

Southport



Rental Information 2024

ADDITIONAL PACKAGE INFORMATION

Rental Fees

Concert Hall: \$1,200.00
Front Bar/Glass Atrium \$400.00
Whole Venue: \$1,500.00

Included in fees: set up, break down & clean up, tables & chairs, high boy cocktail tables and stools, choice of white or black linens & white or black pipe and draps

Guarantees

Concert Hall: 115 guests
Front Bar/Glass Atrium: 50 guests
Whole Venue: 150 guests

For large events over the minimum guarantee, the venue will implement an 85% guarantee on the total number of guests and a head count will be kept at the door on the day or night of the event

Decorating Rules

Decorating windows are selected and provided 2 weeks before the scheduled event. You cannot decorate outside of your provided time frame. Please adhere to your window.

Absolutely no table confetti, glitter, confetti cannons, poppers, or sparkler send offs.

Absolutely no taping, stapling, or adherence of any kind to any of our walls or surfaces.

Any infractions will result in a \$250.00 fine per individual incident.

Deposits

Concert Hall: \$1,000
Front Bar/Glass Atrium: \$500.00
Whole Venue: \$1,500.00

Deposits are due at time of contract signing

Event Hours

3 hour maximum

4 hour events negotiable, ask for pricing

Entertainment

Concert Hall

\$350 stage fee. Use of venue's sound and lighting included. Venue sound technician required at \$30/hr for all events using venue systems. DJs may use venue's sound system and lighting; venue technician at \$30/hr required.

Concert Hall Visual Displays

Slide Shows available on 3 TVs that can be tailored to your event
LED Wall: Showcase high-res images or logos on a 20x20 screen.
Inquire for pricing

Front Bar/Glass Room

Portable stage available for \$400, plus \$30/hr for venue technician. For outdoor events, live music must conclude by 9:55pm (weekends) / 8:55pm (weekdays) and comply with local noise regulations (<100 decibels). DJs must supply all of their own equipment.

Playlists

Own playlists can be used with venue's sound system at no extra cost.

Hedgewall Bar

An outdoor element can be added to your event for \$350. Includes bar service with setup, breakdown, mixes, soft drinks, and staff.

Terms & Conditions

Minimum Guarantee

Headcount is due 2 months before the event, any overage payments will be collected at event end

Processing Fees

All credit card payments incur a 2% processing fee

Sales Tax

Catering & bar totals incur a 9.2% Jefferson Parish Sales Tax, rental fees are non-taxable

Gratuity

18% gratuity is added to all packaged events based on the bar and catering package

Cancellations

Cancellations are permitted without penalty up to 2 months before the event date. Cancellations made after this deadline incur a loss of the deposit and obligate the contractee to pay the full rental fee plus 70% of the contracted package prices, based on the minimum guarantee, as well as any applicable sales tax.

Damage to Venue

Contractees are liable for any damages to the venue or its exterior during the event. Repairs will be conducted by professionals chosen by the venue. Bathroom attendants may be required for some events, at the contractee's expense. Consult management for specifics.

Security

All private events come with a door person. For added security, a Jefferson Parish Police detail can be requested. Each officer requested is \$45.00 per hour with a 4 hour minimum.