SPECIAL EVENTS

PACKAGE

FIU Kovens Conference Center
Florida International University
Package Contents

Ballroom accommodates up to 360 (banquet style) and 550 (reception style).

All packages include:

- 5 Hour Rental of our stunning Bayview Ballroom and our Grand Terrace with breathtaking views of Biscayne Bay
- Choice of one (1) special event menu
- 72” round tables with 85” white overlay linen
- Buffet tables as needed, with white table cloths and black skirting
- Dedicated Event Manager
- Dedicated Parking for all guests (Valet available for additional fee)
  - Guests will need to pre-register their vehicles. A link will be provided in advance and be made available on the day of the event.
  - Any unregistered vehicles are at risk for being ticketed.

All prices are subject to sales tax and 20% Service Fee.
All prices and details are subject to change.
Create Your Own Dinner Buffet

All selections include freshly baked dinner rolls, iced tea & water service

Salads
Please select one of the following options

Garden Salad with Fresh Tomatoes, Cucumber and Olives
Served with Homemade Vinaigrette Dressing

Classic Caesar Salad with Housemade Garlic Croutons
and Parmesan Cheese

Sweet Baby Greens with Cherry Tomatoes, Walnuts, and Dried Cranberries
Served with Balsamic Citrus Vinaigrette

Entrees

Southern Fried Chicken

Slow Cooked Jerk Chicken

Chicken Francoise
In a Lemon Butter Sauce

Succulent Slow Roasted Chicken

Baked Tilapia
with Onions Sweet Peppers
and Roasted Tomatoes

Fried Tilapia Filet
With Tartar Sauce

Homemade Meatloaf

Traditional Stew Beef
(vegetable option not included)

Grilled Cedar Plank Salmon - Add $3
With Honey Mustard Glaze

Blackened Mahi - Add $3

Grilled Pork Chops – Add $3

10oz New York Strip – Add $7

Vegetable Accompaniments
Please select one of the following options

Vegetable Medley

Garlic Broccoli

Fresh Green Beans

Green Bean Almondine

Collard Greens

Honey Glazed Carrots

Corn on the Cob

Sweet Buttered Corn

Tex-Mex Corn

Succotash
Starch Accompaniments

Please select one of the following options:

- White Rice
- Yellow Rice
- Wild Rice
- Rice Pilaf
- Pigeon Peas and Rice
- Moro Rice

Homemade Mashed Potatoes
Scalloped Potatoes
Garlic Roasted Potatoes
Roasted Red Potatoes
Macaroni and Cheese

Dessert

Included

Freshly Brewed Coffee and Hot Tea Station with Grandma’s Freshly Baked Cookies and Fudge Brownies

The following desserts can be substituted:

- Apple or Peach Cobbler a la Mode – Add $2
- Assorted Cake Squares – Add $2
- Select from Vanilla, Chocolate, Red Velvet and Carrot
- Cheesecake with Strawberry Topping – Add $3

Pricing

- One Entrée Buffet: $43.00 per person
- Two Entrée Buffet: $47.00 per person
- One Entrée Plated: $52.00 per person

All Food and Beverage prices are subject to 20% service charge and sales tax based on a minimum of 100 guests.
Teens Menu

**One Hour Hors d’ Oeuvres**
Select four of the following options to be served in silver chafers

- BBQ Brisket Sliders
- Franks en Croute with Mustard Sauce
- Boneless Buffalo Chicken Tenders with Bleu Cheese or Ranch
- Coconut Crusted Chicken Tenders with Piña Colada Sauce
- Teriyaki Chicken Potstickers with Sweet & Sour Sauce
- Sweet & Sour or BBQ Meatballs
- Fried Mac and Cheese Bites
- Mozzarella Sticks with Marinara Sauce
- Miniature Cocktail Egg Rolls with Plum Sauce
- Potato Latkes with Apple Sauce & Sour Cream
- Jalapeño Poppers with Raspberry Jelly
- Assorted Miniature Quiche (Vegetable and Lorraine)

**Salads**

- Garden Salad – Mixed Baby Greens and toppings to include: Tomatoes, Cucumber, Black Olives, Shredded Cheese and Assorted Dressings
- Caesar Salad – Classic Caesar Salad with Garlic Croutons & Parmesan Cheese
Stations Menu

All-American Station
Chicken Tenderloins with Honey Mustard Sauce
Miniature Cheeseburger Sliders
French Fries

Plus your choice of one additional station from the following

Authentic Flatbread Pizza Station
Freshly made flatbread pizza with assorted toppings to include: Pepperoni, Sausage, Chicken, Fresh Mozzarella, Basil, Mushrooms, Feta, Black Olives & Spinach

Create Your Own Taco Station
Tri-Colored Tortilla Chips with Homemade Salsa
Warm Flour Tortilla and Taco Shells
Seasoned Ground Beef and Pulled Chicken
Assorted toppings to include Lettuce, Tomato, Sour Cream, Guacamole and Shredded Cheese
Dessert
Includes Ice Cream Sundae Bar
Chocolate, Vanilla and Strawberry flavored Ice Creams
Toppings include: Hot Fudge, Chocolate, Caramel and Strawberry Sauce
M&M’s, Chocolate Chips, Chopped Nuts, Sprinkles, Whipped Cream and Cherries, etc.

Beverage Bar
Five Hour Unlimited Soda Bar
with Pepsi, Diet Pepsi, and Sierra Mist
With your choice of two (2):
Frozen Non-Alcoholic Piña Coladas, Strawberry Daiquiris or Blue Raspberry Crushes

Pricing
$55.00 per person

All Food and Beverage prices are subject to 20% service charge and sales tax
Based on a minimum of 100 guests
Kosher Style Brunch Menu

Brunch Buffet
Fresh Seasonal Fruit Display
Selection of Freshly Baked Muffins and Breakfast Pastries
Assorted Bagels with selection of Cream Cheeses
Whole Nova Scotia Salmon Display
Challah French Toast
Broccoli & Cheddar Frittata
Tuna Salad Platter
Egg Salad
Caesar Salad or Greek Salad

Assorted Desserts
Black & White Cookies
Rainbow Cakes
Rugelach

Beverages
Assorted Fruit Juices
Freshly Brewed Coffee
Assorted Herbal Tea
Water Service
Uniformed Chef prepared Omelets made to order with the choices of:

- Onions
- Bell Peppers
- Spinach
- Sautéed Mushrooms
- Smoked Ham
- Bacon
- Tomatoes and Cheddar Cheese

**Omelet Station** – Chef Fee $230.00
Add $5.50 per person

Freshly Made Belgian Waffles with Toppings to Include:

- Fresh Whipped Cream
- Strawberries
- Blueberries
- Maple Syrup

**Belgian Waffle Station** – Chef Fee $230.00
Add $5.50 per person

All Food and Beverage prices are subject to 20% service charge and sales tax
Based on a minimum of 100 guests
Kosher Style Dinner

Hors D’Oeuvres
Select three of the following Hors D’Oeuvres:
- Beef Franks en Croute
- Cocktail Spring Rolls with Plum Sauce
- Potato Latkes with Apple Sauce and Sour Cream
- Ahi Tuna Tortilla with Wasabi Crème
- Teriyaki Beef Satay
- Coconut Crusted Chicken Tenders with Piña Colada Sauce

Stations Selections
Select three of the following stations:

Fish Station
Served with Assorted Cocktail Rolls
- Cedar Plank Mustard Glazed Side of Salmon
- Mahi-Mahi topped with Mango Salsa
- Couscous
- Green Beans Almandine

Carving Station
Served with Assorted Cocktail Rolls
Select Two Options
- Prime Rib of Beef with Horseradish Cream, Whole Grain Mustard and Au Jus
- Roast Boneless Breast of Turkey with Cranberry Aioli
- Apricot Glazed Corned Beef with Brown Mustard
- Pastrami with Brown Mustard
- 12-Hour Slow Cooked Beef Brisket
- Angus Beef Tenderloin with Horseradish Cream and Gorgonzola Cream Sauce - Add $7
Oriental Station
Tempura Chicken sautéed in a Honey Garlic Sauce
Mongolian Beef
House Special Fried Rice
Stir-Fry Vegetables

Smashed Potato Station
Create your own Mashed Potato Cocktail with Whipped Sweet Potatoes and Garlic Mashed Potatoes
Served with your choice of toppings to include: Parve Sour Cream, Brown Gravy, Broccoli Chives, and Whipped Margarine

Pasta Station
Made to order with your choice of two pastas to include: Ziti, Bowtie, Fusilli, Rigatoni, Fettuccini, Spaghetti and Penne
Your choice of three sauces to include Marinara, Tomato Basil, Pesto and Garlic & Oil
Toppings to include: Grilled Chicken, Mushrooms, Peppers, Onions, Broccoli, Peas, etc.
Served with Homemade Garlic Rolls

Dessert
Included
Assorted Petit Fours to include Black & White Cookies, Rainbow Cakes, Rugelach and Hallava

Pricing
Stations Menu $79.00 Per Person

All Food and Beverage prices are subject to 20% service charge and sales tax
Based on a minimum of 100 guests
Alcoholic Beverages
Add on to any menu

Four Hour Open Assorted Beer & Wine Bar
Domestic Beer & Imported Beer to include:
Budweiser, Bud Light, Miller Lite, Corona and Heineken,

House Wines to include:
Red and White Wines

Assorted Sodas

Add $29.50 per person *(Includes 1 Bartender)*

Four Hour Open Bar
A Full Open Bar to include
Absolut Vodka, Grey Goose Vodka, Bacardi Light Rum, Bacardi Light Limon Rum, Bacardi Dark Rum, Bombay Sapphire Gin, Jack Daniels Whisky, White Label Whiskey, Jonnie Walker Black, Hennessey Cognac, Jose Cuervo Tequila

Assorted Mixers, Juices and Bar Fruits

Domestic Beer & Imported Beer to include
Budweiser, Bud Light, Miller Lite, Corona and Heineken

House Wines to include Red and White Wines

Assorted Sodas

Add $39.50 per person *(Include 1 Bartender)*

All Food and Beverage prices are subject to 7% Sales tax
Pricing based on a minimum of 100 guests
Four Hour Cash Bar

Absolut Vodka, Grey Goose Vodka, Bacardi Light Rum, Bacardi Light Limon Rum, Bacardi Dark Rum, Bombay Sapphire Gin, Jack Daniels Whisky, White Label Whiskey, Jonnie Walker Black, Hennessey Cognac, Jose Cuervo Tequila

Assorted Mixers, Juices and Bar Fruits

Domestic Beer & Imported Beer to include Budweiser, Bud Light, Miller Lite, Corona and Heineken

House Wines to include Red and White Wines

Assorted Sodas

1 Bartender @ $215 Each (per 100 people)

Drinks priced at $5-$7 each

Pricing

Both Liability Insurance and an FIU Police Officer are required for full liquor service

Bartender Fee $215.00

Liability Insurance
  - up to 250 people $250.00
  - up to 500 people $288.00

FIU Police Officer $300.00

All Food and Beverage prices are subject to 7% Sales tax

Pricing based on a minimum of 100 guests
**Additional Reception Décor**

**Décor Options**

**Chairs**
Choose from the following options:
- White Folding Chairs $3.00 each
- Chiavari Chairs $5.50 each (Selection of colors available)

**Linens, Drapery & Lighting**
Select three of the following stations:
- Full Ceiling Draping Starts at $1,300.00
- White Pipe & Drape in front of Kitchen $275
- White, Black, Ivory Chair Covers with Colored Sash for Banquet Chairs $3 each
- Solid Color Tablecloth Starts at $18.00 each
- Colored Napkins $1.00 each
- Organza Overlay Starts at $15.00 each
- Colored Uplights $300.00
- LED String Light Package (set of 8) $1000.00

**Lounge Furniture**
- Cocktail Package $875.00
- Bali Package $1,275.00
- White Sofas (6)
- White Coffee Tables with Frosted (6) Cubes
- Coffee Tables with Frosted Cubes (3)
- 18"x18" White Ottomans (12)
Additional Information

Deposit and Payment
A non-refundable deposit in the amount of $1,000.00 or 20% (whichever is greater) and a signed contract agreement secures your date and space. All prices and details are subject to change without receipt or deposit and signed contract agreement. A customized payment plan will be established before contract is signed.

Ballroom Rental
Ballroom rental is for five hours with two hours set-up time prior to event and one hour breakdown after. All events must end by time specified on contract or by 12AM, whichever is earlier. Requests to exceed the 12AM time limit must be approved in advance and will incur an additional $500.00 per hour rental to be paid in advance (additional Catering fees will apply). An additional fee of $1000.00 will be charged for holiday weekends.

Catering and Food & Beverage
Special Meals for children and young adults are available upon request. Please speak with your Event Manager for more details. We can provide special meals for vegetarians, gluten-free guests, Kosher guests, and guests with other dietary restrictions. Coordinate with your sales/event coordinator about the exact number of special meals that are required at least two (2) weeks prior to the event date. You must provide menu-table breakdown indicating which special meal was ordered for which guest.

Our catering partner offers vendor meals. Coordinate with your sales/event coordinator at least two weeks prior to event date.

No outside alcohol allowed. We will purchase any special request items in addition to the hosted bar quoted on an individual basis.

Our preferred catering partner provides all food and beverage services. However, if you wish to provide your own caterer you must select from the approved FIU list or a caterer of your choosing that must have liability insurance. You will have to pay additional fees. Please speak with your sales/event coordinator for additional information.
Décor and Vendors
We can provide décor items for the tables and chairs. Pricing is available for additional décor and upgrades for your event. You may also provide additional décor for the centerpieces. We do not provide any additional vendor services like photography or DJ. You may bring your own vendors. We require that vendors employed by you must carry full general liability insurance.

Your vendors may have access two hours prior to the event start time. They will have an hour only at the end of the event to remove their items, any additional time after the event is subject to a fee. One week prior to your event, you will be asked to provide a contact list of all vendors to your event manager in the event that there are any changes in the loading dock schedule.
Links

Pinterest
http://www.pinterest.com/FIUkovenscenter/

Facebook
https://www.facebook.com/KovensConferenceCenter

Instagram
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