



Food Function 2021 Order Form

America's Center Convention Complex

Menu Selection:

Catering for events during the General Assembly will be provided by America's Center Convention Complex. Discount and Standard Catering Menus are available. Please submit your Order Form by May 18, 2021.

Service Charge and Taxes:

Please note that all food, beverage and related items are subject to a taxable 22% service charge (5.5% is retained by Levy and 16.5% is distributed to service employees) plus applicable taxes to include State of Missouri sales tax and a 1.5% tourism tax. The 5.5% portion of the service charge is not a tip or gratuity and is not distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.

Sales Tax Exemption:

Missouri requires that the facility collect sales tax from all organizations. You may request a refund of the sales taxes paid using Sales Tax Refund Form.

Payment by Credit Card:

You may pay by credit card, unless other arrangements have been made directly with the facility. The building catering, "Levy", collects advanced payment for all functions through a secured link sent via email.

- The payment information will be sent to you prior to your event.
- Onsite adjustments, additions, or replenishments will be payable immediately.
- Payment in the form of credit card will be accepted.

Guarantees:

Final guarantee of attendance is due by June 10. All final charges will be based on the final guarantee or the actual number of attendees served, whichever is greater.

- Catering will prepare food for seated functions 3% over the final guarantee.

Banquet Room Set-up:

The room will be set-up in banquet seating. If a lower ratio is required, additional labor charges may apply. The convention center will set tables and chairs based on the final guarantee. Please include a note on the Food Function Order Form if you need special set-up arrangements.

Dietary Considerations:

You will need to contact your catering manager regarding individual special diet requests.

Catering Contact:

Catering Manager will be assigned to your event once this Order Form is received and processed.

Facility: Room Name: