



*At the Dr. Blaise F. Alfano
Conference & Banquet Center*

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DR. BLAISE F. ALFANO
Conference & Banquet Center

GENERAL INFORMATION

Thank you for selecting Catering by Cox and the Dr. Blaise F. Alfano Conference & Banquet Center for your upcoming event. We look forward to serving you, your associates and your guests. Our staff will assist you in every way possible to make your event positively memorable. Should the catering selections not fulfill your needs, please let us know and we will be happy to design a menu customized to your needs and/or budget. Please read the following items carefully and feel free to contact our Catering office if you have any questions.

Rental Time & Hours

The Alfano Center room rental fees are for a period of six (6) consecutive hours (this includes weddings, banquets and other special events). Day meetings are priced for a period of eight (8) consecutive hours. A fee of \$50 per hour will be added for use of the facility for additional time. Weddings are allowed one hour of rehearsal time, if required. A fee of \$75 per additional hour will be applied. Weddings or special events are allowed two hours of set-up time, with a fee of \$50 per additional hour. The building will open one-half hour prior to start time of any event for guest's arrival.

Food & Beverage

All food items served on the premises must be supplied and prepared by Catering by Cox, Inc. All alcoholic beverages to be served on the premises for the function must be purchased and dispensed from our beverage provider, Concessions by Cox, Inc. Alcoholic Beverage service may be denied to those who appear to be intoxicated or are under age. We follow the alcohol laws of the State of Florida and enforce them strictly.

Water Service

Catering by Cox, Inc. is committed to offering quality products and services. We discourage the use of bulk water stations and encourage the purchase of bottled water for your convenience and quality of drinking water. Bulk water stations are available, however a fee of \$25 per day per water station will be applied.

Deposit

A 50% room rental deposit is required in order to reserve the room on the specified date you request. You must also complete and sign the contract at this time. In order to book this facility, client must be at least eighteen (18) years of age and provide valid identification. No dates will be held or reserved without payment of the room rental deposit. The room rental deposit will be applied toward room rental only. A catering deposit is also required upon the finalization of the menu. All menus must be finalized and catering deposits made no later than sixty (60) days prior to the event. Dates without a deposit will be held for a period of one week. If a contract is not completed and deposit is not received within seven (7) days, the date will be forfeited unless prior arrangements are made with the management.

Service Charge & Sales Tax

All services are subject to the applicable service charges as specified on the contract(s). The services will incur a 20% service charge and 7% sales tax.

Decorations

We prohibit affixing or adhering anything to the walls, floors, ceilings, fixtures, furnishings and/or any other property unless authorized by the management. We also prohibit birdseed, confetti, glitter or any other similar material from being thrown inside the building. Birdseed may be permitted for weddings with prior approval of the management.

Small Enough for Personal Service but Large Enough to Make Your Event a Success!

Linens

White linen will be provided for food tables, beverage tables and dining tables for catered events only and is included in the room rental fee. White linen with green, black or white skirting is available for gift tables, disc jockey tables or any other tables for an additional charge. White linen and table skirting for non-catered events will be billed as follows:

- Table Skirts \$20 per table per day
- Linen Tablecloths \$10 per table per day

Tables & Chairs

A specific number of tables and chairs are included in the room rental fee for all catered events. Non-catered events, if required will be billed additional rental fees for tables and chairs. In the event that tables and chairs exceed the building inventory and have to be rented, the following rental fees apply:

- Classroom Tables 55 tables included, additional tables - \$8 each
- Banquet Tables 15 banquet style tables included, additional tables - \$10 each
- Round Tables 25 round tables included, additional tables - \$10 each
- Theatre Seating 400 chairs included, additional chairs - \$2.50 each
- Registration Tables 1 registration table included, additional tables - \$10 each
- Display Tables All tables used for display of products and/or printed materials - \$10 each

Rentals

If you wish to enhance your special event, we can provide prices for archways, candelabras, risers, flowers, disc jockeys, dance floors, podiums and various other amenities. We can also provide all audio/visual needs for an additional charge. See management for a listing and price quote for additional needs.

Cancellation

If cancellation occurs within seven (7) days of the scheduled event, the client will be responsible for all planning charges incurred for the event and administrative charges. All cancellations must be made in writing. Upon at least 120 days of receipt of written notice, 50% of the deposit will be refunded. If written notice is received less than 120 days prior to the event, the booking deposit will be forfeited. If an event is cancelled less than seven (7) days prior to the scheduled date, the entire amount of the contract will be due. Refund amounts, if any will be mailed within fifteen days of receipt of written notification.

Insurance & Indemnification

The client shall indemnify and hold harmless the Dr. Blaise F. Alfano Conference & Banquet Center, Catering by Cox, Inc., Concessions by Cox, Inc., CC Event Productions, Inc. and its affiliates from any and all claims, suits, losses, damages and expenses on account of injury to any party in connections with the function or resulting from damage or destruction of any facility property by guest or any attendee of the function on the premises.

Security

The Dr. Blaise F. Alfano Conference & Banquet Center will not assume responsibility for damaged or lost articles in the parking lot or facility prior to or following the event. The facility may require a uniformed Security Officer at certain events over 100 guests or that end after 10pm at the client's expense. All guests must remain inside the building. Loitering, congregating in the parking lot or outside the building will not be allowed except in designated patio areas.

Parking

The Alfano Center has ample parking throughout three lots, one directly beside the building (south side), another to the back of the building and the first row of spaces on the north side of the building. We assume no responsibility for damage or theft of any equipment, supplies and/or personal items either in the parking lot or in the building. We also assume no responsibility for anything left in the building after the function.

Damage Deposit

The room rental deposit will be deducted from the total invoice unless damage is done to the building or its property as a result of the event and/or event guests. In the case of damage to the premises, the rental deposit will be applied to such damage. If all or part of the rental deposit must be retained after your event, the Alfano Center staff will be the sole determining agent in assessing the extent of the damage, cost of repair, replacement and/or clean-up. The Alfano Center will select repairmen as needed and determine the date of repair, replacement and/or clean-up costs. Examples of damage or misuse are as follows:

- Evidence of birdseed, rice, confetti and/or any similar items
- Excessive hours
- Damage of artwork, equipment, fixtures and/or furniture
- Damage of any fixtures or wall mounts in restrooms
- Unusual clean-up after an event
- Tampering with the air-conditioning or heating systems
- Carpet damage by cake icing, gum, candle drippings and/or etcetera
- Use of any facility equipment not specified in contract
- Excessive trash left in parking lots or on patios
- If the police have to be called for any incident