

Michabelle Inn Special Event Contract

1106 South Holly Street, Hammond, Louisiana 70403

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Website: www.michabelle.com

Event Host (Bride/Groom): _____
Telephone: _____ Cell: _____ email: _____
Driver's License #: _____ State: _____
Address: _____

Event Date: _____ Start Time: _____ End Time: _____
-Wedding Standard Time: 1 hour for ceremony, 3 hours for reception **All events must end by 10pm**
-Non-Wedding Standard Time 3 hours

Event Type: Wedding Ceremony (\$500) _____ Outdoor _____ Indoor _____
Reception _____ (\$ _____ per person, includes children over 3yrs old)
Other: _____ (\$ _____ per person, includes children over 3yrs old)

Est. No. of Guests: _____ Location _____ (groups of 8-40 Restaurant) (groups of 50-200 Pavilion)
Friday minimum 85 people, Saturday minimum 130 people, Minimum wedding size 50 people

Rooms/Suites (to be billed to hosts): _____
Credit card information: _____

****All room reservations are subject to a 3 day cancellation period. Rooms must be cancelled within 3 days of the event to avoid cancellation fee of one night's charge per room. Maximum two people per room. All children must be accompanied by an adult. Room payments due upon check in. Individual room reservations for your guests should be made directly with Michabelle, credit card required to confirm/hold each room reserved.**

Event Setup: Decorating is limited to 3 hours before your event, please bring everything necessary for your setup.

Initial _____ Standard outdoor and Pavilion set up (no charge)-must be confirmed one week prior to event.
Initial _____ Setup changes requested within 24 hours of event will incur additional fees.

Payments:

Initial _____ ALL payments are non-refundable and non-transferable.

Initial _____ \$1000 (Non-Refundable, non-transferable) Deposit paid on _____.
Events are not booked until deposit is paid in full.

Initial _____ \$1500 (Non-Refundable, non-transferable) due 90 days prior to the event _____.

Initial _____ Remainder is due one week prior to your event _____ (date).

Initial _____ Any additional charges due at the end of the event (additional guests, bar costs-if applicable).

Initial _____ **Buffet Menu-** The following represents the Standard Menu (\$30 per person, tax and service included) served at all buffet style events and can be customized to suite your tastes. Substitutions or changes to menu need to be done in advance and may incur additional fees. *Buffet provided for 1.5 to 2 hours (no take out service, no outside catering)*

Initial _____ **Cold food section includes all of the following**

- Large bowl of spring mix salad (creamy vinaigrette dressing)
- Candied sliced fresh cucumber
- Tray of Creole tomatoes, thin sliced, served with home-made Italian dressing and shredded mozzarella
- Tray of cheeses
- Tray of fresh cut vegetables
- Tray of fresh cut fruit
- Addition or Substitution _____ Additional charge _____

Initial _____ **Hot food section includes all of the following**

- Sliced roast beef with red wine and mushrooms sauce
- Grilled chicken with Jamaican spices
- Sliced roasted pork loin with Creole mustard sauce
- Fresh made meatballs
- Seafood pasta
- "Au gratin" potatoes
- Fresh vegetables
- Fish Court Bouillon
- Jambalaya & Gumbo
- Addition or Substitution _____ Additional charge _____

Initial _____ **Desserts: Additional \$3 per person**

Variety of cakes: Chocolate, Cheesecake

- Addition or Substitution _____ Additional charge _____

Bar Service: _____ Cash Bar (\$100 set up fee) _____

_____ Open Bar - Budget _____ per person _____ tab amount

_____ Beer & Wine _____ Cocktails _____ **Soda Service Only**

_____ Signature cocktails _____

_____ Premium service _____

Bar Service (Restaurant Venue): _____ **Standard Flat Rate Bar** _____ **wine & beer table service**

_____ **Cash Bar (\$100 set up fee)** _____

Flat Rate Bar Service Menu: (Pavilion Venue)

Initial _____ **Standard Bar: \$10 per person for 3 hour bar** (includes all of the following)

\$2 per person for additional hour

- House wine: Merlot or Cabernet, Chardonnay, Moscato
- Draft beer: (choose 1), Bud, Bud Light, Coors Light, Miller Lite, Covington Strawberry (please ask if there is a specific brand you would prefer that is not on this list)
- Basic Cocktails

Initial _____ **Premium Bar: \$15 per person for 3 hour bar** (includes all of the following)

\$3 per person for additional hour

- House wine: Merlot or Cabernet, Chardonnay, Moscato
- Draft beer: (choose 1), Bud, Bud Light, Coors Light, Miller Lite, Covington Strawberry, Abita (please ask if there is a specific brand you would prefer that is not on this list)
- Cocktails: Scotch-Ushers & Makers Mark, Tequila-Jose Cuervo Gold, Rum-Bacardi & Parrot Bay, Gin-Tanqueray, Vodka-Smirnoff, Bourbon-Jim Beam, VO & Jack Daniels, Blend-Crown Royal

I, _____ understand that I am legally committing myself to the payment of all services as marked above. Layaway plans are available; however, failure to adhere to payment schedule may result in the cancellation of your event. Returned checks or failure to pay remaining event charges are subject to fees, legal action, legal fees, collections and cancellation of event (if applicable).

Signature _____

Initial _____ **Music:** Your DJ should provide the PA system for the ceremony. Please inform your DJ or band that due to neighborhood and city noise ordinances All amplified music must stop at 10pm per city ordinance Sec. 21-120.2. Violations of this ordinance will result in penalties assessed by the Hammond Police Department.

Initial _____ **Wedding Cake:** Drop off time is on the day of the event only. We do not store wedding cakes due to their fragile nature. Please ask your vendor to drop the cake off in the Pavilion and to provide cake boxes for the cake top. Tables will be provided for wedding cake display and groom's cake display. Please discuss your cake set up with your vendor. We provide skilled cake cutters and will be happy to handle your cake distribution.

Initial _____ **Alcohol Service:** The host acknowledges that state law regulates Michabelle's alcoholic beverage sales and services and that both Michabelle and the host share in the responsibility for the enforcement of these laws. According to state law, all alcoholic beverages must be provided and served by Michabelle. No outside alcohol is permitted on the grounds / parking lot. Host agrees that he/she shall be responsible for the conduct of his/her guests and that Michabelle may refuse service to any guest or, at our discretion, discontinue service to all guests in the event of violation of any state law. Should Michabelle discontinue service to all guests, host shall remain liable for all amount owed to Michabelle.

Initial _____ **Decorating:** The Pavilion is open **three hours** prior to your event for deliveries and decorating. Standard table decorations and floral arrangements are available for your use and will be set up by our staff. However, if you choose to bring your own decorations, it is your responsibility to decorate the facilities. No thumbtacks or tape will be allowed on walls or floors. All candles must have a fire-proof base and must be surrounded by glass, as required by the fire codes of the state of Louisiana. **No sparklers are to be used at any time. Any damage beyond normal wear and tear is the responsibility of the event host (bride/groom).** All decorations must be removed at the end of the event. We suggest that you bring clearly labeled, large plastic tubs or boxes to pack all of your personal items at the end of the event. Michabelle's is not responsible or liable for any items left behind after the event.

Initial _____ Prior to your event, the bar will not be open. Our staff will be busy preparing for your special event. If you are there the three hours prior to your event, we suggest you bring water bottles or soft drinks. Guests are welcome to stroll around the grounds or to sit in ceremony area at the front of the house.

Initial _____ Additional \$150 per hour will be assessed if the event runs over the allotted end time.

Initial _____ A guarantee regarding the exact number of guests expected must be received by Michabelle at least 7 days prior to the function. Michabelle will calculate the total cost of the event based upon this guarantee and the event host (bride/groom) will be responsible for 100% of this cost. If a guarantee is not received, the estimated number of guests as shown above will be considered the guarantee. No reductions on group size allowed within 5 days of event. Please make your best estimate, food has to be ordered and staff has to be scheduled. Saturday events require a minimum of 130 guests, Friday events = minimum of 85 people, 50 people minimum for a wedding event all other days.

Initial _____ Children are welcome under the supervision of responsible adults. Please advise your guests.

Initial _____ Wedding Rehearsals and pre-wedding photography must be scheduled in advance so they do not conflict with other events. Rehearsal time is one hour. Photography time is two hours.

We at Michabelle Inn look forward to helping make your special event a wonderful experience for you and your guests. Please feel free to contact us at any time, we are here to help.