



Reservations at the Live Oak Event Center & Cypress Room

General Policies

- Reservation requests for the Live Oak Event Center or Cypress Room must be submitted no later than 2 weeks prior to the event date.
- Catering, for events held in the Live Oak Event Center or Cypress Room, is provided on a preferred vendor basis by UCF Catering. If you contract a caterer other than UCF Dining Services Catering, there will be a catering surcharge of \$150 per event day.
- Any catering contracted for an event in the Live Oak Event Center must be provided by a caterer who is approved by the University of Central Florida. You can view the list of vendors at: <https://businessservices.ucf.edu/university-approved-caterers.html>.

Public Clients

- A deposit of 50% of the room rental fee is required to hold a date.
- Events cancelled within 30 calendar days of the event will result in total forfeiture of the deposit. Events cancelled outside of 30 calendar days of the event will result in a 50% forfeiture of the deposit.
- The room rental fee includes
 - 6 full hours that includes decorating and cleanup
 - An on-site Event Concierge Manager for your event to assist with venue related questions or issues
 - Padded banquet chairs & tables for your requested floor plan (round or rectangular tables available)
- With advance notice, you may purchase discounted parking passes for \$1.00 from the Event Services Office. Discount passes are only permitted for non-student use and must be linked to an event.

UCF Departments & Registered Student Organizations

- For UCF Departments or Registered Student Organizations, reservations at the Live Oak Event Center or Cypress Room are complimentary for events hosted on a Monday through Thursday that are not charging admission.
- Events that are charging admission or are being held on a Friday, Saturday, or Sunday will incur a room rental fee.
- Catering orders paid for by Registered Student Organizations are exempt from the \$150 catering surcharge.