



*Food and Beverage
Information*



Tallahassee Civic Center

505 West Pensacola Street • Tallahassee, Florida 32301 • (850) 487-1691

Food and Beverage Information

The Tallahassee - Leon County Civic Center is pleased that you have considered us in planning your special event. We look forward to assisting you in every way possible with the best quality food and beverage service. The following information is provided to assist you in your arrangements.

1. All food and beverage must be provided by the Civic Center. Due to the availability of certain food and beverage items, prices cannot be guaranteed more than six (6) months in advance.
2. All food and beverage must be consumed on the premises. Our policy is to donate any leftover foods to a charity mission and/or food bank.
3. All food and beverage charges are subject to an 20% service charge **and current state sales tax**.
4. A **\$17.00** per person food minimum (before service charge and tax) is required on hors d'oeuvres reception if no room rental is to be charged. If the per person amount is less than **\$17.00++**, then a fee will be charged for rental of the space used (prices vary depending on the size of the room). A \$100 surcharge applies to water stations on non-food event days.
5. No room rental will be charged for a breakfast, lunch, or dinner function that does not exceed three (3) hours in length. There will be a banquet room setup fee charged for all food functions for all meeting rooms. Setup fee of \$2.00 per person in the Exhibition Hall with a maximum of \$500.00 per event. Set up fee for the Arena is \$750.
6. Buffet service will be limited to groups with a minimum of fifty (50) persons. Served service will be limited to groups with a minimum of forty (40) people.
7. Menu selection must be finalized no later than three (3) weeks in advance. Charges are based on the guaranteed number or the actual number attending (whichever is greater). The client must provide a guarantee attendance figure no later than 5 business days prior to the function. If the guarantee is not given within the 5 days the number expected becomes the guarantee and food & beverage service will be prepared for that number. If the guarantee increases by more than 5% within 5 business days of the event, a \$5 per plate surcharge, plus tax & gratuity, will be imposed on the overage.
8. The staff of the Civic Center will do their best to accommodate any unexpected arrivals but can only guarantee five (5) percent overage.

ADDITIONAL BUILDING INFORMATION

9. All functions require a signed contract that must be returned within 10 days from the date of issue with the required deposit amount. Additional deposits may also be required in your contract and are to be paid by the date requested.
10. All dates will remain open until a deposit and contract is received.
11. After finalizing your function setup and menu, you will be sent a completed "Event Document". Please sign and return it before your scheduled event. Room setup changes made on the day of the event may result in additional charges.
12. Decorations, signs, banners, etc, may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, painted surfaces, or columns unless approved and affixed by the Civic Center staff.
13. No holes may be drilled, cored, or punched in the building.
14. No painting of signs, displays, or other objects is permitted in the building.
15. No adhesive-backed (stick-on) decals or similar items (except name tags) may be distributed or used in the building. No tape of any kind will be permitted on any carpeted surfaces.
16. The Tallahassee-Leon County Civic Center will not accept advance shipments of freight or materials prior to the contracted move-in date. All shipments to be delivered to the Civic Center after the official move-in date shall be to the attention of the show service contractor. Under NO circumstances will C.O.D. deliveries be accepted by the Tallahassee-Leon County Civic Center.
17. A parking fee will be charged per vehicle for all events, except events that are meal functions. (Breakfast, Lunch or Dinner)
18. A 4% charge will apply to all credit card transactions.

Thank you.