

# Information

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## **menu selection**

Picture perfect events require a picture perfect location. The private event space at the TaxSlayer Center offers a variety of options. Whether you're interested in a pre-event dining experience, corporate meeting, wedding reception or company event, Levy Restaurants and the TaxSlayer Center can make your events come to life. Our spaces can accommodate groups of 10 to 500, making it ideal for any social or corporate occasion.

Our innovative menus will allow you and your guests to indulge in a dining experience unlike any other. Featuring fresh and local ingredients on all of our menus, Executive Chef Michael Bolin will take great pride in working to personalize your menu. From a fine dining experience to ultimate sports bar grub, our friendly service staff and culinary team will allow you to experience the "Levy Difference". From start to finish, it's always a win-win situation when you host your event with us.

## **guarantee**

Please inform our catering department of the exact number of attendees at least 96 hours (four business days) prior to all functions. This minimum number of guests will be considered a guarantee for which you will be charged, even if fewer guests attend. If no guarantee is received by the catering department, the number of guests estimated on your catering contract will be used as the guarantee. The kitchen prepares 5% over for event guarantees of 35 or more. For groups in excess of 700, there will be a maximum of 35 extra set-ups.

## **beverages**

Beverage service for your guests may be arranged by choosing one of our specialty designed packages or you may choose to have a cash bar opened for your guests to purchase their own beverages. All alcoholic beverages served at the TaxSlayer Center must be served by Levy Restaurants. No outside alcoholic beverages are allowed on the premises. Alcoholic beverage service may be refused to any person who is not able to verify legal age with proper photo identification. Bartender fees may apply if bar sales do not meet the facility minimum.

## **tax exemption certificate**

It is necessary to have a copy of your current tax exemption certificate on file in our catering department to handle your account on a tax exemption basis. If we do not have your certificate on file, we must charge sales tax on all transactions.

## **linen**

Our catering department will provide white linens for food and beverage tables. An additional charge will be applied for meeting table linens.

## **service charges, set-up fees, taxes**

You will be assessed a service charge and current sales taxes as specified on the contract. Additional fees may be assessed to cover set-up labor, bartenders, food station attendants, cashiers, and other service staff in excess of our customary service standards.

## **billing and deposits**

We ask the amount covering 75% of the guaranteed number of guests be paid in advance at the time the guarantee is made (*see Guarantee*). The remaining balance will be collected the day of your event. Other billing arrangements may be made in advance with our catering department.

## **audio/visual and electrical**

A variety of audio/visual equipment and services are available on a rental basis. Additional charges may be assessed for labor, set-ups, or electrical usage. To serve you properly, audio/visual equipment and electrical needs must be specified to our Event Coordination Department at least one week prior to your function.

## **room and seating assignments**

The TaxSlayer Center supplies meeting/banquet rooms with the following complimentary items: tables and chairs, one podium or lectern with a microphone, and a head table with stock color skirt on riser. Additional equipment is available on a rental basis (*see Rental Rates*).

Conference Center rooms are assigned according to the estimated number of guests. If there are fluctuations in the number of attendees, TaxSlayer Center reserves the right to rearrange the space accordingly. Our standard banquet arrangement includes oval tables for 8-10 guests per table.

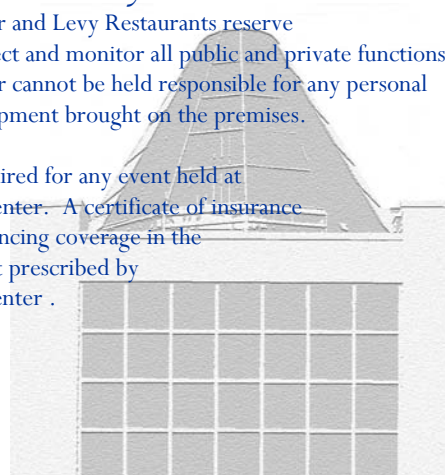
## **shipping & receiving**

Packages for meetings will be accepted no more than three business days prior to your event due to limited storage space. Packages should be addressed to your on-site meeting contact with attention to the Event Coordinator assigned to your function. Packages should clearly list the date and name of the event and the total number of boxes shipped. All charges are the shipper's responsibility. TaxSlayer Center is not responsible for shipping and receiving packages COD or any lost or missing packages. A labor charge may be applied for handling shipments in excess of four boxes or 50 pounds or more.

## **insurance and liability**

TaxSlayer Center and Levy Restaurants reserve the right to inspect and monitor all public and private functions. TaxSlayer Center cannot be held responsible for any personal property or equipment brought on the premises.

Insurance is required for any event held at the TaxSlayer Center. A certificate of insurance is required evidencing coverage in the limits and format prescribed by the TaxSlayer Center.



# Room Rental

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## ROOM RENTAL

**conference center**  
(all "lettered" rooms)  
\$1500 per day  
\$800 per Move-in/out day.

<b>individual rooms</b>		
A	2160 sq ft	\$450
B	1880 sq ft	\$450
C	1990 sq ft	\$450
D	1300 sq ft	\$275
E	1000 sq ft	\$275
F	1050 sq ft	\$275
classroom 1	384 sq ft	\$175
classroom 3	368 sq ft	\$175

**conference center lobby**  
\$350 without other rental space  
complimentary when used in  
conjunction with rented space

**arena (non-ticketed events)**  
\$8,000 per day

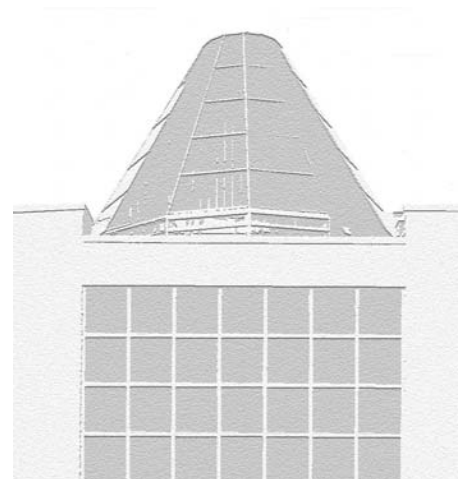
## **discounted rent**

management reserves the right to discount rent when catering is contracted.

discount rent is based on catering purchases.  
\$30 per person or above, room rental is waived.  
\$25– 29.99 per person, 75% discounted room rental  
\$20– 24.99 per person, 50% discounted room rental  
\$15–19.99 per person, 25% discounted room rental

*full cost for first conference center room (the higher priced room shall be used.) fifty per cent discount of regular room rentals for additional conference space.*

*Breakout rooms are \$125 each.*



# Labor and Equipment

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## LABOR

### guest services

event supervisor	21.00
head usher	19.00
ticket seller	16.00
ticket taker	16.00
usher	16.00

### guest safety

event supervisor	21.00
paramedics (2 x \$62.50 per hour)	125.00
parking lot attendant	17.50
security	17.50
security chief	19.00
uniformed police	62.50

### event services

audio/visual technician	26.25
*electrician	39.75
forklift operator	27.25
*ground rigger	28.75
*high riggers	44.50
*loader	26.25
maintenance supervisor	17.00
maintenance	16.00
scoreboard operator	26.25
sound technician	26.25
*spot light operator	26.25
steward	33.50
*stagehand	26.25

rates indicated in dollars per hour with a two hour minimum  
items with an asterisk (\*) require a four hour minimum

## TELEPHONE

unrestricted line	150.00
restricted line	35.00
speakerphone	75.00
speakerphone with audio system	125.00

complimentary wireless internet in the conference center  
is provided by Geneseo Communications

## tables

7.00	oval banquet
7.00	round banquet
6.00	cocktail
6.00	6 foot rectangle
6.00	8 foot rectangle
6.00	classroom (18" x 72")
3.50	tablecloth

## vendor package

25.00	8 foot, skirted & black covering, rectangular table, 2 chairs
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## miscellaneous

150.00	dance floor (18 foot square)
5.00	pipe and drape (stock color, 3' section)
25.00	riser panel (4 foot by 8 foot)

50.00	background music
10.00	easels
25.00	flip chart with pad & markers
100.00	large screen projection television
25.00	marker board with markers
15.00	microphone (wired)
50.00	microphone (wireless)
40.00	distribution amplifier for LCD projectors
275.00	LCD projector (first one)
150.00	LCD projector (each additional)
35.00	television with DVD
30.00	CD/DVD player
50.00	audio mixer without projector rental
included	Screen and AV cart with power
included	Podium

## AUDIO/ VISUAL

all equipment subject to daily availability  
reflected pricing is each item, per day unless otherwise indicated  
rates are subject to change without notice

