

2026 Food Function Order Form

Menu Selection:

Catering for events during the General Assembly will be provided by Kentucky International Convention Center. Daily Special and Standard Catering Menus are available. Please submit your Order Form by May 18, 2026.

Service Charge and Taxes:

Please note that all food, beverage and related items are subject to a taxable 25% service charge plus applicable taxes. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.

Sales Tax Exemption:

Kentucky requires that the facility collect sales tax from all organizations. If your organization is tax-exempt, please include your tax exemption form with your order form.

Payment:

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:

The final guarantee of attendance is due by June 15. 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:

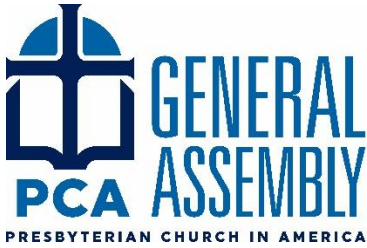
The room will be set up in banquet seating. The convention center will set tables and chairs based on the final guarantee. Please include a note on the Food Function Order Form if you need special set-up arrangements.

Dietary Considerations:

Please include dietary restrictions in the comment section of your order form, and confirm on the subsequent BEO.

Catering Contact:

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



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All banquet details must be submitted by **May 18**.
Final guarantees must be provided by **June 5**.

Organization Name: _____

Contact Name & Title: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Name of Function: _____

Estimated Total Number of Attendees: _____

Please refer to your email from the General Assembly events team for the following:

Assigned Date: _____

Assigned Time: _____

Assigned Location: _____

Menu Selection	Quantity	Unit Price	Total
Service Charge			
Sales Tax			
TOTAL		TOTAL	

Banquet room will be set in rounds. The banquet room includes tables, chairs, black non floor length linens, black napkins.

Comments: _____

Return Order Form to:

events@pcanet.org

** Any alcohol charges incur an additional 15% tax.*