



## *Bayview Event Package*



*Whether you're planning a corporate event, holiday or theme party, gala or a lavish Wedding and reception, the Kovens Conference Center, with its majestic and panoramic views overlooking Biscayne Bay, transforms any event into a special occasion.*



*Economy Package for All Occasions – Outside Catering (Sundays Only)*

**Package includes:**

- 5,508 square feet of stunning ballroom space with panoramic views; comfortably accommodating 300 guests
- 10,930 square feet of breath taking terrace with majestic views of Biscayne Bay
- Complimentary bridal Salon
- 72” round tables with ballroom chairs
- White, black or ivory floor length linens with coordinating napkins
- White, black or Ivory chair covers with colored sash
- Flatware, glassware and plates
- Complimentary center pieces; three votive candles and mirror
- Cocktail tables with white linen and sash
- Buffet tables as needed
- Hot boxes, chafing dishes and serving utensils
- Servers (1 server per three tables)
- Spacious dance floor and stage
- All gift tables, place card table, cake table & DJ table included with white linens and black skirting
- Discounted hotel rooms with our hotel partner at Marenas Resort
- Complimentary parking for all guests
- Dedicated event manager
- Liability insurance coverage

**Rates are \$23.99++ per person (minimum of 100 guests)**

Ballroom rental is for five hours with 2 hours set-up time prior to event.

All events must end at 11:00 PM. Events that exceed the 11:00PM time limit will incur an additional \$250.00 per hour charge in advance.

*All prices are subject to 20% service charge and 7% sales tax*



## Outside Caterer Responsibilities

- **Must meet with Kovens Conference Center staff and provide a copy of operating license and certificate of insurance prior client submitting signed contract**
- Certificate of General Liability
  - Minimum amount \$1,000,000.00
  - Includes liquor liability
  - The following parties must be names as “additionally insured” and “free of liability”:
    - *The Florida Board of Trustees*
    - *Florida International University*
    - *The State of Florida and its respective officers, employees and agents*
- Caterer must be licensed and is responsible for the bar & all alcohol service
- Caterer may use kitchen for storage and preparation purposes only (may not be permitted to **cook** in the facility)
  - May use warmers, countertops, dishwasher, refrigerators
- Access to facility no more than 2 hours prior to the event for set up
- Cleaning of F&B in ballroom & kitchen within 1 hour of event end time
- Trash removal
- Must go through event “check-in/check-out” with Kovens Kitchen Manager



## Ceremony Décor Options

### The Ceremony

#### The 'I Do' Package: \$650.00

- 50-foot red or white Aisle runner
- 1 white tablecloth for 108" round ceremony table
- Ceremony canopy indoor/outdoor; bamboo, metal, or wood with coordinating fabrics

#### Ceremony Chairs

- White Ceremony folding chairs: \$3.00 each

### Linen and Drapery

- Full Ceiling Draping: \$1100.00
- White organza drapes for the Aisle: \$200.00
- Solid color tablecloth: \$18.00
- Colored Napkins per: \$1.00
- Organza Overlays: \$15.00
- White, Ivory and black chair covers with colored tiebacks: \$2.75

*Upgrades and other options available as per décor needs*



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## Flowers

- Canopy floral décor starting at: \$300.00
- Centerpieces each starting at: \$55.00

## Modern Lounge Furniture

### 1. Cocktail Package \$650.00

- 3 - white sofas with pillows to match décor
- 3 - coffee tables with clear cylinder vase
- 6 - 18" x 18" white ottomans

### 2. Bali Package \$980.00

- 6 - white sofas ( optional to replace 2 sofas for 2 Bali beds)
- 6 - white coffee tables
- 12 - 18" x 18" square white ottomans





## Audiovisual Packages

### Uplighting (\$250.00)

- 10 uplights for perimeter of the Bayview Ballroom in a variety of color options

### Our Journey Live (\$500.00)

- LCD projector to produce the photo montage or video
- Free-standing presentation screen
- DVD player and Personal Assistant

### Live in Action (\$1000.00)

- 2 - LCD projectors to produce the photo montage or video
  - 2 - Ceiling mounted screens
  - DVD player and Personal Assistant
- \* Please note this package may not be available for receptions over 200 guests*

### Microphone for Ceremony (\$350.00)

- Wireless microphone, sound system and personal assistant (two hours maximum)

### Electrical Outlets

- Complimentary throughout Bayview Terrace and Bayview Ballroom





*Cake Options*

Custom Decorated Cake with Butter Cream Provided by Edda's Cake Designs

A variety of fillings, tiers, flowers & accessories are available to customize a cake for your special day.

**\$3.00 Per Person**

- Vanilla Rum
- Chocolate
- Marble
- Amaretto
- Key Lime
- Lemon
- Orange
- Pina Colada
- Guava\*
- Red Velvet\*
- Carrot\*
- Colombian Cake\*

*\* Extra charge per person*



### *Our Preferred Vendors*

- ☞ Accommodations: Marenas Beach Resort & Spa | P: 305.503.6041 | [www.marenasresortmiami.com](http://www.marenasresortmiami.com)
- ☞ Catering: Thierry's Catering | P: 305.635.6626 | [www.thierrycatering.com](http://www.thierrycatering.com)  
Exquisite Catering by Robert | P:305.622.3663 | [www.exquisitecateringbyrobert.com](http://www.exquisitecateringbyrobert.com)  
Chef Asher Glatt Kosher Catering | P: 786.247.4772 | [www.chefasher.com](http://www.chefasher.com)
- ☞ Décor: Linen Connection | Julio Shultz | P: 786-295-1969 | [www.thelinenconnection.com](http://www.thelinenconnection.com)  
The Party Fashion Company | P: 305.663.6636 | [www.thepartyfashion.com](http://www.thepartyfashion.com)
- ☞ Limo: Ambassador Limos | Mario Medina | P: 305.503.6023 | [mario@myambassadorlimo.com](mailto:mario@myambassadorlimo.com)
- ☞ Bridal Gowns: Couture Bridal by Lourdes Currie | 305.864.6270 | [couturebridal@hotmail.com](mailto:couturebridal@hotmail.com)
- ☞ Flowers: Flowers by Sandra | 305-466.8500 | [fbysandra@aol.com](mailto:fbysandra@aol.com) | [www.flowersbysandra.com](http://www.flowersbysandra.com)
- ☞ Chocolates: Schokolad Chocolate Factory | Adriana Schaked | P: 954.472.6155 | [www.schokolad.com](http://www.schokolad.com) | [davie@schokolad.com](mailto:davie@schokolad.com)
- ☞ Cigars: On-Site Cigar & Entertainment | Rene Diaz | P: 305.801.5585 | [www.onsitecigars.com](http://www.onsitecigars.com)
- ☞ Valet Parking: Gold Star Parking, Inc. | [info@gspinc.com](mailto:info@gspinc.com) | [www.valetonly.com](http://www.valetonly.com)
- ☞ Make-up: Christy Lopez Make-up | P: 954.644.9898 | [www.christielopezmakeup.com](http://www.christielopezmakeup.com) | [info@christielopezmakeup.com](mailto:info@christielopezmakeup.com)
- ☞ Photography: Hera Studios | Juan Delgado | P: 954.549.4480
- ☞ Music/Productions: Penn House Productions | William Penn House | P: 954.345.5110  
Party Nation | Marc Weinstock P: 954.252.9998 | [www.partynation.cc](http://www.partynation.cc)  
Shajar Music | Guitarist | Benny Slapak | P: 954.439.7800
- ☞ Videographer: EC Media Inc Video Productions | Eric Clavijo | P: 305-484-3262
- ☞ Cakes & Pastries: Pastry is Art | P: 954.263.8978 | [info@pastryisart.com](mailto:info@pastryisart.com)  
Edda's Cake Designs | P: 305.668.1828 | [www.eddascakedesigns.com](http://www.eddascakedesigns.com)
- ☞ Vacations: Exquisite Vacations | Andrea Williams | P:305.892.3496 | [exquistevactions@yahoo.com](mailto:exquistevactions@yahoo.com)
- ☞ Officiant: Weddings by Frank | Frank Nunez | P: 305.484 .4383
- ☞ Event Planners: National Association of Wedding Professionals, Inc | [www.nawp.com](http://www.nawp.com)  
Grand Occasions Wedding & Events | Cari Turner | P: 786.514.8366  
Florida Event Planning | Nathalie Lajeunesse Noreau | [www.fleventplanning.com](http://www.fleventplanning.com)