

the fine print

PROCEDURES

The Miramar Cultural Center + Artspark and Centerplate would like to welcome you to our facility. You will find that we take great pride in providing exceptional service to both you and your guests. In our continuing effort to ensure a unique culinary experience, our Executive Chef and catering sales experts are prepared to meet and fulfill your food and beverage requirements and surpass your expectations.

Our menus have been created to offer regional cuisine featured in South Florida; from local farm fresh produce and hand crafted cheeses to a variety of world renowned wines. They are accented by the unique ethnic flavors that make-up our culturally rich and diverse population.

We look forward to working with you to enhance your event.

TABLE STANDARDS

The Centerplate service standard for plated meals are rounds of ten (10) guests with one (1) server for every 20/30 guests: one server for two (2) tables at dinner and one server for three (3) tables at lunch. An additional labor fee will be applied for any set that requires table seating less than ten (10) guests. The fee will be assessed according to the additional wait staff required to service the event at \$25 per hour plus applicable sales tax with a four (4) hour minimum. Special events may require changing the ratio of guests per server or may require adding dedicated bussing personnel resulting in additional charges.

TABLE LINEN

All tables for plated meal functions are 60 inch rounds dressed with white or off white linen and napkins. Your sales professional may assist you with specialty linen details at an additional charge.

PAYMENT POLICY

Receipt of the signed banquet event order, completed credit card authorization and deposit will serve as confirmation of your event. Events should be confirmed no later than one week prior to the event. Confirmation of event with signed documentation and full payment after 12:00 PM noon three business days prior to event will result in a late fee of 15% of the invoice total being applied to charges. Payment in full based upon the preliminary event invoice and final minimum guaranteed number of guests are due no later than three business days prior to your event date.

A credit card must be held on file prior to all events, in order to cover any additional charges incurred the day of the event or damage caused to the Center property. Unless authorized, the credit card will only be charged if our office does not receive payment of the balance due for items added at the event within 14 days of your event or if property damage is caused by the group.

SERVICE CHARGE AND TAX

All food and beverage items are subject to a taxable 20% service charge and 8% state sales tax. Pricing is based upon groups with fifty (50) or more guests. Additional service charge will be applied for groups with fewer than 50 guests. Additional service charge will be applied for events with food and beverage sales below \$350.