



# Food Function 2022 Order Form

Birmingham Jefferson Convention Complex

## **Menu Selection:**

Catering for events during the General Assembly will be provided by Birmingham Jefferson Convention Complex. Discount and Standard Catering Menus are available. Please submit your Order Form by June 1, 2022.

## **Service Charge and Taxes:**

Please note that all food, beverage and related items are subject to a taxable 22% service charge plus applicable taxes to include State of Alabama sales tax.

## **Sales Tax Exemption:**

Alabama requires that the facility collect sales tax from all organizations.

## **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.



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(Complete a separate order form for each function)

All banquet details must be submitted **by June 1**.  
Final guarantees must be provided by June 10.

Organization Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Function: \_\_\_\_\_

Estimate Number of Attendees: \_\_\_\_\_

**Preferred Date**

- Wednesday, June 22
- Thursday, June 23

**Preferred Function**

- Breakfast (6:30-8 a.m.)
- Lunch (12-1:30 p.m.)
- Dinner (5:30-7 p.m.)
- Other: \_\_\_\_\_

**Type of Function**

- Plated Meal
- Buffet
- Reception
- Other: \_\_\_\_\_

Menu Selection	Quantity	Unit Price	Total
<b>Subtotal</b>			
<b>Service Charge</b>		22%	
<b>Sales Tax</b>		10%	
<b>Total</b>			

Banquet room will be set in rounds or ovals. The banquet room includes: tables, chairs, white non-floor length linens, and a lectern. Handout tables may be provided upon request.

**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Return Order Form to:**  
 events@pcanet.org

**AC Office Use Only:**

Facility: \_\_\_\_\_ Room Name: \_\_\_\_\_