheatley Vodka Tanqueray Gin Captain Morgan Spiced Rum Bacardi White Rum Dewar's Scotch Bench Mark by Buffalo Trace Milagros Silver Tequila	Grey Goose Vodka Bombay Sapphire Gin Flor de Cana White Rum Sailor Jerry Spiced Rum Crown Royal Whiskey JW Black Scotch Woodfood Reserve Bourbon el Jimador Tequila		
WINES	CLUB WINES	PREMIUM WINES		
	Chardonnay Pinot Grigio Sauvignon Blanc Cabernet Sauvignon Pinot Noir	See Current Wine List Priced per bottle*		
BEERS	Miller Lite, Michelob Ultra, Stella Artois, Yuengling, and Local Craft Beers, Kaliber N/A			
BRUNCH BAR	Bloody Marys, Champagne & Mimosa Mixers, Soft Drinks			
SOFT BAR	Non alcoholic Soft Drinks, Juices, Iced Tea			

SIP, SIP, HOORAY - IT'S THE HOLIDAYS!

SEASONAL SIPS \$12 PER DRINK ON CONSUMPTION

Available on your event bar by request in advance only

Poinsettia Champagne Cocktail Prosecco, Triple Sec, Cranberry Juice and Orange Twist

Pomegranate Cosmo

Vodka, Fresh Lime, Pomegranate Juice & Citrus Twist

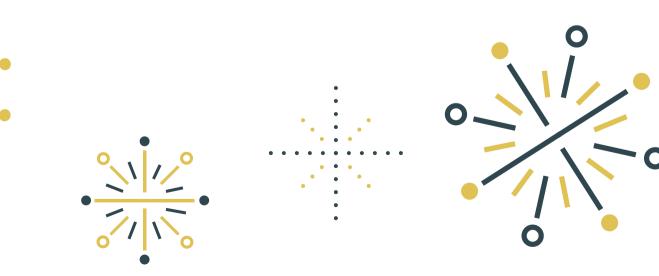
Winter White Cosmo

Vodka, Cointreau, Fresh Lime and White Cranberry Juice, Frozen Cranberries, Rosemary

Spiced Old Fashioned Bourbon, Cinnamon Bitters, Simply Syrup

Night Caps | \$10 per drink on consumption

Available on your event bar by request in advance only Bailey's, Amaretto, Sambucca, Kahlua, Frangelico, Grand Marnier & Cointreau



PRIVATE EVENT POLICIES & INFORMATION

ROOM RENTAL & FOOD AND BEVERAGE MINIMUMS

Tampa Club members enjoy complimentary Room Rental for all Private Events. Members have the privilege of sponsoring a friend, family member or associate for events at The Club. Sponsored events will be charged a reduced Room Rental Fee. Non members are welcome to host private events at the Tampa Club, but will be subject to full non member Room Rental fees. See Room Rental fee schedule.

CONTRACT & BANQUET EVENT ORDER

All events require a signed Private Event Agreement and Banquet Event Order (BEO) to confirm a private event booking.

DEPOSITS & PAYMENTS

Pre-paid deposits are required for all private event bookings per the deposit schedule below. Once a deposit is received and recorded, it is NONREFUNDABLE.

- Member events under \$2,500 do not require a deposit, and may be guaranteed by a member account.
- Non member events under \$2,500 will require a 25% deposit at the time of booking and final payment 72 hours prior to the event.
- All events over \$2,500 require a 25% deposit at the time of booking and final payment 72 hours prior to the event.
- All events over \$2,500 must be paid with a credit card or check in advance of the event and cannot be charged to a member account.
- All events over \$10,000 require a 25% deposit at the time of booking, an additional deposit equal to 50% of the estimated total 60 days in advance of the event. If the event is booked within 60 days of the event, 50% is due at the time of booking. Final payment is due 72 hours prior to the event.

SERVICE CHARGE

All food and beverage charges are subject to 22% service charge and 7.5% sales tax (Please note that all service charges are taxable.)

TAX EXEMPT

In order to receive waived sales taxes for private events, a valid form DR-14 sales tax exemption certificate from the State of Florida must be provided. A letter of federal tax exemption will not suffice. The name of the tax exempt entity must be on the state tax exempt form. If the payment is being made by check, the check must have the name of the tax exempt entity on it and made payable to The Tampa Club. All payments must be from tax exempt entities.

MENU PLANNING AND PRICING

The Tampa Club banquet menu is a great foundation for structuring the menu of your private event, however, our Executive Chef would be delighted to prepare any menu you may desire. To allow adequate time for preparation, menu plans must be completed a minimum of two weeks in advance. The Club requires a set menu for parties over 15 guests in order for the club to provide the best event experience. Due to regular fluctuations in food costs, the quoted prices are subject to change, with notice, until confirmation of a menu.

FOOD & BEVERAGE

All food served must be supplied by The Tampa Club and must remain on The Club premises. Banquet food served in Buffet format cannot be taken from the Club due to food-safety regulations. Third-party catering is not permitted without expressed permission from the Club's Private Events Director & General Manager. The exception to the above policy relates to special occasion cakes which mush be provided by a third-party bakery. As a licensee, The Tampa Club is responsible for the sale and service of alcoholic beverages in accordance with the Florida Liquor Control Board. Therefore, it is policy that all alcoholic beverages be supplied by The Club. Alcoholic beverages will not be consumed by persons under the age of twenty-one. The Club reserves the right to refuse service to any person that appears intoxicated.

GUEST GUARANTEES

A guarantee is required for all meal functions. The reassignment of a meeting or dining room space due to an increase or decrease in guest count remains at the discretion of the Tampa Club. Your final guest count must be received by the Catering Office 72 hours prior to the function date by 2pm. The Club can accommodate up to a 10% increase from the guarantee number, anything over that is at the discretion of The Club and/or product availability. In no case, will the Club allow for a reduction in the guarantee number within this period prior to the function. Final billing will be charged according to the guaranteed number of guests or the actual number of guests, whichever is greater. In the event that a guarantee is NOT provided, the original estimated attendance or the actual number of guests, whichever is greater, will be used for final billing.

SMOKING

In November 2002 Florida voters approved a constitutional amendment that bans smoking in enclosed indoor workplaces. The Tampa Club is in full compliance with the law.

DRESS CODE

Attire throughout the Tampa Club is business casual. Jackets are not required for gentlemen. The dress code stipulates no faded or torn jeans, midriff, t-shirts, shorts, tennis shoes or flip flops. The dress code is for members, their Guests, and contracted labor. Management has the right to refuse entry to any violators. Please note that members or their guests not following the dress code may be asked to leave. The dress code applies to all private events, please remember to mention it to your guests.

LIABILITY

The Tampa Club reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. Decorating may be done with approval and removed the night of the function. No staples, adhesives or confetti are allowed. The Club does not assume responsibility for personal belongings, gifts, any merchandise, decorations or equipment left in The Club prior to, during or after a function. Please assign a personal attendant to gather such items.

FORCE MAJEURE/WEATHER

The Tampa Club reserves the right to cancel at any time during a hurricane warning or watch posted by the National Hurricane Center. The Tampa Club shall not be liable for failure to complete a function due to strikes, accidents, natural disasters or other causes beyond its control. In case of cancellation by the event client, deposits are non-refundable, but the member or host may choose to reschedule the event within one year of the original booking date.

ROOM SET UP

A set up time can be requested up to two hours before your event. Please notify the Catering Office if this time is needed. Please communicate the specifics of your event needs with regard to room layout. Changes in set up within 72 hours of the event may be subject to a \$250 Re-Set Fee.

THIRD-PARTY VENDORS

We highly recommend our preferred vendors as they are familiar with our facilities and partner well with The Tampa Club. All third-party vendors must provide The Tampa Club proof of liability insurance prior to working any event. Vendors with large deliveries or large vehicles will need to access The Club through the loading dock and service elevator off of Jackson Street. Please contact the Catering Office if a vendor's vehicle, who is staying the entirety of the event, cannot fit in the parking garage. Alternative arrangements can be made but must be coordinated in advance.

SECURITY

Optional building Security personnel is strongly recommended for groups over 100 guests, though not required. The host can select to have the security guard at the ground floor or sky bridge entrance to help with guest arrival. The 2nd guard will be in the command center to assist with guests entering the building. The current rate is \$300 for four hours. Should the host want an additional guard to help at the second entrance point it will be \$150 extra. Anything over four hours will require additional fees.