



WEDDING PACKAGE INFORMATION

<<<<All packages are based on a 3 HOUR EVENT>>>>

BAR PACKAGES:

WEDDING MARCH PACKAGE: \$21.00 per person

Bar: Soft Drinks and 16oz. Nestle Pure Life Water
Daiquiri's: Pat O'Brien's Strawberry and Pina Colada made with Bacardi Light Rum
Domestic Bottled Beers: Budweiser, Bud Light, Michelob Ultra, Coors Light, Miller Lite
Wines: Main Street Chardonnay, Montevina White Zinfandel, Main Street Merlot
Champagne: Chateau St. Michelle Domaine Brut
Liquors: Skyy Vodka, Bacardi Light Rum, Jim Beam Bourbon, Bombay Gin, Cuervo Gold Tequila, Bols Amaretto, Dewar's Scotch
Signature Drink Special: See Below

DOWN THE AISLE PACKAGE: \$27.00 per person

Bar: Soft Drinks, 16oz. Nestle Pure Life Water and Red Bull Energy Drink
Daiquiri's: Pat O'Briens Strawberry and Pina Colada made with Bacardi Light Rum
Wines: Main Street Chardonnay, Montevina Pinot Grigio, Montevina White Zinfandel, Main Street Merlot, Main Street Cabernet, Jargon Pinot Noir
Champagne: Chateau St. Michelle Domaine Brut
Domestic Bottled Beers: Budweiser, Bud Light, Michelob Ultra, Coors Light, Miller Lite, Abita Amber, Abita Purple Haze
Liquor: Absolut Vodka, Jack Daniels Bourbon, Tanqueray Gin, Bacardi Light Rum
Malibu Coconut Rum, Captain Morgan Spiced Rum, Cuervo Gold Tequila
Dewar's Scotch, Bols Amaretto
Signature Drink Special: See Below

“I DO! AND SO DO YOU!” PACKAGE: \$33.00 per person

Bar: This package includes all drinks, domestic bottled beers, daiquiri, wine selections, & champagne from the Down the Aisle Package

Imported Bottled Beers: Heineken, Heineken Light, Corona Extra, Amstel Light, Newcastle Brown Ale, Blue Moon

Premium Liquor: Grey Goose and Ketel One Vodka, Makers Mark and Crown Royal Bourbon, Bombay Sapphire Gin, Patron Silver Tequila, Glenlivet 12 year old Scotch, Bacardi Light, Malibu Coconut, Captain Morgan Spiced Rum

Signature Drink Special: See Below

SIGNATURE DRINK SPECIAL:

****Included with all 3 Wedding Bar Packages****

Southport is now allowing couples to pick out a signature drink for their SPECIAL DAY for their guest to enjoy. Couples can decide on a drink and for an additional cost based on the number of guest have this drink featured at their wedding. Price will be determined by number of guests and variety of alcohol used in making the drink.

CATERING OPTIONS:

- 1: COCKTAIL HOUR: \$17.00 per person
 - Choice of 2 Entrées
 - Choice of 4 Trays
 - Complimentary Grilled Chicken Caesar Salad

2. SECOND LINE BUFFETT: \$20.00 per person
 - Choice of 3 Entrées
 - Choice of 5 Trays
 - Complimentary Grilled Chicken Caesar Salad

3. WEDDING CRASHERS BUFFET: \$25.00 per person
 - Choice of 4 Entrées
 - *** Beef Brisket or Roast Beef Debris can be substituted as an Entrée choice
 - Choice of 6 Trays
 - Choice of Complimentary Items from:
 - A) Grilled Chicken Caesar Salad
 - B) Vegetable Tray
 - C) Fruit Tray

FOOD CHOICES:

ENTREES:

1. Seafood and Smoked Sausage Gumbo (shrimp and crab meat)
2. Chicken and Andouille Gumbo
3. Chicken and Smoked Sausage Jambalaya
4. Chicken, Shrimp or Crawfish Fettucini Alfredo
5. Crawfish Étouffée
6. Crawfish and Corn Bisque

TRAYS:

1. Mini Muffaletta's - salami, ham, provolone cheese and olive salad
2. Breaded Chicken Strips - served with creamy ranch dressing
3. Buffalo Wings - breaded chicken wings served with creamy ranch dressing
4. Chicken Ka-Bobs - grilled chicken with grilled bell peppers in a honey marinated soy sauce
5. World's Famous Fried Catfish - served with tartar sauce
6. Fried Shrimp - served with cocktail sauce
7. Pizza - cheese, pepperoni or all meat pizza
8. Italian Meatballs
9. Pigs in a Blanket - cocktail sausages wrapped in puff pastry, baked till golden brown.
10. Chicken Caesar Salad: mixed greens, Parmesan cheese with creamy Caesar dressing
11. Vegetable Tray
12. Fruit Tray

ADDITIONAL FOOD OPTIONS:

1. Sliced Roast Beef Debris in brown gravy and pistolettes
 2. Sliced Beef Brisket with various buns
- **** both items run at \$12.00 per pound (poundage is based on number of guest)

ADDITIONAL WEDDING PACKAGE INFORMATION:

Sales Tax:

Tax must be added to all total packages (Jefferson Parish Sales tax is 8.75%)

Gratuity:

18% gratuity is added to all package total (sales tax not added in to this percentage)

Minimum Guarantee Policies:

Southport's minimum guarantee amount fluctuates during different months:

1. In the months of January, February, July, August and September is a 100 guest minimum guarantee.
2. In the months of March, April, May, June, October, November and December is 130 guest minimum guarantee
3. 70% percent minimum guarantee is set on large scale weddings of over 180 guests
4. At times special considerations can be made on minimum guarantee amounts. This most often times occurs on off nights (Sunday through Thursday), daytime weddings, and some Friday night weddings. This does not apply at any time to a Saturday night reception.

4 Hour Event:

Request and prices: Southport does offer 4 hour events. This request must be asked for prior to the event. It cannot be added on at the end of a scheduled 3 hour event. If a 4 hour event is requested, the pricing is strictly based only on the events bar package. Unlike other venues, Southport takes an additional count 15 minutes into the 4th hour and only guests still in attendance will be charged. This means the contractor is not charge for the full amount of people for the first 3 hours of the event4 Hour prices

Package 1: \$7.00 per person

Package 2: \$9.00 per person

Package 3: \$12.00 per person

*** sales tax and 18% will be added in as well for the 4th hour

Security:

Southport Hall provided one in staff door person for all events and 1 complimentary Jefferson Parish Police Detail Officer

If the event exceeds 250 guests, by law a second Jefferson Parish Police Officer must be hired. The additional offer is at the expense of the contractor of the event. Police detail rate is \$30.00 per hour at a 4 hour minimum

Linens:

Southport Hall supplies all white linens for all sit down tables, cake table and gift table for the reception. Black tables clothes for all buffet tables.

Wedding Decorating and Set Up:

Southport allows the use of outside decorating companies. Time for decorating set up is determined by Southport management. The use of staples and the hammering of nails is not permitted, only existing nails may be used. Confetti, glitter, toilet paper, silly string, silicon pebbles and any other table sprinkled products are banned from the venue. All candles brought in must be first shown to Southport management to get permission of use. Use of any of these items without the consent of Southport management will incur a price increase of \$250.00 for the event.

Southport Hall is more lenient to an extent with decorations for receptions. Southport Hall understands that it is such a special day and Southport Management will always try to resolve any issues with decorating to fit into the image of what the wedding couple is looking for.

Decorating Breakdown:

At the conclusion of the event Southport Hall staff will move all decorations to an allotted area. All decorations are to be packed away by a designated person or persons with the event and taken that day and/or night.

Important items to be brought into the venue:

These items must be brought in the night of the reception or during decorating. These are not items Southport Hall provides: Bride and Groom toasting glasses, Cake knife and serving, cake stand, card box, money dance bag, toss bouquet, garter, unity candle and sign in book.

Wedding and Grooms Cake:

Once a bakery company is decided upon, it is the responsibility of the wedding couple or an assigned person to submit to Southport Management the name of the bakery or bakeries that will be providing the individual cakes, and contact information for the bakery companies.

**** Please ask company doing wedding cake to provide a box for the top of the cake. Most companies will not send it unless requested.

Children's policies for receptions:

Southport does not charge full price for children attending receptions. We just ask how many are attending and the age range of those attending. Usual pricing for children attending is between \$5.00 to \$10.00 depending on age and food package selected.

Band Entertainment brought in for Parties:

If an event decides to have a live band, Southport's in-house sound system and light show must be used for all events. Southport will provide 1 in-house sound technician to take care of set up. Cost for this total service is \$350.00.

Contractor must provide contact info for the band no less than a month before the event, so stage plot, load in time, sound check and all other occurrences dealing with

the band can be taken care. If the band has a rider for the event, it's the contractors responsibility to take care of all items that must be provided.

Disc Jockey:

Southport Hall can provide its own in-house DJ for the reception at a cost of \$200.00 for the event. If an outside DJ is contracted out for the event, the contractor must provide all contact information at least 1 month away from the scheduled reception.

Time Breakdown And Attendant:

In the case the contractor does not hire a wedding planner to plan out the night as far as times and schedules at the reception the contractor can contract out a Southport Hall attendant to do so for the event. The cost for a Southport Hall attendant is \$250.00. Attendant will be at location the entire day for set up, deliveries, and all other items pertaining to the reception.

Ceremony:

Southport does offer the option of ceremonies at the venue before the start of the reception. Ceremonies are usually performed 30 minutes for the scheduled start of the reception. The cost of ceremonies at Southport Hall is \$500.00

Slide Show Projection:

Southport can run slide shows for events located only in the concert hall. Southport provides 2 flying in-house projectors and projection screens. Slide show can also be shown on 2 forty two inch flat screen TV's located on opposite sides of the main bar in the concert hall. Cost for this service is \$125.00 **** slide show presentation must be brought in and test on week before the scheduled event.

LED Lighting Display:

Southport provides LED lighting in the concert hall only. The LED lighting has the capabilities of showing 3 different colors at one time. The LED lighting illuminates all liquor bottles behind the main bar, all windows in the concert hall and lights over the top of the main bar. This is the perfect way to incorporate your signature colors into your decorating scheme for the event. There is no fee for this service.

Outside Vendors:

Outside vendors are on almost all occasions allowed into the venue. All vendors brought in must be first be approved by Southport Hall management.

Insurance Certificate:

This is for company events and sorority/fraternity events: If a certificate of insurance with your group name is required a service charge of \$145.00 will be implemented.

Event Deposits:

A deposit is due on the date of contract signing to schedule an event at Southport Hall. Deposit fee is determined by Southport Management.

Terms of Payment and Final Payment:

Southport accepts Cash, Check, or **** Credit Cards.

***All credit card payments will occur an additional 2% surcharge added to the final total invoice.

Final Payment is due 2 weeks before the scheduled event. If the event falls under the 70% minimum guarantee policy, then the minimum guarantee will be due 2 weeks before the event and final payment if over the minimum guarantee to be paid at the end of the scheduled event.

Cancellation Policy:

If in the event that a party cancels it must be canceled at least 2 months away from the scheduled event. If not within the 2 month guideline, the event will be responsible to pay the vendor the 50 guests, 100 guests, 150 guests, or 70% guarantee for events over 150 guest.

In the case of a Natural Disaster or a circumstance beyond Southport Hall's Control:

in the case that an event has to be cancelled due to a natural disaster or a circumstance beyond Southport Hall Managements control the event deposit or full payment will be held and the event will be rescheduled to a date that both the venue and contractor can both agree to with no conflict.