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# club XLIV

*and Encore*

# Forever

## STARTS HERE

Congratulations and thank you for considering our venues for your upcoming wedding! We would consider it a privilege to share in your big day by serving as the host site for your ceremony and/or reception.

Located in the most spirited city of America and just steps away from the Mercedes-Benz Superdome and Champions Square, club XLIV and Encore stand just blocks away from historic sites such as the French Quarter, Jackson Square and beautiful uptown New Orleans.

club XLIV is New Orleans' premier luxury private event space. With amazing built-in amenities including modern furnishings, an illuminated bar and classic New Orleans artwork, club XLIV is truly "a wedding planner's dream!"

Encore, the perfect addition to club XLIV, is a customizable venue that can make any Bride and Groom's wishes come true. Connected to club XLIV by impressive, over-sized sliding doors, Encore is ideal for a ceremony or additional reception space.

Enclosed, please find detailed information on hosting your wedding ceremony and/or reception at club XLIV and Encore. We are eager to meet with you in order to begin planning your perfect celebration.

**To check availability or schedule a site visit, please call 504.587.3663 or email [clubXLIVsales@asmneworleans.com](mailto:clubXLIVsales@asmneworleans.com).**

# club XLIV and Encore

## **WEDDING RECEPTION AMENITY PACKAGE INCLUDES, BUT IS NOT LIMITED TO:**

- Up to a four (4) hour event in club XLIV, or club XLIV and Encore. Please note, Encore does not have any restroom facilities, thus use of Encore must be in conjunction with use of club XLIV.
- Option to use outside caterer (food only)
- Modern furnishings and fixtures
- Complimentary rental of dance floor (based upon availability)
- Specialty audio and video package
- Complimentary bottle of champagne for the toast during the cutting of the cake
- Complimentary parking for guests
- Indemnification & Insurance

## **club XLIV, OR club XLIV AND ENCORE FACILITY FEES (4 HOURS OR LESS):**

- The Facility Fee for club XLIV, or club XLIV and Encore is based on attendance for the Event according to the below sliding scales. Please also refer to the notations below the chart.

Wedding Event Up To 4 Hours – club XLIV only			
Attendance	Time	2020 club XLIV Facility Fee	2021 club XLIV Facility Fee
1-150	4 hrs or less	\$6,550	\$6,800
151-300	4 hrs or less	\$6,650	\$6,900
301-550	4 hrs or less	\$6,950	\$7,200

Wedding Event Up To 4 Hours – club XLIV and Encore combined			
Attendance	Time	2020 club XLIV and Encore Facility Fee	2021 club XLIV and Encore Facility Fee
1-150	4 hrs or less	\$7,600	\$7,850
151-300	4 hrs or less	\$7,700	\$7,950
301-550	4 hrs or less	\$8,000	\$8,250
551+	4 hrs or less	\$8,300	\$8,550

- The Facility Fee is inclusive of basic staffing: security, housekeeping, ushers/guest services and labor for any audio/visual production needs (i.e. LED televisions, projection screen, microphones, house sound etc.), and general liability insurance coverage.
- **NOTE: The 2020 Facility Fees above are effective January 1, 2020, and they are subject to change for events after December 31, 2020. The 2021 Facility Fees above are effective January 1, 2021, and they are subject to change for events after December 31, 2021.** The staffing charges included in the Facility Fees above are subject to change based upon ASM Global's prevailing rates at the time of client's event.
- **Attendance:** Once a guarantee of attendance is provided by the client and a license agreement is issued, the Facility Fee will remain the same if attendance is lower than the guarantee, but will increase according to the above sliding scales if attendance is greater than the guarantee.
- **Event Duration:** An additional Rental Fee of **\$550** per hour, or part thereof, plus expenses will apply to any event that extends past 4 hours.
- Checks are to be made payable to ASM Global. Credit cards are also accepted. Note: A convenience fee of 3% is applied on credit card transactions.



# club XLIV and Encore

## MOVE-IN / MOVE-OUT:

- Move-in begins at 12:00 noon on event day and move-out is 2 hours immediately following the event.
- If a Pelicans basketball game, concert or any other event in the complex is scheduled on the same day as client's event, move-in time may be altered. Please note: traffic may impede with guest parking if additional events take place within the complex on the date of client's event. Client's assigned Event Coordinator will work with client regarding traffic ingress and egress.

## INDEMNIFICATION & INSURANCE:

- Client shall indemnify, defend, and hold harmless ASM Global, the Louisiana Stadium and Exposition District, Zelia LLC, The Louisiana Superdome Marketing and Promotional Fund, and their respective officers, directors, agents, and employees (collectively the "Indemnitees"), from and against any and all losses, liabilities, claims, damages, and expenses (including reasonable costs of investigation and attorneys' fees) arising from personal injury to or death of persons or damage to the property caused in whole or part by the fault of any of the Client Parties.
- General Liability insurance naming the Indemnitees as additional insureds is required for all events at the Facility. ASM Global will obtain this policy on behalf of client, the cost of which is part of the Facility Fee outlined in this proposal. A copy of the Certificate of Insurance will be emailed to client prior to the Event. NOTE: The Facility Fee will not be reduced if client elects to purchase insurance coverage on their own.
- ASM Global will require proof of Business Automobile Liability insurance coverage for any vendor vehicles requiring access to Champions Square during move-in, Event and move-out hours (i.e. decorator, florist, limo, etc.) and the following shall apply:
  - A list of all vendors requiring vehicle access must be submitted to the assigned ASM Global Event Coordinator in writing no less than thirty (30) business days prior to the Event.
  - Client will be responsible for notifying vendors of the insurance requirement. Proof of insurance should be sent to Michelle Mather via email (michelle.mather@asmneworleans.com) or fax (504-587-3502) no less than ten (10) business days prior to the Event.
  - **NOTE: Vendors will not be permitted to drive vehicles into Champions Square without the appropriate insurance coverage on file with ASM Global.**

## DATE AVAILABILITY/REQUEST FOR DATE HOLD:

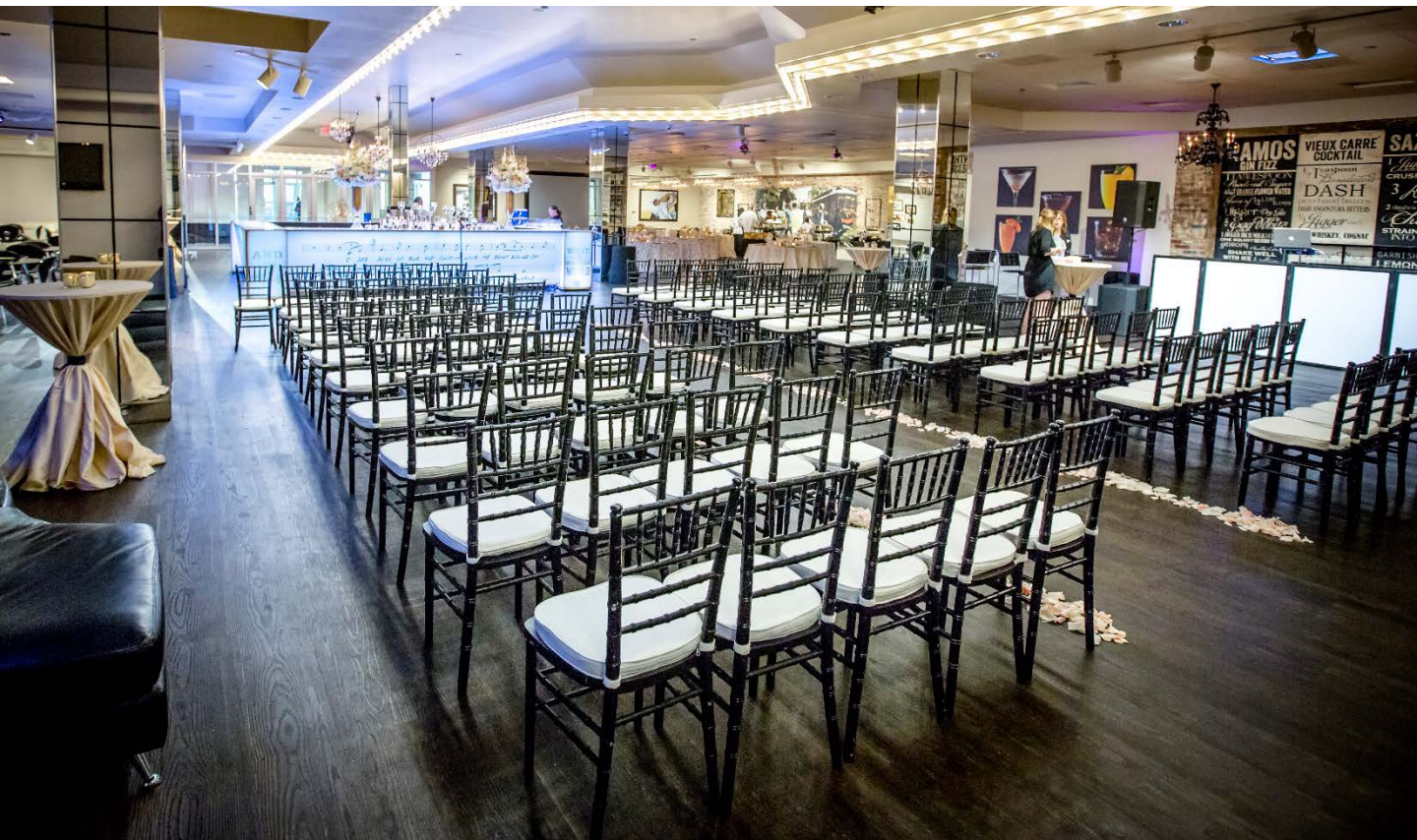
- If a hold is requested for a particular date, ASM Global will hold the date for thirty (30) days. After thirty (30) days, a **non-refundable** deposit (\$1,500 for club XLIV or \$2,000 for club XLIV and Encore) is required within 48 hours in order to secure the hold. Deposit to be applied toward final rental balance due. If a deposit is not received, the hold will be released without additional notice.
- If ASM Global receives another request for the same date within the previously mentioned thirty (30) day window, ASM Global will contact client, and client will have seventy-two (72) business hours (Monday – Friday) to issue a non-refundable deposit (amounts as stipulated above) in order to officially secure space and date. Deposit to be applied toward final rental balance due.
- If client requests a License Agreement to secure the venue and date, a non-refundable deposit (amounts as stipulated above) must be submitted to your Sales Representative. ASM Global will not draft the agreement until this deposit has been processed.

# club XLIV and Encore

## PAYMENT SCHEDULE:

Due Date	Item
Upon Request of License Agreement	Non-Refundable Deposit to Secure Date and Space <b>club XLIV: \$1,500</b> <b>club XLIV and Encore: \$2,000</b>
9 months prior to event	Half of Facility Fee less Non-Refundable Deposit
3 months prior to event	Remaining Facility Fee
6 weeks prior to event	Damage and Contingency Deposit
	Outside Catering Fee Minimum (If Applicable)
	Outside Catering Damage and Contingency Deposit (If Applicable)
	Any Additional Expenses Not Covered in Facility Fee

**\*NOTE: Remaining Facility Fee is based upon total attendance as seen in charts on page 1.**  
**Final payment schedule will be listed in the License Agreement.**





# club XLIV and Encore

## EXPENSES NOT COVERED IN FACILITY FEE:

Any ancillary items/staffing requested or required beyond the previously defined scope will be the responsibility of the client. The services and equipment listed below are provided in-house by ASM Global or are contracted directly by ASM Global on client's behalf. All expenses related to below (where applicable) are to be paid by client including, but not limited to, the following:

- Technical Staff (if applicable) including: Conversion Crew, Plumber, Electrician, Carpenter, Refrigeration, Laborer and Painter, Field Crew, Millwright
- Equipment (excluding tables, chairs, and staging/risers) – discuss needs not outlined within this proposal with ASM Global Event Coordinator
- All applicable labor and set-up fees
- All Catering Costs
- Lighting technician
- Fire Watch Personnel for events greater than 350 people and events that use heating sources to cook food, and/or ASM Global's discretion
- Medical and Emergency Personnel

## CONVERSION/SPACE CONFIGURATION:

- club XLIV existing furniture consists of the following: black and ivory leather sofas, high boys with leather barstools and dining tables with black chairs. **Removal of all furnishings is not permitted.**
- If client requests the removal of only a portion of the existing club XLIV furniture, labor fees will apply. Based upon amount of furniture to be moved, your assigned ASM Global Event Coordinator will determine number of labor personnel and hours required (4 hour minimum).
- For events that occur during fall and winter months, if a New Orleans Saints football game is scheduled on the day after client's event, the ASM Global may require that client utilize club XLIV in its existing configuration and client may not be permitted to move any furnishings. This will vary based on the potential Saints game kick-off time.
- Please refer to the club XLIV floor plan page within this proposal.

## DEPOSITS:

- The damage and contingency deposit of **\$1,200** (if utilizing club XLIV ONLY) or **\$1,500** (if utilizing club XLIV and Encore) will be due prior to the event. A credit will be provided at settlement, all or in part, based upon ASM Global's inspection following the conclusion of the event.
- The outside catering damage and clean up deposit outlined on the previous page will be due prior to the event (if applicable). Credit will be provided at settlement, all or in part, based upon ASM Global's inspection of the catering area following the conclusion of the event.

## CANCELLATION:

- If client cancels the event more than nine (9) months prior to the scheduled event date, ASM Global will retain the full initial deposit.
- If client cancels the event less than nine (9) months, but more than three (3) months prior to the scheduled event date, ASM Global shall retain one-half (1/2) of the Facility Fee.
- If client cancels the event less than three (3) months prior to the scheduled event date, ASM Global shall retain the entire rental portion of the facility fee as listed within the executed agreement.
- Cancellation of the wedding reception as a result of unforeseen occurrences such as terrorist acts, Act of God, including national disasters, or any other act or casualty generally construed to be a force majeure will result in no damages being due by either party.

# club XLIV *and Encore*

## **club XLIV AMENITIES:**

club XLIV provides the following furnishings, fixtures and equipment complimentary to client:

- Seating for approximately 200 guests
  - Combination of 9 black and ivory leather sofas
  - 9 highboys with 27 leather barstools
  - Twenty-three (23) 42" tables with 92 leather chairs
- Main bar featuring specialty lighting
- Nine (9) 42" LED televisions mounted throughout the room with HDTV capability and Cox Cable channels and the ability to display customized logos, videos, presentations, etc.
- Specialty LED Lighting Package
  - Two gobos – may be customized for an additional fee. Pricing is determined on color and intricacy of design. Note: Creation of custom gobo plates must be outsourced by client.
  - Specialty ceiling lighting and uplighting throughout the space
  - A 5,000 lumen projector projects on to a 10'x12' screen. The projector has Cox Cable TV channels.
  - **Note:** ASM Global is the exclusive operator of all existing sound, lighting and video equipment in club XLIV.
- New Orleans inspired artwork throughout club XLIV that includes:
  - A display of customized pieces featuring New Orleans' jazz instruments and musical heritage
  - Specialty New Orleans Muses shoe wall
  - Hand gilded Home Sweet Dome Superdome mural
  - Bead art tiles paying homage to famous streets in New Orleans
  - Big Easy Map Wall
  - "XLIV" wall paying tribute to the New Orleans Saints Super Bowl win in 2010
  - "Love Notes to New Orleans" portrait gallery wall
  - Custom wrapped bar featuring sheet music to Louis Armstrong's "What a Wonderful World"
- Dimmable chandeliers throughout the space
- Power/Electrical throughout space
- Restrooms in lobby area of club XLIV
  - Men's: 7 restroom stalls
  - Women's: 12 restroom stalls
- Associated labor costs related to any of the above listed amenities are the responsibility of client (unless otherwise indicated).
- **Note:** Client must inform their assigned ASM Global Event Coordinator of any requests to modify the placement of furnishings, fixtures and equipment, listed above, at least five (5) days prior to client's event date(s). Please see the following page for room layout.

## **ENCORE AMENITIES:**

- Customizable space for any special occasion
- Connected to club XLIV by impressive, oversized sliding doors
- Separate entrance located at Girod Street
- Thirteen dimmable chandeliers
- Please note this space is a blank "shell" space with no uplighting or audio/visual, etc.

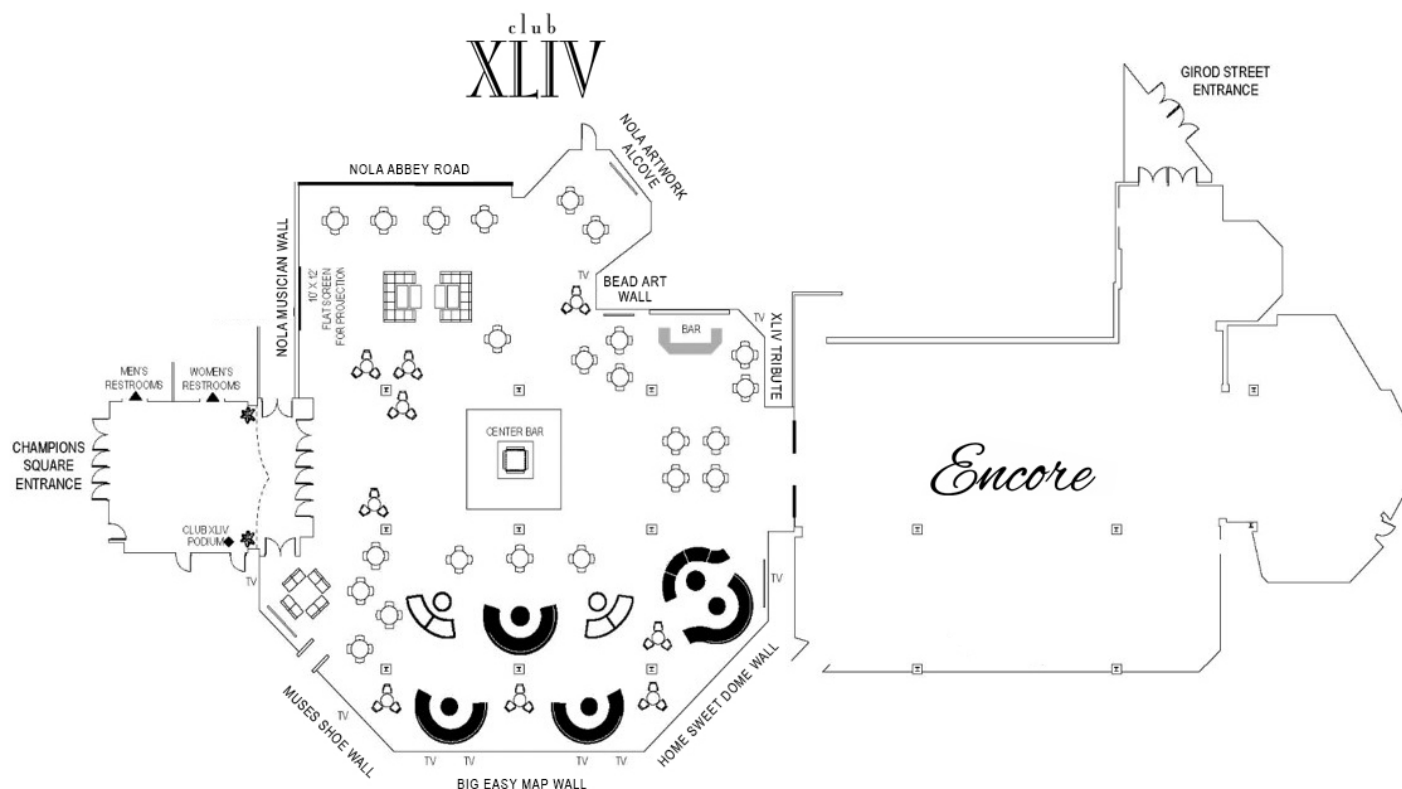
## **NOTE:**

- ASM Global has the right to alter equipment, furnishings, and décor at any time.

# club XLIV and Encore

Capacities	Reception	Banquet	Theater
club XLIV	550	Varies depending upon existing furniture configuration setup	Varies depending upon existing furniture configuration setup
Encore	450	Approximately 300	Approximately 400

The above listed capacities are only estimates. Final capacity for each space is dependent upon, but not limited to, client's desired configuration, production elements, décor, food & beverage service set-up, etc. Please speak to your **ASM Global** Sales Representative for sample floor plans.



## LEGEND:

- BLACK SOFA & OTTOMAN
- IVORY SOFA & OTTOMAN
- IVORY LOVE SEAT
- (23) 42" ROUNDS OF 4
- (10) 30" HIGHBOYS OF 3
- 10' X 12' WHITE FLAT SCREEN FOR PROJECTION
- COLUMN WITH MIRRORS
- CUSTOMIZABLE GOBO



# club XLIV and Encore

## club XLIV ASM GLOBAL EQUIPMENT:

- For certain requested set-ups (seated dinners, use of a dance floor etc.), client may want to relocate or remove all or limited pieces of the club XLIV furnishings (sofas, glass top tables, and all seating) from their existing location (see floor plan located on the previous page) in order to accommodate their desired setup. If this occurs, client is responsible for all labor fees associated with movement of any furnishings.
- Labor fees for removal or movement of existing furnishings from their existing configuration are based on the amount of furniture to be moved. Please speak with your assigned ASM Global Event Coordinator for labor fees. If client requests use of the space in its existing set-up, the existing furniture (highboys, glass top tables, sofas, etc.) is included in the rental fee.
- If client chooses to move existing furnishings (labor fees apply) ASM Global will provide the below listed equipment to client at no rental charge. Labor fees for setup and removal will apply. Please note that rush labor fees will apply for rush installation and removal as dictated by Event Schedule.
  - 72" Round Tables
  - 6' Rectangular Tables
    - Restrictions apply – i.e. no stapling, nailing
  - Blue Clarin Chairs
  - Black Banquet Chairs
  - Staging (4x8ft)
  - Risers (4x8ft and 3x8ft)
  - Dance floor (dance floor size varies depending upon final location of dance floor)
- If client chooses to remove existing furnishings (labor fees apply) in order to accommodate their desired event setup, and client utilizes an **OUTSIDE CATERER**, client will be responsible for providing and setting up all catering prep tables, buffet tables, and all associated linens.
- **Note:** Tables linens are NOT provided by ASM Global with the rental of equipment. Please speak with a linen provider or your selected caterer to request linens.
- **Note:** All ASM Global Equipment is based on available in-house inventory on event date.



Information valid through December 31, 2021



# club XLIV and Encore

Client will be assigned an ASM Global Event Coordinator to handle all facility set-up & logistics pertaining to assigned reception space (i.e. parking arrangements, access to space, space set-up). ASM Global does not provide a dedicated *Wedding Coordinator/Planner*. Please see below.

## WHAT ARE THE RESPONSIBILITIES OF YOUR ASM GLOBAL EVENT COORDINATOR?

- Act as the on-site liaison between your Wedding Coordinator/Planner and Facility Staff.
- Provide information regarding access, parking & other Facility related specifics to Wedding Coordinator/Planner in order to inform vendors.
- Create a floor plan of function space in order for you to plan and provide ASM Global with your preferred seating arrangements.

## ASM GLOBAL EVENT COORDINATOR DOES NOT HANDLE/COORDINATE THE FOLLOWING:

- Timing/Flow of rehearsal (i.e. bridal party procession, groom procession, usher details, bride procession)
- Deliveries (i.e. florist, cake, décor)
- Décor (set up or break down)
- Wedding party transportation
- Program distribution for ceremonies
- Guest Book
- Timing/flow of reception (i.e. dances, photos, toasts, cutting the cake, bouquet/garter toss)
- Party favors/Gifts

## ASM GLOBAL, MANAGER OF FACILITY, DOES NOT PROVIDE THE FOLLOWING:

- Cake stand, cake knife, etc.
- Custom linens, Table centerpieces
- Guest sign-in book & pen
- Bridal portrait & display easel

## NOTES:

- All of the above must be delivered on the day of the event.
- Client is responsible for collecting any personal items brought into the venue at the conclusion of the reception. ASM Global is not liable for any of the above items listed on this page.

## DÉCOR RESTRICTIONS:

- No items may be nailed, hung or taped to the walls, columns or ceiling.
- Shredded paper, paper confetti, birdseed, rice or any small candy will **NOT** be permitted on the premises (interior or exterior).
- Sparklers and bubbles may be used on the exterior of the premises.
- Mylar confetti and rose petals are allowed for an additional clean-up cost. Please speak with your assigned **ASM Global** Event Coordinator for associated clean-up fees.
- Open flames, including candles, are prohibited in club XLIV and Encore. For an exception to be made to this policy the following stipulations would apply:
  - Candles must be placed in protective glassware.
  - Client must submit (1) photos of all protective glassware and (2) proposed candle locations to **ASM Global** Event Coordinator for review no less than five (5) business days prior to the event date(s).
  - **ASM Global** reserves the right to remove and/or extinguish candles prior to, or during the event in order to ensure the safety of event attendees.
  - Any damages that occur due to the use of open flames shall be the sole liability of client.
- Decorations (other than the above listed restrictions) can be brought into club XLIV and Encore, but all items must be removed at the conclusion of the event. All items will be disposed by **ASM Global** immediately following event and client will be responsible for additional clean-up charge (fee to be determined).
- Client must discuss all decoration plans with assigned **ASM Global** Event Coordinator prior to Event Date.

Information valid through December 31, 2021

# club XLIV *and Encore*

## club XLIV LIGHTING:

- LED color changing capability for all up-lights around exterior of the room
- Specialty ceiling lighting and up-lighting throughout the space
- Gobo projection onto the floor at both entrances with ability to customize logo (associated fees apply for creation of custom gobos)
- Dimmable chandeliers throughout the space
- Main bar featuring specialty light
- **NOTE:** Illuminated bar will be set to desired color prior to event start; however, if client desires a change in bar color during the Event, ASM Global will staff a Lighting Technician at the expense of client (4 hour minimum).
- **NOTE:** Client must submit all lighting requests, i.e. dimming, certain lights off and on, etc., five (5) days prior to event date(s).

## club XLIV AUDIO:

- Console with the ability to include microphones, iPod's, iPads, iPhones or other MP3 players.
  - Client may provide audio player to plug into the existing audio system. **Note:** Client is responsible for providing their own charging device for their audio player.
  - Should the audio player have poor quality music that could potentially damage the audio system, ASM Global reserves the right to refuse to play or terminate play of the audio player during the event.
- If client chooses to use club XLIV's in-house audio/video system, client is responsible for paying a technician fee for operation of equipment.
- Outside entertainment (i.e. DJs/Bands) will not be allowed to tie into club XLIV sound system. Any outside entertainment brought in must provide a "Turnkey" solution including AMP, SPEAKS, MIX, MIC, Audio Source, cabling, etc.
- Sound for the LED televisions can be played through the club XLIV sound system.
- ASM Global has ultimate control over the volume level when ASM Global's audio system is being used.

## club XLIV VIDEO:

- Nine (9) 42" LED televisions mounted throughout club XLIV. All TVs are HDTV capable, offer Cox Cable channels and are capable of displaying customized logos, videos, presentations, etc.
  - Note: The recommended image size is 16x9 for clear TV resolution.
- A 5,000 lumen projector projects on to a 10'x12' screen. The projector has Cox Cable TV channels.
  - A computer may be attached to the projector for customized logos, videos, presentations, etc.
- client is responsible for paying for a technician fee for operation of equipment (4 hour minimum) if client chooses to use club XLIV's in-house audio/video system (included in Facility Fee).

## club XLIV NOTES

- If client elects to use TVs and projector to display the same visual concurrently, such as, customized logos, videos, or presentations, a laptop, DVD, or flash drive with the customized items must be provided by client and given to their assigned ASM Global Event Coordinator at least five (5) days prior to client's event move-in date(s).
- If a client elects to show a visual on the projection screen that is different from what is shown on the TVs, client must provide their own laptop to connect to the projector.
- Please speak with your assigned ASM Global Event Coordinator for specifics, file type, size, etc.
- ASM Global is the exclusive operator of all existing sound, lighting and video equipment in club XLIV.
- Associated labor costs related to any of the above listed amenities are the responsibility of client unless otherwise indicated.



# club XLIV and Encore

## EVENT SCHEDULE AND ENTRANCE:

- There is the possibility that event(s) will be scheduled at the Mercedes-Benz Superdome, Smoothie King Center and Champions Square (ASM Global Complex) during client move-in days, program days and/or move-out days.
- Client understands that ASM Global will make available for use by others, such portions, areas and facilities within the ASM Global Complex.
- Move-in & move-out schedule may be temporarily halted during patron ingress & egress. ASM Global will not be responsible for any overtime outside contractor (i.e. decorator) charges due to any delays.
- Client is aware that Champions Square cannot be guaranteed as an attendee entrance until at least 30 days prior to the Event. Client understands that should the Champions Square entrance be unavailable, client will have use of the Encore entrance on Girod Street.
- Client agrees to cooperate in good faith with ASM Global and with those persons using other portions and areas of the ASM Global Complex, especially during periods of ingress and egress, in order to make mutual use of the ASM Global Complex harmonious and agreeable. The assigned ASM Global Event Coordinator for the Mercedes-Benz Superdome will work with client regarding the above.

## WEDDING CEREMONY REHEARSAL:

- Client will receive up to two complimentary hours on one date for rehearsal the week of the wedding ceremony.
- Rehearsal date will not be guaranteed until at least 30 days prior to the Event.
- Rehearsal date will be based on the ASM Global Complex schedule and Event Coordinator's schedule.

## ACCESS TO SPACE FOR SET-UP:

- Access to club XLIV or club XLIV and Encore on the Event Day is included at no charge starting at 12 noon. **Note:** This access time is subject to change depending on the event schedule at the Mercedes-Benz Superdome, Smoothie King Center or Champions Square. Please speak to your assigned ASM Global Event Coordinator if an earlier access time is preferred or required. Additional rental and labor fees may apply.

## ADDITIONAL INFORMATION:

- **Parking:**
  - club XLIV and Encore offers complimentary and convenient parking to all wedding guests in Champions Garage or in an assigned Mercedes-Benz Superdome Parking Garage. Please speak to your assigned ASM Global Event Coordinator for garage assignment. **To ensure complimentary parking for your guests, it is recommended that each guest show their invitation to the parking attendant upon entry.**
- **Limousine Access and Drop-off:**
  - Oversized SUV's, Limo Buses and Passenger Limousines are allowed to drive into Champions Square for drop-off of the wedding party (availability guaranteed 30 days prior to the event based upon ASM Global's event schedule). Please work with your assigned ASM Global Event Coordinator for drop-off location.
- **Miscellaneous:**
  - ASM Global reserves the right to photograph the event for promotional purposes only.
  - club XLIV and Encore are non-smoking facilities. Smoking is allowed outside in designated areas only.

# club XLIV and Encore

## CATERING OVERVIEW:

- ASM Global's in-house beverage provider, Centerplate, retains the sole right to provide beverage service. No beverages may be brought into the venue by event organizers, guests or other attendees.
- Client may utilize ASM Global's in-house caterer, Centerplate, for food service or client may opt to bring in an outside caterer of their choice.
  - For more information on Centerplate's menu options and pricing, please contact Brittany Edwards at [brittany.edwards@centerplate.com](mailto:brittany.edwards@centerplate.com) or at (504) 558-6277.
- In order for ASM Global to obtain an accurate attendance figure, ASM Global's personnel will click guests upon entry.

**NOTE:** Client will be billed for food and beverage based on the guest guarantee provided to Centerplate or ASM Global's click-count upon entry, whichever is greater.

## OUTSIDE CATERING FEES & MINIMUM:

- Client may elect to utilize ASM Global-approved outside caterer for food service only, and an outside catering fee of **\$8.00** per person will apply.
- The total outside catering fee due to ASM Global will be based upon the minimums as listed below **OR** the actual event attendance figure (based upon ASM Global's click count) x **\$8.00** per person, whichever is greater.
  - **\$1,600 minimum for all events utilizing only club XLIV**
  - **\$2,000 minimum for all events utilizing both club XLIV and Encore**
- ASM Global will collect a preliminary outside catering fee based upon the minimums as listed above **OR** client's estimated attendance x **\$8.00** per person, whichever is greater.
  - If client's estimated attendance is utilized to determine the preliminary outside catering fee, client will be required to provide ASM Global an updated attendance figure in writing to Michelle Mather ([michelle.mather@asmneworleans.com](mailto:michelle.mather@asmneworleans.com)) ten (10) business days prior to the event.
  - **NOTE:** ASM Global reserves the right to collect an additional payment of **\$8.00** per person for the number of persons in excess of client's initial estimated attendance.
- At event settlement, if it is determined that the actual event attendance figure is greater than the preliminary outside catering fee, client will be billed **\$8.00** per person at event settlement. If the actual event attendance figure (based upon ASM Global's click count) x **\$8.00** per person is greater than the minimums as listed above but less than client's estimated attendance x **\$8.00** per person, client will be refunded accordingly.
- In no circumstances will client pay less than the minimums as listed above.
- **NOTES:**
  - This applies to catering services only. Centerplate will handle all cash sales if client wishes to host a cash bar.
  - If client elects to use an outside caterer, client must notify the assigned ASM Global Event Coordinator no less than 8 weeks prior to the event date.

## OUTSIDE CATERING INSURANCE REQUIREMENTS AND DAMAGE DEPOSIT:

- Outside caterer must be a licensed caterer with a proven record of successful, quality events. All outside caterers must carry a minimum of \$500,000 of insurance and indemnification and must submit insurance certificate to ASM Global.
- **Client is responsible for payment of a minimum refundable \$500 outside catering damage/clean up deposit.** Premises where food prep/cooking is taking place must be returned in same condition as prior to event.



# club XLIV and Encore

## **OUTSIDE CATERING GENERAL POLICIES:**

- Centerplate retains the sole right to provide all beverage service.
- No kitchen is available for use by outside caterer on the club XLIV premises.
- The only heating and cooking sources permitted in club XLIV and Encore are induction burners.
- The assigned ASM Global Event Coordinator must approve all heating/cooking sources and will staff accordingly.
- All heating and cooking sources must be a minimum of three (3) feet away from the walls in club XLIV and Encore.
- The assigned ASM Global Event Coordinator will assist in identifying a prep area/cooking location. Prep Area/Cooking location is based upon availability and location will be determined by the needs of the event and as approved by ASM Global as manager of Facility.
- Outside caterer is responsible for bussing/cleanup.
- Outside caterer is responsible for providing and setting up all catering prep tables, buffet tables and associated linens, dining tables and associated linens and dining chairs.
- Centerplate will provide Lucite-ware for beverage service and any request for glassware becomes the responsibility of the outside caterer.
- Outsider caterer responsible for providing all china, silverware and glassware.

## **OUTSIDE CATERER MOVE OUT:**

- Client and caterer are responsible for returning rented premises to pre-event condition.
- At the conclusion of the event, caterer must fully clean all areas utilized during the event.
- Outside caterer must be completely removed from premises within two hours of conclusion of scheduled event. An additional fee of **\$500** per hour or part thereof will be charged to client at settlement if outside caterer exceeds the allotted two hour move-out time.
- Client is responsible for any special clean up or repair expenses incurred by ASM Global as a result of caterer's failure to comply with the above requirement.
- Any such expense incurred by ASM Global, will be billed to client following the event.

## **CITY AND STATE HEALTH REGULATIONS AND ORDINANCES FOR OUTSIDE CATERER:**

- Outdoor cooking area(s) must be covered (top and sides) via a tent.
- Tent permit applications are required for all tent sizes. Client must obtain all tenting permits directly through the City of New Orleans. Please visit <http://nola.gov/onestop> for more information.
- Number of fire extinguishers required for each tent is based on tent square footage.
- If an open flame is being used (as opposed to electric), a fire watch is required at client's expense.
- Please speak with the assigned ASM Global Event Coordinator regarding a fire watch and applicable rates as well as specific placement and restrictions regarding cooking tent locations.