



PRIVATE EVENT PACKAGE INFORMATION

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

BAR PACKAGES:

BACKSTAGE PASS PACKAGE: \$18.00 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

HEADLINER PACKAGE: \$23.00 per person

Bar: Soft Drinks, 16oz. Nestle Pure Life Water and Red Bull Energy Drink

Daiquiri's: Pat O'Brien's 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

ROCKSTAR PACKAGE: \$27.00 per person

Bar: This package includes all drinks, domestic bottled beers, daiquiri wine selections, and champagne from the Headliner 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

CATERING OPTIONS:

- 1: Billboard Charts Package: \$13.00 per person
 - Choice of 2 Entrées
 - Choice of 3 Trays
 - Complimentary Grilled Chicken Caesar Salad

2. Gold Record Package: \$16.00 per person
 - Choice of 3 Entrées
 - Choice of 4 Trays
 - Complimentary Grilled Chicken Caesar Salad

3. Platinum Record Package: \$20.00 per person
 - Choice of 4 Entrées
 - *** Beef Brisket or Roast Beef Debris can be substituted as an Entrée choice
 - Choice of 5 Trays
 - Complimentary Grilled Chicken Caesar Salad and a choice either
 - A) Vegetable Tray
 - B) 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 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:

1. Minimum Guarantee to book the Front Bar and Glass Atrium is 50 guests
2. Minimum Guarantee to book the Concert Hall is 100 guests
3. Minimum Guarantee to book the entire venue including the concert hall, front bar and glass atrium is 150 guests
4. All events over 150 guests or more are asked to give a maximum number of guests, once the maximum number is set a minimum guarantee is put in place at a rate of 70% of the maximum guess total. Please note that the minimum guarantee amount will not go under 150 guests to book the whole venue.

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 event

4 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 provided white or black linens for all events. Black skirts are provided for all buffet tables.

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.

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.

Band Night Parties:

At Southport Hall you can party with your closest friends and then party with your favorite bands. Doors open for all shows at 10pm (unless specified by Southport management). On most band night occasions all guest of the event are allowed to stay in free of the cover charge. For certain band nights a reduced cover charge is added to the party, Southport management will always make you aware of this occurrence before the date is finalized and booked for the event.

Children's Party Policy:

All alcohol behind the bars will be removed or covered during the event.

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.

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.