

**D|3**

**Building  
Policies**

**Introduction** Licensee agrees to the policies and procedures of District 3, Inc., and all applicable city, state and federal laws pertaining to fire codes, food safety, public safety, liquor laws, insurance and other public facility laws. District 3, Inc., reserves the right to alter and/or amend these policies as an extension of the Event Contract.

## General Building Policies

**Abandoned Property** Any property unclaimed after forty-eight (48) hours following the termination of the Event Contract will be considered abandoned by the Client, its contractors or exhibitors. District 3 may take possession of it and treat it as its own or dispose of such property without liability. The Client shall be responsible for any cost incurred, including but not limited to, storage and/or disposal of the abandoned property.

**Air Conditioning/Heating** The pricing outlined in the Event Contract includes climate control for the Contract's stated event hours and any pre-arranged load-in and/or load-out times. All exterior doors must remain closed during load-in and load-out. Only the doors serving as the main entrance, as outlined in the Event Contract, may be open during prescribed event hours.

**Alcohol** District 3 is the exclusive provider of all alcohol in the building. No alcohol from outside the venue is allowed unless arrangements are made in advance as part of the Event Contract for clients working with a liquor sponsor or sampling/tasting event. No alcohol sales to anyone under 21 years of age.

**Animals** Animals that are part of any event are permitted with proper insurance. Service animals must be leashed or within voice command. Owners are responsible for any animal actions as well as the cleanup and disposal of any waste.

**Balloons** Balloons cannot be provided as a give-away item at any event. For balloons as a decoration, refer to the Decorations section.

**Box Office** Clients are responsible for their own ticketing sales and operations. For day-of sales in The Main Room, District 3 can provide access to the ticket booth at the main entrance. For other rooms, arrangements for tables or other equipment for ticketing purposes can be made in advance at an additional cost that will be part of the Event Contract.

**Cancellation** Clients forfeit any deposits for events cancelled after the deadline set in the Event Contract.

**Caterers** District 3 has a list of preferred caterers, which is posted on the Web site. District 3 prefers food service be contracted through one of these vendors. Clients wishing to use a caterer not on this list must obtain advance approval.

<b>Children</b>	Children under 16 years of age are not allowed in the facility during any load-in or load-out activities. Children under 18 years of age are allowed as guests only if proper chaperoning is provided and liquor at bar service points is secured.
<b>Contractors/Vendors</b>	All contractors, including but not limited to, vendors, decorators, caterers and entertainers must produce proof of insurance to conduct business activities within District 3. District 3 is not liable for any payments due to contractors hired by the client.
<b>Copyrights</b>	Client shall not perform, produce, exhibit or use any copyright protected work without proper licensing agreements. Additionally, Client will not reproduce, exhibit or use the name of any copyright protected entity without written permission from the copyright or trademark holder. Client shall indemnify and hold District 3 and its representatives harmless from all liability, costs and claims, losses and/or damages (including court costs and attorney's fees) with respect to such copyright or trademark rights and infringements involving the event.
<b>Discrimination</b>	Client shall not discriminate against any person because of sex, race, religion, ancestry, national origin, disability, class, physical attribute, sexual orientation or gender identity. Client shall not directly or indirectly display, circulate, publicize or mail any advertisements, notices or other communications, which state or imply that access to District 3 or services shall be refused or restricted due to any discriminatory action.
<b>Decorations</b>	Nothing can be affixed or attached to walls, wall panels, columns, doors, ceilings, floors, bars, sound equipment, furniture or staging without prior written permission from District 3. This includes, but is not limited to, adhesive decals, stickers, tape, nails, pushpins, spray mount, screws, staples, glue and Velcro. Nothing may be leaned against walls, wall panels, columns, bars, sound equipment, furniture or staging. Client will be responsible for any expenses associated with repair(s) for non-compliance with this policy. Decorating with balloons, glitter, confetti or birdseed is allowed with written permission from District 3 and with appropriate cleanup arrangements. No rice can be thrown during any event on District 3 property.
<b>Exclusive Services</b>	District 3 retains exclusive rights to provide staffing for the following services: <ul style="list-style-type: none"><li>• Cleaning crews</li><li>• Emergency/first aid/medical personnel</li><li>• Fire watch</li><li>• In-house sounds and lights</li><li>• Rigging</li><li>• Sales and serving of all beverages</li><li>• Security (including off-duty officers)</li><li>• Utilities (air conditioning, heat, plumbing, telephone, cable, Internet, water)</li></ul>

<b>Expenses</b>	Extra expenses will be submitted to Client and must be returned to District 3 with approval signature no later than seven (7) days prior to the event's contracted start date. All extra expenses must be paid no less than three (3) days prior to the start of the event contract.
<b>First Aid/Medical</b>	Event activities and/or attendance may require on-site first aid services at the Client's expense.
<b>Fire Watch</b>	Event activities and/or attendance may require fire watch during the event and/or a pre-event fire inspection. Any such service is at the Client's expense.
<b>Floor Plans</b>	<p>All floor plans must be submitted for approval at least fourteen (14) days prior to event start. Plans must be drawn to scale and clearly indicate size and to-scale placement of all:</p> <ul style="list-style-type: none"><li>• Staging and entertainment</li><li>• Furniture and/or furniture risers</li><li>• Pipe and drape</li><li>• Other decorations and/or signage</li><li>• Entrance and exits</li><li>• Registration area(s)</li><li>• Food table(s) for both the attendees and catering prep areas</li><li>• Special lighting requirements</li></ul> <p>Considerations when designing a floor plan for District 3:</p> <ul style="list-style-type: none"><li>• Entrances and exits require a 20-foot minimum clearance</li><li>• A guest cannot travel more than 200 feet to an exit</li><li>• No exhibit, table or other equipment can be set up with ten (10) feet of any public restroom</li></ul>
<b>Floor Protection</b>	Floors must be protected from all the use or movement of all equipment, crates, decorations, furniture or other decorations. Client is responsible for the removal of any tape or other medium used to mark areas for set-up. The use of carpet, duct, gaffer or other high residual tape on District 3's floors is permitted with advance authorization.
<b>Food</b>	No open flame cooking is allowed. Caterers must have appropriate food service licensing and a signed Catering Indemnity Form before food service can commence. All warming equipment must be UL listed. Caterers are responsible for all cleanups after event.
<b>Freight</b>	District 3 does not accept freight deliveries in advance of any event. If a postal or express mail delivery is required, advance arrangements must be made. District 3 cannot be held responsible for any lost or damaged contents. Consequently, District 3 will not sign for any "signature required" packages.

<b>Gratuities</b>	Other than bar or service staff tipped by patrons, District 3 personnel are not allowed to accept any gratuities, gifts, tickets, advances, loans or any other favors from any Client.
<b>Housekeeping</b>	As part of the price detailed in the Event Contract, District 3 agrees to provide a clean venue and post-event clean up. Charges for additional cleaning after a load-in or for extreme activities during an event will be included in the Event Contract. During event hours, basic cleaning and servicing of the restrooms is included in the Event Contract price.
<b>Hurricane Clause</b>	Should a hurricane watch or warning be posted by the National Hurricane Center, the client may cancel the event, but no deposits can be returned. Client may reschedule the event within the next calendar year and all deposits will be applied to that new event. Any expenses incurred by District 3 on behalf of the client will still be due in full and will not be applied to the future contract.
<b>Identification</b>	Client is responsible for all staff and volunteers to be properly identified with badges, t-shirts, stickers or other identifiers. If a Client's staff or volunteers are not properly identified, District 3 security retains rights to ask said personnel to report to the Client's on-site representative to secure identification or removal from building.
<b>Insurance</b>	<p>All clients must secure a certificate of insurance naming District 3, Inc., and 802 East Whiting Street as an additional insured. The certificate must include:</p> <ul style="list-style-type: none"><li>• Commercial General Liability: Additional insured minimum limits: \$1,000,000 each occurrence; \$1,000,000 general aggregate</li><li>• Workers compensation: Statutory limits, including employee liability</li><li>• Property Damage: Loss payee and, depending upon terms and areas covered by Event Contract, third party property damage, props, sets, wardrobe and equipment rental</li><li>• Non-owned/hired vehicles</li><li>• Auto/physical damage</li></ul>
<b>Keys</b>	District 3 will not provide keys to any locked areas to any Client for any reason.
<b>Noise</b>	District 3 must approve all sound levels and equipment. Clients must adhere to all City of Tampa noise ordinances and District 3 reserves the right to further limit the volume of any audio for any reason.
<b>OSHA</b>	All clients, contractors and vendors must comply with the Occupational Safety Health Act (OSHA).
<b>Parking</b>	Parking in the lots and metered street spaced is controlled by private vendors and the City of Tampa. District 3 does not control parking venues and is not responsible for any parking tickets, towed vehicles or damaged vehicles. A limited amount of parking is available in District 3's lot behind

the building. If reserved parking is required, advance arrangements can be made for load-in and night of activities.

**Signs/Banners**

Signs and banners can only be installed by District 3 personnel. Placement and placement methods must have prior approval and be indicated on the approved floor plan.

**Smoking**

District 3 does allow smoking, but can accommodate clients that wish to make their event smoke-free.

**Sound Check**

Only authorized personnel are permitted to operate District 3's sound and light systems. District 3 technicians will guide all DJs and entertainer road crews on all operating systems and grant permission for restrict use as applicable.

**Storage**

Storage space at District 3 is limited and must be agreed upon within the Event Contract. Should Client's storage needs exceed District 3's capacity, client will need to, at their expense, make off-site storage arrangements. No stored item(s) shall block any doorway, fire exit route or exit ramps.

**Rigging**

All rigging plots – including location(s) and weight load(s) – must be submitted at least fourteen (14) days prior to load-in day and approved by District 3. Rigging plans submitted less than fourteen (14) days out are subject to a \$100 expedited service fee. Rigging can only be installed and removed by District 3 staff.