



Indian Weddings

The secret is out

*Kovens by the Bay is simply the best for all your wedding events-
Sangeet, Garba, Ceremony and Reception*



Kovens Conference Center

3000 NE 151st Street, Miami, Florida 33181

Phone: 305-919-5000 • www.kovens.fiu.edu

- ❖ Serene atmosphere conducive to private celebrations.
- ❖ Waterfront with breathtaking view of Biscayne Bay
- ❖ Personalized event manager from start to finish.
- ❖ Free, convenient parking for all attendees.
- ❖ Unique location with beautiful Grand entrance perfect for barat.
- ❖ Outside catering welcome. affordable wedding packages





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
- Wedding 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

Please contact us at 305-919-5000 for package rates (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



Mandap, Stage and Décor

- **Basic Mandap**

- Fabric on Stage with skirting
- Small Oriental Carpet
- Back Drop
- Standard Columns
- Stage lighting
- Red carpet Aisle Runner

- **Copper Mandap**

- Fabric on Stage with skirting
- Small Oriental Carpet
- Back Drop
- Cooper Colum's
- Stage lighting
- Red carpet Aisle Runner

- **Crystal Mandap**

- Fabric on Stage with skirting
- Small Oriental Carpet
- Back Drop
- Crystal Colums
- Stage lighting
- Red carpet Aisle Runner

- **Flowers:**

- Mandap & Stage floral décor
- Centerpieces

- **Linen and Drapery**

- Full Ceiling Draping
- Solid Color Tablecloths
- Colored Napkins per
- Organza Overlays
- White Ceremony Folding chairs
- White, Ivory and Black Chair Covers with Colored Tiebacks

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



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.

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

** Extra charge per person*





Videography

- **PACKAGE -1:** VIDEOGRAPHY ONLY - includes background music, songs, titles and special effects. Sets of 2 DVD's per event
- **PACKAGE -2:** VIDEOGRAPHY WITH STILL PHOTOGRAPHY, with DIGITAL PICTURES in CD
- **PACKAGE -3:** VIDEOGRAPHY WITH STILL PHOTOGRAPHY, with DIGITAL PICTURES in CD also includes LARGE FLUSH PHOTO ALBUM 18" X 12" which includes approximately 100-125 pictures of client choice

Each package with videography includes 2 sets of DVD's/event

Services provided by A & A VIDEOGRAPHY

Ashfaq Ahmed
a_ashfaq@bellsouth.net
Tel: (954) 629-6442



Audiovisual Packages

Uplighting

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

Our Journey Live

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

Live in Action

- 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

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

Electrical Outlets

- Complimentary throughout Bayview Terrace and Bayview Ballroom

