

We are excited to serve Florida State University Alumni Association, and we are pleased to provide Traditions Catering to the University community.

Please contact us to make an appointment to create your perfect event.

Phone Number: (850) 645-9255

Email: Traditions-Catering@aramark.com



Sincerely,

**Traditions Catering**

**Please follow these tips for planning your event at FSU:  
Booking your Function:**

Even if the date or guest count of your event is only tentative, please notify our catering sales office of your event so that we can make preliminary plans to ensure a memorable occasion. Our catering sales specialists are here to assist you with your event planning details, and you may contact them by phone at (850)645-9255 or through email at Traditions-Catering@aramark.com

**Description of Facilities, Equipment/Services and Use Fees.** The Alumni Center facilities and additional equipment and services to be provided under this agreement, together with applicable use fees, are:

	Daily Rates Sunday-Thursday	Daily Rates Friday-Saturday
Grand Ballroom	\$1,500	\$2,000
Rendina Room	\$250	\$500
Pearl Tyner House	\$900	\$1,000
Cottrell Boardroom	\$250	\$500
Courtyard	\$250	\$500

Together with all on-site equipment and furnishings and basic audio/visual assistance. Onsite equipment includes the use of the following:

- Tables and chairs in current Alumni inventory
- Podiums/microphones currently in Alumni possession

- Projection screen in the room

It is understood that any additional equipment or furnishings required for the event may incur costs that shall be the responsibility of the Patron.

The Fee incurred for a non-revenue event with no catering is **Two-Hundred and Fifty Dollars (\$250) plus all applicable State of Florida taxes.**

For consideration of the use of the facilities, the client agrees to pay Alumni Association half of the total cost, which is a NON- REFUNDABLE deposit and will go toward the remaining balance for the facility rental. The remainder of the balance is due (30) business days prior to the event. If the client books the facility within (5) days of the actual event, The Alumni Association will require the full balance of the booking.

### **Special Rate Consideration**

**Non-Profit Community Organizations - 25% OFF REGULAR RATES**

**Alumni Association Members - 10% OFF REGULAR RATES**

Special rate consideration applies to rental space and equipment usage only.

**Friday-Saturday Wedding Packages** – \$3,500 for full facility rental which includes the ability to have your ceremony on-site.

**Sunday-Thurseday Wedding Package** -- \$2,500 for full facility rental which includes the ability to have your ceremony on-site.

### **Food and Beverage:**

Relax, we are here to help! We offer a wide range of catering options to fit every budget. Our catering brochure includes fresh, contemporary menus that represent a starting point; our commitment is to customize, envision and deliver an unforgettable experience for you and your guests.

- To allow for proper planning, please contact us as soon as your date is selected. You may speak directly with our catering sales specialists who will meet with you to plan a memorable event!
- We encourage you to take advantage of web-based catering booking for events that do not require consultation. You will be able to access your catering history and request revisions at your convenience.
- All orders placed within 3 business days of the event date must be approved by our sales department to ensure your event needs can be accommodated. Menus may be altered based on product availability. There is a \$75.00 fee for all RUSH ORDERS within the 72 hour time frame.

## **Guest Counts and Menu Changes**

A minimum of (12) guests will be required to book an event. Your event is booked with an attendance estimate. Guaranteed guest counts and event changes are provided 5 business days prior to the event. If no guaranteed attendance is provided, your estimate serves as your guarantee. At the conclusion of your event, you will be billed for the guarantee number, or the actual guest attendance, whichever is greater.

## **Food Payment**

An approved purchase and or account number or 50% deposit is due one week prior to your event. The remainder of your bill plus any adjustments, is due at the close of your event. We accept Visa, MasterCard, and checks. Sales tax will be applied for all non-exempt groups. A tax exempt certificate must be supplied to the catering office one week prior to your event date.

## **Event Amenities:**

We can be of assistance in many areas of service to enhance your event including floral arrangements, balloons, gift baskets, ice carvings, and entertainment. We would be happy to provide a quote for any additional specialty items.

- Traditions Catering offers **eco-friendly/compostable** service ware at no additional charge.
- **High End Disposable Ware:** These are available for \$1.50 per guest.
- **China:** China, silver and glassware are available for rental for \$5 per guest for all catered events.

## **Linen:**

Our signature service includes complimentary linens for all food service tables. Complimentary standard table linens accompany all plated breakfasts, lunches and dinners. Standard linens for guest tables are included when accompanying a catered meal package such as;

- Full-Service Breakfast
- Lunch & Dinner Buffet set ups

Linens for guest tables, non-food events, receptions, continental breakfast and boxed lunches can be provided at an additional charge.

- \$5.00 (85x85) for seating tables and \$15.00 for (120 round)
- \$18.00 for floor banquet tables

Specialty linens and fabric swatches can be provided from our catering sales specialists; linen rental fees apply.

## **Service Staff:**

An event supervisor and staff are provided at no charge where indicated.

Additional service staff is billed as follows;

- Chef attendant \$175 per 75 guests.
- Bartender fees are \$150 for two hours of service. \$35 an hour beyond the two hours. This includes set up and break down.
- Server fees are \$75.00 for four hours of service. \$15 an hour beyond the four hours. This includes set up and break down.

### **Catering Equipment:**

We offer a full range of catering equipment to provide a professional image while serving your event. A quote for rental equipment can be provided for any service items not available through our department. All event equipment will be picked up at the conclusion of your event. A replacement cost charge will be assessed for any missing equipment.

### **Event Pricing:**

A minimum of \$350.00 is required for your catered event. Prices are subject to change based on meeting guest minimums and product availability. Prices reflect services available during normal business days in accordance with the university calendar. Please contact the sales office for pricing for events held on University holidays, breaks, and Sundays.

### **Parking:**

The Alumni Center parking lot is reserved for Florida State University Faculty/Staff Monday-Friday 7:30am-4:30pm. If the Licensee's event is scheduled during that time, a \$25 fee will be added to reserve the lot plus \$25 an hour for the parking attendant with a 2-hour minimum.

### **Changes and Cancellations:**

All changes or cancellations to the menu, guest count or event arrangements must be confirmed three business days prior to the event date. A revised catering event order confirms your revisions.

All cancellations made with less than three business day's notice may be charged for any food and labor that have been committed to the event.

Cancellations made within 24 hours of the event will result in a charge of 100% of the total bill. If the University closes due to inclement weather, all catering events are automatically cancelled.

## **Sustainable and Organic Menus**

We are proud of our stewardship in providing Florida State University with fresh, organic, and sustainable offerings. Produce is purchased regionally within season. Please discuss your menu preferences with our event specialists; a quote will be provided for a chef designed menu focusing on local, seasonal ingredients.

**We look forward to serving you**