

SPECIAL EVENTS

P A C K A G E

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. Two hours prior to event for setup and one hour at the end for breakdown, a total of 8 hours for your entire event.
- Choice of one (1) special event menu
- 72" round tables with 132" white floor length linen and Banquet chairs
- Buffet tables as needed, with linens
- Dedicated Event Manager
- Pay By Phone Parking for all guests (Valet available for additional fee)
 - *All Guests must use pay by phone (through mobile app, online, website, or calling the phone number)to pay for the parking and receive a virtual permit attached to their license plate.*
 - *Priced at \$3.00 per car + service fee for the length of the event*
 - *Signs will be placed that will display instructions and the code*
 - **Any unregistered vehicles are at risk for being ticketed.**

All prices are subject to taxes.

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 with
Honey Mustard Glaze
-additional fees apply

Blackened Mahi *-additional fees apply*

Grilled Pork Chops *-additional fees apply*

10oz New York Strip *-additional fees apply*

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 *-additional fees apply*

Assorted Cake Squares *-additional fees apply*
Select from Vanilla, Chocolate, Red Velvet and Carrot

Cheesecake with Strawberry Topping *-additional fees apply*

Pricing

One Entrée Buffet

Call for Pricing

Two Entrée Buffet

Call for Pricing

One Entrée Plated

Call for Pricing

Add a 2nd Vegetable or Starch Option

Call for Pricing

All Food and Beverage prices are subject to 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

Call for Pricing *(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

Call for Pricing *(Includes 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, Hennessy 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

Call for Pricing

Pricing

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

Bartender Fee

Call for Pricing

Liability Insurance

up to 250 people

Call for Pricing

up to 500 people

Call for Pricing

FIU Police Officer

Call for Pricing

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



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 11PM, whichever is earlier. Requests to exceed the 11PM 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. If you need additional time over the 8 hours total time, it will be \$500 per hour for additional setup, event time, or teardown.

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 provide décor items for the tables and chairs. Pricing is available for additional décor and upgrades for the reception. You may also provide additional décor for the centerpieces. We do not provide any additional vendor services like photography, DJs, or wedding cakes. 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 of \$500 per hour. 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.



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