

# NEED TO KNOW INFO...

When planning your event, there are several options to consider in the planning process. There are two major components of your event; the first is the room rental fees and then the cost of your food & beverage choices.

## 1.) Our room rental rate includes:

- In-house sound system with 1 microphone
- Event Manager & Operations Manager
- Room set-up
- Skirted Registration table and (2) Chairs
- FREE Parking
- High Speed Wi-Fi
- Basic cleanup

Event Logistics will consist of equipment needs, staffing requirements, room setup, and any additional needs required. The room rental fee does not include ancillary charges such as AV equipment, dancefloor, risers, or staging, these charges are added to your bill at settlement. The room is contracted for your use from 8 AM until 11:59 PM. For setup, event time cannot exceed the allotted amount of hours. As you add equipment or extras, this helps us determine which room would accommodate your guests and needs the best.

## 2.) Catering - Food and Beverage Fee

Florence Catering by Legends Global is the exclusive food & beverage provider for the Florence Center, there is no outside catering allowed. These details will be handled by our Food and Beverage Team. He will compile your catering contract after working directly with you to discuss the menu options, beverages, and any other related expenses. He will be able to consult with you on menus, bar fees, and if any tablecloth rentals are requested. Your choice of white and black linens is included in the contract. Specific color themes are available for special orders.

## DETERMINING THE CORRECT ROOM SIZE

To assist in determining the size of the room needed for your event, below are questions we ask:

Remember, more equipment used requires more space.

- Do you prefer a buffet or plated meal to be served? (Buffet requires more space)
- Will you be hosting a bar service or a cash bar?
- Do you opt for a head table? If so, how many would be seated?
- Will you need AV equipment? Projector? Large Screen?
- Do you have a DJ or Band? If you hired a band, how many musicians are there?
- Do you prefer a dance floor?
- Do you need a gift or cake table?
- What is the maximum guest count?

## EVENT CHECKLIST

- Site visit to tour the facility
- Place a hold on the room rental & date to initiate proposal
- Schedule meeting with Food and Beverage Staff
- Finalize room rental, food and beverage services, & date to initiate a contract / submit deposit
- Schedule tasting with Food and Beverage staff (optional)
- Final payment of room rental & food and beverage services
- Final head count
- Settlement / Pay final balance

