A MODERN TWIST ON *Classic New Orleans....*

CLUB XLIV AND ENCORE - THE DEFINITON OF LUXURY

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 lounge. 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 contact: 504.587.3663 or clubXLIVsales@smgneworleans.com | http://www.champions-square.com/book-your-event/club-xliv-encore

club XLIV and Encore

Wedding Reception amenity package includes, but is not limited to:

- Up to a four (4) hour event
- Wedding ceremony space or additional reception space option within Encore
- 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 Bride and Groom's toast during the cutting of the cake
- Complimentary parking for guests
- Indemnification & Insurance

club XLIV and Encore Facility Fees (4 hours or less):

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

2018 Wedding Event Up To 4 Hours		
Attendance	Time	2018 club XLIV Facility Fee
1-150	4 hrs or less	$6,000
151-300	4 hrs or less	$6,100
301-550	4 hrs or less	$6,400
Attendance	Time	2018 club XLIV & Encore Facility Fee
1-150	4 hrs or less	$7,000
151-300	4 hrs or less	$7,100
301-550	4 hrs or less	$7,400
551+	4 hrs or less	$7,600

- 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 Facility Fees above are effective January 1, 2018, and they are subject to change for events after December 31, 2018.** The staffing charges included in the Facility Fees above are subject to change based upon SMG's prevailing rates at the time of **CLIENT'S** event.
- **Attendance:** Once a guarantee of attendance is provided by the **CLIENT** and a contract is issued, the Facility Fee will remain the same if attendance is lower than the guarantee, but will increase according to the above sliding scale 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 SMG. Credit cards are also accepted. Note: A convenience fee of 3% is applied on credit card transactions.

Move-in / Move-out:

- Utilizing only club XLIV: move-in 2 hours prior to event and move-out 2 hours following event
- Utilizing club XLIV and Encore: move-in at 12:00PM and move-out 2 hours following 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.

Pricing valid through December 31, 2018

Indemnification & Insurance:

- Client shall indemnify, defend, and hold harmless SMG, 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. SMG 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.
- SMG 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 SMG 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@smgneworleans.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 SMG.**

Date Availability/Request for Date Hold:

- If a hold is requested for a particular date, Facility will hold the date for thirty (30) days. After thirty days, a $1,500 **non-refundable** deposit 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 Facility receives another request for the same date within the previously mentioned thirty (30) day window, Facility will contact **CLIENT,** and **CLIENT** will have seventy-two (72) business hours (Monday – Friday) to issue a non-refundable deposit of $1,500 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 $1,500 deposit must be submitted to your Sales Representative. SMG will not draft the agreement until this deposit has been processed.

Pricing valid through December 31, 2018

club XLIV and Encore

IF UTILIZING CLUB XLIV ONLY:

Due Date	Item	Amount
Prior to signing contract	Non-Refundable Deposit to Secure Space	$1,500
3 months prior to event	Remaining Facility Fee	$4,500 - $4,900 (based on expected attendance)
3 months prior to event	Damage and Contingency	$1,200
6 weeks prior to event	Outside Catering Fee Minimum (If Applicable)	$1,450
6 weeks prior to event	Outside Catering Damage and Contingency (If Applicable)	$500
6 weeks prior to event	Any Additional Expenses Not Covered in Facility Fee	$TBD

IF UTILIZING CLUB XLIV AND ENCORE:

Due Date	Item	Amount
Prior to signing contract	Non-Refundable Deposit to Secure Space	$2,000
3 months prior to event	Remaining Facility Fee	$5,000 - $5,600 (based on estimated attendance)
3 months prior to event	Damage and Contingency	$1,500
6 weeks prior to event	Outside Catering Fee Minimum (If Applicable)	$1,800
6 weeks prior to event	Outside Catering Damage and Contingency (If Applicable)	$500
6 weeks prior to event	Any Additional Expenses Not Covered in Facility Fee	$TBD

***NOTE: Remaining Facility Fee is based upon total attendance as seen in chart on page 1.**

Pricing valid through December 31, 2018

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 & equipment listed below are provided in-house by SMG or are contracted directly by SMG 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 SMG Event Coordinator
- All applicable labor and set-up fees
- All Catering Costs
- Lighting technician – 4 hour minimum
- Fire Watch Personnel for events greater than 300 people and events that use heating sources to cook food
- Medical & 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 SMG 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 Facility 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.

Damage and Contingency Deposit:

- The damage and contingency deposit outlined on the previous page will be due prior to the event. A credit will be provided at settlement, all or in part, based upon the Facility'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 the Facility'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, Facility 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, Facility 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, Facility 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.

Pricing valid through December 31, 2018

club XLIV and Encore

club XLIV Complimentary 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:** SMG 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 brick wall display of customized pieces featuring New Orleans' jazz and musical heritage, a custom New Orleans shoe wall designed by Glitter District, New Orleans legendary cocktails photographed by iconic photographer and author, Kit Wohl, and "Love Notes to New Orleans" portrait gallery captured by renowned photographer, Robert Fogarty.
- 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 SMG 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.

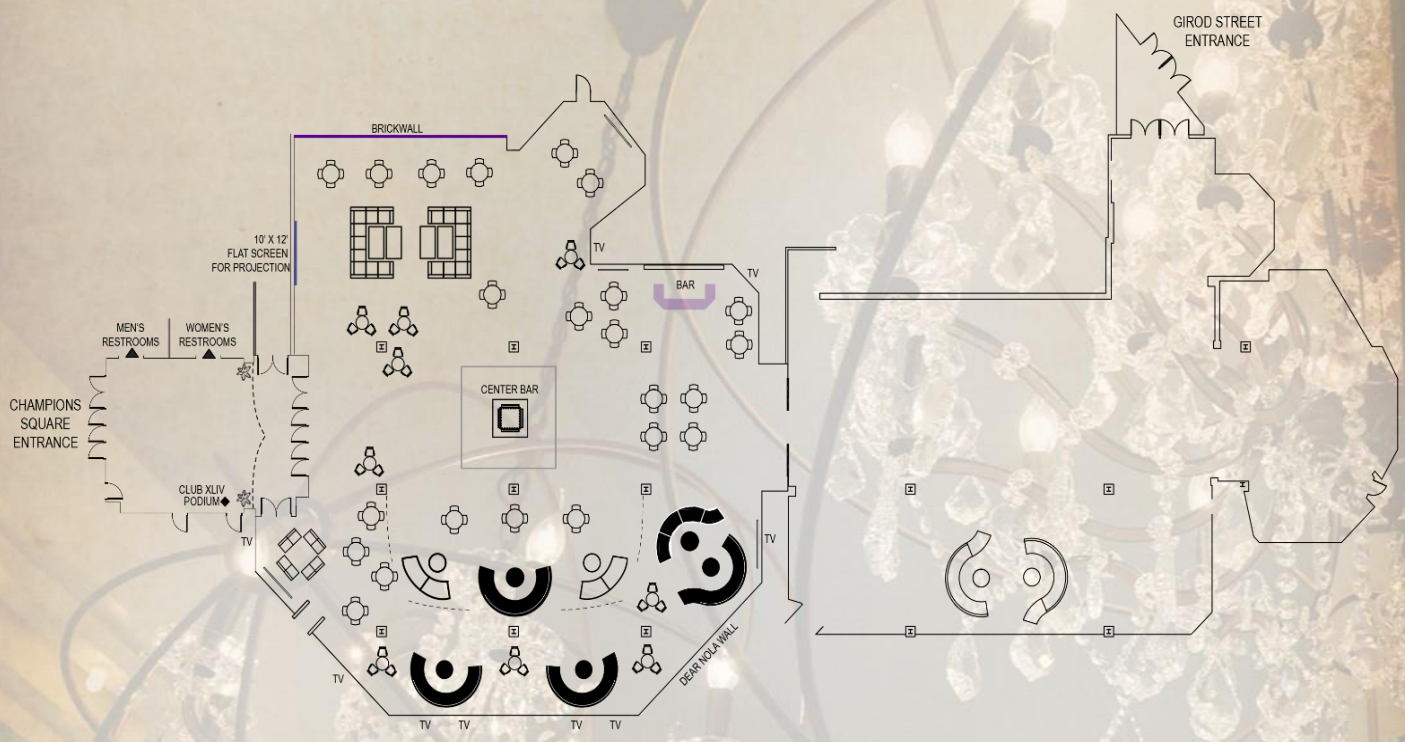
Encore Complimentary Amenities:

- 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 Encore does not have any restroom facilities, thus use of Encore must be in conjunction with use of club XLIV.
- Please note this space is a blank "shell" space with no uplighting or audio/visual, etc.
- Limited furnishings including two (2) extra long leather sofas

Pricing valid through December 31, 2018

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, entertainment, décor, food & beverage service set-up, etc. Please speak to your SMG Sales Representative for sample floor plans.

club XLIV LEGEND

- BLACK SOFA & OTTOMAN
- IVORY SOFA & OTTOMAN
- IVORY LOVE SEAT
- (23) 42" ROUNDS OF 4
- (9) 30" HIGHBOYS OF 3
- 10' X 12' WHITE FLAT SCREEN FOR PROJECTION
- COLUMN WITH MIRRORS
- CUSTOMIZABLE GOBO
- SHEER CURTAIN

Pricing valid through December 31, 2018

club XLIV and Encore

club XLIV SMG 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 SMG 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) and is utilizing SMG's in-house caterer, SMG will provide the below listed equipment and initial setup for the below listed equipment to **CLIENT** at no charge.
    - 72" Round Tables
    - 6' Rectangular Tables
        - Restrictions apply – i.e. no stapling, nailing
    - Blue Clarin Chairs
    - Black Banquet Chairs
- 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, dining tables, all associated linens and dining chairs.
- If **CLIENT** chooses to rent furnishings not already provided by SMG in club XLIV, **CLIENT** may opt to rent the below outlined equipment from SMG. Please speak to your assigned SMG Event Coordinator for rental rates. No initial set up fees or delivery fees for below listed equipment will apply.
    - 72" Round Tables
    - 6' Rectangular Tables
        - Restrictions apply – i.e. no stapling, nailing
    - Blue Clarin Chairs
    - Black Banquet Chairs
- **Note:** Tables linens are NOT provided by SMG with the rental of equipment. Please speak with a linen provider or your selected caterer to request linens.
- The items as listed below will be provided at no charge for the initial set. However, please note that labor fees will apply for rush installation and removal as dictated by Event Schedule.
    - Staging (4x8ft)
    - Risers (4x8ft and 3x8ft)
    - Dance floor (dance floor size varies depending upon final location of dance floor)
- **Note:** All SMG Equipment is based on available in-house inventory on event date.

Pricing valid through December 31, 2018

club XLIV and Encore

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

What are the responsibilities of your SMG 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 the Facility with your preferred seating arrangements.

SMG 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

SMG, 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. Facility 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 SMG Event Coordinator for associated clean-up fees.
- Candles in protective glassware may be allowed in club XLIV and Encore. Subject to approval by SMG Director of Operations prior to event day. Open flames are prohibited.
  - If **CLIENT** wishes to use candles, **CLIENT** must submit photos of all protective glassware. Candles WILL NOT be allowed if **CLIENT** does not submit photos prior to event.
- 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 of by Facility 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 Event Coordinator prior to Event date.

Pricing valid through December 31, 2018

club XLIV and Encore

club XLIV Lighting:

- LED color changing capability for all up-lights around exterior of the room with the capability of 16.9 million color combinations
- 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, SMG 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, MANAGER 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 (4 hour minimum).
- Outside entertainment (i.e. DJs/Bands) will <u>not</u> 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.
- SMG has ultimate control over the volume level when SMG'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 SMG 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 SMG Event Coordinator for specifics, file type, size, etc.
- SMG 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.

Pricing valid through December 31, 2018

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 (SMG Complex) during **CLIENT** move-in days, program days and/or move-out days.
- **CLIENT** understands that SMG will make available for use by others, such portions, areas and facilities within the SMG Complex.
- Move-in & move-out schedule may be temporarily halted during patron ingress & egress. SMG 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 SMG and with those persons using other portions and areas of the SMG Complex, especially during periods of ingress and egress, in order to make mutual use of the SMG Complex harmonious and agreeable. The assigned SMG 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 SMG complex schedule and Event Coordinator's schedule.

Access to Space for Set-Up:

- Access to club XLIV on the Event Day is included at no charge starting two hours prior to your scheduled event start time. **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 SMG Event Coordinator if an earlier access time is preferred or required. Additional rental and labor fees may apply.
- If **CLIENT** utilizes Encore in conjunction with club XLIV, move in time is at 12PM (noon) on event day.

Additional Information:

- **Parking:**
  - club XLIV and Encore offers complimentary and convenient parking to all guests in Champions Garage or in an assigned Mercedes-Benz Superdome Parking Garage. Please speak to your assigned SMG 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 the facility's event schedule). Please work with your assigned SMG Event Coordinator for drop-off location.
- **Miscellaneous:**
  - Facility 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.

Pricing valid through December 31, 2018

club XLIV and Encore

Catering Overview:

- SMG'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 SMG'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 or at (504) 558-6277.
- In order for SMG to obtain an accurate attendance figure, SMG'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 SMG's click-count upon entry, whichever is greater.

Outside Catering Fees & Minimum:

- **CLIENT** may elect to utilize SMG-approved outside caterer for food service only, and an outside catering fee of $7.25 per person will apply.
- The total outside catering fee due to SMG will be based upon the minimums as listed below **OR** the actual event attendance figure (based upon SMG's click count) x $7.25 per person, whichever is greater.
  - **$1,450 minimum for all events utilizing only club XLIV**
  - **$1,800 minimum for all events utilizing both club XLIV & Encore**
- SMG will collect a preliminary outside catering fee based upon the minimums as listed above **OR CLIENT'S** estimated attendance x $7.25 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 SMG an updated attendance figure in writing to Michelle Mather (michelle.mather@smgneworleans.com) ten (10) business days prior to the event.
  - **NOTE:** SMG reserves the right to collect an additional payment of $7.25 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 $7.25 per person at event settlement. If the actual event attendance figure (based upon SMG's click count) x $7.25 per person is greater than the minimums as listed above but less than **CLIENT'S** estimated attendance x $7.25 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 SMG 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 SMG.
- **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.

Pricing valid through December 31, 2018

club XLIV and Encore

Outside Catering Policies based on Event Type:

All Events:

- Centerplate retains the sole right to provide any and all beverage service with the exception of coffee and tea.
- No kitchen is available for use by outside caterer on the club XLIV premises.
- The only heating and cooking sources permitted in club XLIV & Encore are induction burners.
- The assigned SMG 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 & Encore.
- The assigned SMG 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 SMG 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 & associated linens, dining tables & 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 SMG as a result of **CATERER'S** failure to comply with the above requirement.
- Any such expense incurred by SMG, will be billed to **CLIENT** following the event.

City and State Health Regulations and Ordinances for Outside Caterer:

- Cooking area must be covered (top and sides) via a tent.
- All tents are required to complete a "Master Event Application" form. Please obtain all permit applications, tent permits and specific guidelines from the City of New Orleans at http://nola.gov/onestop.
- Tent permits are required for all tent sizes.
- An ABC extinguisher is required in each tent. If frying food, a k-style extinguisher is also required per tent.
- If an open flame is being used (as opposed to electric), a fire watch is required at **CLIENT**'s expense. Please speak to SMG's Operations Manager, Chad Wilken at (504) 587-3559 or chad.wilken@smgneworleans.com, about arranging a fire watch and applicable rates.
- Please speak with your assigned SMG Event Coordinator on specific placement and restrictions regarding cooking tent locations.

Pricing valid through December 31, 2018