



## **SWEET 16 / BAT MITVAH / HIGH SCHOOL PROM PRIVATE EVENT PACKAGE INFORMATION**

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

**RENTAL OF VENUE: \$1,500.00**

**CLEAN UP FEE: \$300.00**

**GRATUITY: \$600.00**

### **BAR PACKAGES:**

**Option 1: \$5.00 per guest**

Soft Drinks ( coke, diet coke and sprite ) and 16oz Nestle Pure Life Water Bottles

**Option 2: \$8.00 per guest**

Soft Drinks ( coke, diet coke and sprite ), 16oz Nestle Pure Life Water Bottles and NON ALCOHOLIC Strawberry and Pina Colada Daiquiri's

### **CATERING OPTIONS:**

1: \$10.00 per person  
Choice of 2 Entrées  
Choice of 4 Trays

2. \$13.00 per person  
Choice of 2 Entrées

Choice of 6 Trays

**FOOD CHOICES:**

**ENTREES:**

1. Chicken and Andouille Gumbo
2. Seafood and Smoked Sausage Gumbo
3. Chicken and Smoked Sausage Jambalaya
4. Chicken, Shrimp or Crawfish Fettuccini Alfredo

**TRAYS:**

1. Bread Chicken Strips - served with ranch dressing
2. Breaded Mozzarella Cheese Stick - served with marinara sauce
3. Fried Shrimp - served with cocktail sauce
4. Fried Catfish - served with tartar sauce
5. Italian Meatballs
6. Mini Muffaletta's - ham, salami, provolone and olive salad
7. Pigs in a Blanket - cocktail sausages wrapped in a puff pastry
8. Grilled Chicken Caesar Salad
9. Vegetable Tray
10. Fruit Tray
11. Cheese, Pepperoni or All Meat Pizza

\*\*\*\*\*Outside Catering buy out with full use of Southport Kitchen is available. Service charge is \$500.00\*\*\*\*\*

## **ADDITIONAL PACKAGE INFORMATION:**

### **Sales Tax:**

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

### **Gratuity:**

Flat fee of \$600.00 for all Sweet 16's, Bat Mitzvah's, or High School Proms

### **Minimum Guarantee Policies:**

Minimum guarantee to host a Sweet 16, Bat Mitzvah's, or High School Prom is \$100.00 per guest.

### **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.

### **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 invoice total.

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 guests.

**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.