

St. Louis Area Foodbank
Hunger Engagement Center
Reservation Information

Hours of Operation

Weekdays 9 a.m. – 4 p.m.

(Please note: Foodbank operations end at 4:00 p.m.; special events should conclude before 4 p.m. to allow for cleanup and departure before Foodbank closing)

Rooms, Occupancy, & Seating

Tables: 26

Chairs: 180

Please see room charts for additional information.

(Up to 10 rectangular tables are also available for seating, buffet lines, presentation materials, etc.)

Accessibility

The HEC is located on the 2nd floor and is accessible by elevator.

The HEC includes a handicap accessible water fountain as well as bathroom facilities.

Parking

Parking for parties of 50 guests or more requires the assistance of a parking attendant (provided by SLAFB) and incurs an additional \$10 fee.

Front Administrative Lot – 4 handicap spaces

Volunteer Lot – 80 spaces

Back Lot – 80 spaces

Audio / Visual

Each room / quadrant comes equipped with a ceiling-mounted projector and mechanized screen for presentations. Laptops (PC; Windows 7) are available for loading presentation materials.

Larger room reservations may make use of more than one screen. Large room presentations may be facilitated through the podium laptop installed on stage. Wireless remotes, wireless microphones, and the podium microphone are also available.

All audio / visual requirements and materials should be submitted (via email or flash drive) in advance to ensure the files and equipment are in working order.

Available Amenities

Beverages:

Coffee

Kitchen:

Sink

Microwave Oven

Refrigerator with Freezer

Ice Maker

Dishwasher

Limited Paper Supplies (disposable coffee cups, paper towels, etc.)

8 Ceramic Mugs

Third-Party Vendors

Third-party vendors are welcome at the St. Louis Area Foodbank and may make use of the prep space in the Hunger Engagement Center. Please note that the prep space **does not** include an oven or stove top. **The HEC is equipped with very basic supplies. Please ensure that your vendor will provide all necessary serving and dining materials.**

Frying is not allowed in the Hunger Engagement Center.

Sterno cans are permitted for catered events.

Alcohol is not permitted in the Hunger Engagement Center.

Please plan to submit vendor contact information and proof of insurance to your SLAFB liaison in advance of your event. Parties are responsible for coordinating pick-up, drop-off, and clean-up with vendors for regular operating hours. Leftover materials or rental items left on SLAFB property may result in an additional service charge.

Insurance Requirements

Events held in the Hunger Engagement Center require insurance coverage. Depending on the nature of the event, one or all of the following certificates of insurance may be required:

Commercial Liability: \$1,000,000 per occurrence

Worker's Compensation: \$500,000 per occurrence

Automobile Liability: \$1,000,000 per occurrence

Foodbank Services

Foodbank staff are happy to offer tours, general presentations, and/or educational programming schedule-permitting at no additional charge. Volunteer opportunities may be available depending on group size and availability.

Please request Foodbank related activities in advance with your event registration so that we may make every effort to accommodate your group.

Required Paperwork

Event Information Form
Building Use Agreement
Certificate(s) of Insurance

General Rules & Restrictions

Fundraising, political campaign, and media events are not permitted in the Hunger Engagement Center. Corporate, non-profit, educational, and social events are welcome on a case by case basis.

Please: NO alcohol
 NO open flames
 NO frying

Contact Information

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