

the Gallery

COCKTAIL PARTY PACKAGE



137 Taos St. (near I-10 & Gause) in Slidell

985-781-7483

www.CelebrateAtTheGallery.com

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Cocktail Party Package

Package Inclusions:

Use of Facility with Food and Beverage Service for a three hour reception.

China, Glassware and Stainless Flatware customary for all service, unless other tableware is requested.

Appropriate Table and Chair Set-Up in the ballroom, and dance area, if desired.

Candle Lamps and floor-length Linens on all tables.

AV Equipment - Power Point, large video screen, and wireless or lapel microphones may be included with prior notice and must be handled by our AV staff only.

A personal Event Coordinator will be assigned to you. Her services are available for all of the planning stages of your event, including menu and set up, and are provided to ensure that everything proceeds as smoothly as possible. If you have any questions, please notify your Event Coordinator, who will see to it that these are addressed promptly. She will also work with your other vendors and coordinate deliveries prior to your event.

For Parties of 151 or more, services of our in-house Disc Jockey included for three hours.

Pricing and Times:

Daytime Events

Evening Events

If no alcohol is to be served, you may deduct \$5.00 per person. For a buffet menu only, you may deduct \$4.00 per person. If desired, we can create a customized package for you. Applicable sales taxes and 18% service charge will be added to your total event cost. . (Gratuity is separate and not included and goes to all staff working your event). Prices shown may not apply to **Holidays**; there could be a **significant surcharge** to defray extra staff expenses. **Daytime Events** should end by 5:00 p.m. and **Evening Events** can commence after 6:30 p.m., in most cases. You may elect to extend the time of your event (based on availability) for an additional charge.

Facility Capacity:

Maximum Capacity of our facility is **300 guests**. Please allow consideration for the type of tables used, stages, podiums, bands, dance area, additional food tables, cake table and other items that may affect available floor space. We recommend seating for 50-60% of your anticipated guest count for your event.

****A Minimum** of 100 guests is required for the Grand Ballroom on Saturday evenings, and 75 guests on Friday evenings.** (exceptions may be available)

Payments:

A **Deposit** of 10% of your total package price is due upon contract signing to hold your date and reserve the facility. We currently accept only cash or checks for the deposit and remaining balances. This deposit is refundable only up to **6 months** before the date of your event. After that time, if you cancel you will forfeit your deposit and any additional payments. A \$50 service fee will be charged on all cancellations, regardless of the date.

50% of your total cost is due 60 days before your event, with the remaining balance due **14** days before the event. A payment plan can be arranged for your convenience. Payments made after 14 days prior to event must be in cash. A firm guest count guarantee is required 10 days prior to your occasion. A final guest count will be taken during the event and monies for extra guests will be due at the end of your event, plus a 10% per person surcharge, if applicable.

Cocktail Party Menu:

Our chef would be delighted to create a special menu for you. We will consider all special requests.

Some of our Selections include:

Food Services:

Cold Displays:

Fresh Fruit and Gourmet Cheese, Cold Vegetables, Grilled and Marinated Vegetables, and Antipasto

Hot Dip served with garlic toasts or crackers: (choice of 1)

Lump Crabmeat Dip, Spinach and Artichoke Dip, or Hot Crawfish Dip

Specialty Sandwiches: (choice of 1)

Cocktail Muffalettas, Chicken Salad Croissants, Shrimp Salad Croissants
or Overstuffed Finger Sandwiches

Hot Hors D'oeuvres - passed around: (Chef's choice of 5--Subject to change seasonally)

Sausage or Crabmeat Stuffed Mushrooms	Seafood Kickers
Bleu Spinach Puffs	Fried Catfish Bites, Shrimp, or Oysters
Roasted Vegetable Crostini	Smoked Gouda and Mushroom Pinwheels
Broccoli Croquettes	Parmesan Artichoke Hearts
Bacon-Wrapped Shrimp	Melon-Wrapped Prosciutto
Hawaiian Pork or Chicken Satay	Antipasto Skewers
Smoked Chicken or Beef Quesadillas	Stuffed Red Potatoes
Roasted Duck Empanadas	Beggars Purses
Boneless Buffalo Bites	Crab Rangoon
Crab Cakes	
Mini Crawfish or Meat Pies	
Sweet Potato & Crawfish Beignets	

Salad: (choice of 1)

FEAST! Salad, Caesar Salad, Strawberry Spinach Salad or Bleu Cheese Bacon Apple Pecan Salad

Hot Food Items: (choice of 2)

Seafood Pasta, Crabmeat Scampi Pasta, Chicken Fiesta Pasta, Shrimp & Tasso Pasta, Chicken & Sausage Jambalaya, Eggplant with Shrimp Casserole, Crawfish and Tasso Bread Pudding, Chicken Pinwheels, Chicken Marsala or Chicken Alfredo

Po Boy Station: (choice of 1)

Beef Roast, Pit Ham, Roasted Pork Loin, Roasted Turkey Breast, or Steamship Round (served with fresh rolls and condiments)

Minimum 151 guests Steamship Round **Carver - additional \$75.00**

Our Chocolate Fantasy Fountain w/accompaniments

Available Station Options: (minimum 50 guests) -- Additional charge per person - each:

Boiled Seafood (seasonal selection)
Smoked Salmon
"Smashed" Potato Bar
Flaming Dessert Station
Custom Pasta Station
Soup Station
Prime Rib of Beef or Beef Tenderloin (market price)

Beverage Services:

We are pleased to include the following **Liquors** in our basic package:

Jim Beam Black Label
Jack Daniels Black Label
VO Canadian Blended Whisky
Seagram's Seven
J & B
Wild Turkey
Crown Royal
Sauza Silver Tequila
Absolut Vodka
(regular and some flavors)
Tanqueray Gin
Johnnie Walker Red Label Scotch
Bacardi Rum
Myer's Dark Rum
Captain Morgan Spiced Rum
Parrot Bay Coconut Rum

We also offer the following **Cordials and Liqueurs**:

("Shots" are not permitted)
Amaretto, Starbucks Coffee Liqueur, Presidente Brandy, Bailey's Irish Crème,
Dark and Light Crème de Cacao, Crème de Banana, Crème de Menthe, and
Assorted Schnapps.

Our fine selection of **Wines** currently includes:

Barefoot Brand Cabernet, Merlot, Chardonnay and White Zinfandel.
(Selections are subject to change seasonally.)

The Gallery proudly serves Bud Light Draught Beer. Bottled Beer also available for an additional \$2 per person.

A Frozen Margarita and Coffee Service are included in your package, and will be set up upon request.

Additional Considerations:

Our insurance and licensing prohibit us from allowing any outside food or liquor in our facility. Please understand that this is not left to the discretion of your servers or bartenders. Your cooperation is greatly appreciated. We reserve the right to refuse service to any guest or band member who appears intoxicated.

You will be responsible for any damages to the facility or missing items (glasses, centerpieces, etc.) that occur during your function. We reserve the right to “switch” to disposable ware near the end of functions.

Parking is available in our lots and on Taos Street. After 6 PM, you may also use the adjoining Harley-Davidson lot. Please feel free to use our convenient drive through area for drop off, but we ask that you do not leave your vehicle unattended so that other guests are able to utilize this area as well.

Security details will be provided, as mandated by law, for functions of 200 or more.

For the enjoyment and safety of all our clients and guests, **the Gallery** is a non-smoking facility.

Please Note: No use of confetti, rice, bird seed, rose petals, colored candles, silly string, glitter, bubbles, shaving cream, etc. will be allowed on the property. (Some of these items may be used with prior consent and an added cleaning fee, if applicable) Nothing may be attached to any wall without prior permission and assistance of **Gallery** management.

We at the **Gallery** appreciate your interest in our facility
and look forward to the opportunity to make your
special occasion particularly memorable.