

THE MADISON

BANQUET & RECEPTION CENTRE

406 East Madison Street, Bldg B
Broussard, LA 70518

337-988-7474

www.themadisoncentre.com



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Whether you're looking for the perfect spot for a large wedding or a small family gathering, The Madison has a cavernous, yet versatile space to fit your needs.

The Madison is adorned with a wonderful outdoor courtyard and can adapt its nearly 5,000 square foot interior space to suit a sit-down dinner or a more causal cocktail event.

- 📍 Bridal Suite
- 📍 Outdoor Courtyard
- 📍 HD Projector w/ 120" Screen
- 📍 PA Speaker System w/ Lectern
- 📍 Full Service Kitchen
- 📍 Full Service Bar
- 📍 Capacity for 549 Guests
- 📍 Seating for 200 Guests

10 YEAR ANNIVERSARY



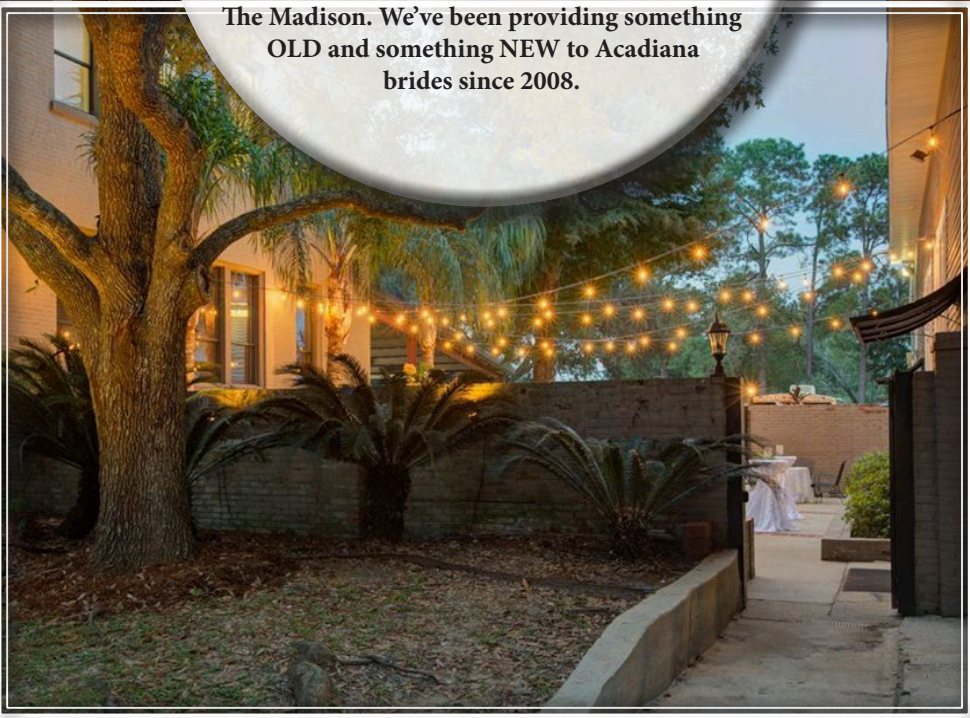
Contact Jesse or Dwayne
for your showing today!

Create your own day in history



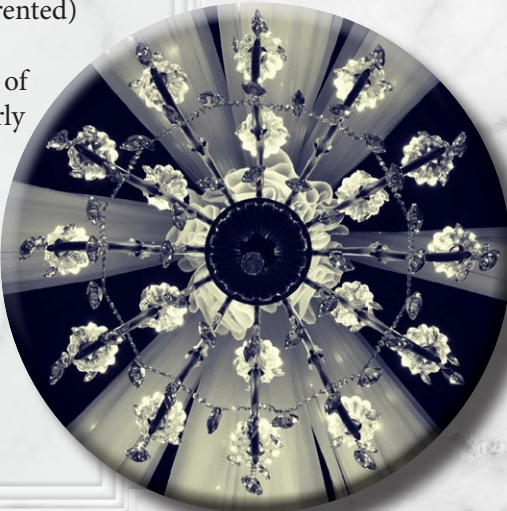
Set the scene for your unique celebration of romance and love at The Madison, where our unmatched atmosphere, exquisite menus and professional staff make wedding celebrations more enjoyable and less stressful.

Wedding events, ceremonies, receptions, rehearsals, brunches, engagements and cocktail parties shine at The Madison. We've been providing something OLD and something NEW to Acadiana brides since 2008.



RENTAL FEE INCLUDES:

- ☺ Banquet tables, cocktail tables & white padded chairs provided
- ☺ Flexible beverage packages available
- ☺ Use of hi-def projector for photo slide show or video display (client responsible for computer or other electronic device)
- ☺ Use of PA speaker system with wired microphone and lectern (wireless microphone can be rented)
- ☺ Access to venue for entire day of event starting at 8:00 a.m. (early access may be available if Madison schedule allows)
- ☺ Access to courtyard & bridal suite
- ☺ Cleanup fee is included





OVERVIEW

Below you will find an overview of what you can expect from your experience at The Madison. This is for informational purposes only. All binding policies and procedures are notated in the signed rental agreement.

Rental Fee Includes:

- 30 – 60” round tables for banquet style seating
- 10 – 22” round cocktail tables for standing guests
- Up to 200 white padded chairs (additional chairs rented for \$3.50 per chair + \$99 delivery)
- Client is responsible for all linens
- Use of hi-def projector for photo slide show or video display (client responsible for computer or other electronic device)
- Use of PA speaker system with wired microphone and lectern (wireless microphone can be rented)
- Access to venue for entire day of event starting at 8:00 a.m. (early access may be available if Madison schedule allows)
- Access to courtyard & bridal suite
- Client responsible for setting up tables, chairs, décor, etc.
- Cleanup fee is included

Beverage Package:

- Number of guests used to calculate beverage package is derived from catering invoice
- Minimum \$1,500 beverage package required
- Initial beverage package purchased is for a 4 hour duration (additional hours may be purchased)
- Courteous bar staff outfitted in matching Madison uniforms
- Gratuity for bar staff included
- Champagne for toasting is included
- Up to 20 matching champagne flutes are available for use
- Hybrid packages available allowing for a cash bar option
- Beverages are served in clear plastic cups (glassware can be rented)

Catering:

- Turn-key in-house catering can be provided
- Outside catering may be permitted (subject to The Madison’s discretion and policies)
- All catering deposits and invoices shall be paid directly through The Madison
- 15% kitchen fee applied to caterer’s invoice regardless of in-house or outside catering

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RENTAL AGREEMENT

The undersigned, here after referred to as the “Lessee” agrees to the following independent covenants relating to the rental of the premises described as “The Madison Banquet and Reception Centre” located at 406 East Madison Street Building B Broussard, LA. 70518 here after referred to as “The Madison or Manager or Management”.

1. The Lessee agrees to pay a rental price of \$_____ for the use of the premises on_____/_____/_____. The maximum allowed time for your event, including setup, is 12 hours. However, the actual reception/party will be limited to 4 hours (see paragraph 9 for additional details). It is the sole discretion of The Madison as to when the facility will be available for setup. Ceremony rehearsals are limited to one hour with each additional hour costing \$100.00 per hour for ceremony rehearsal.
2. The Lessee agrees to provide The Madison with a deposit of \$_____ to secure the premises for the above-mentioned date. Said deposit is due on date the rental agreement is signed. The remaining balance of the rental amount, beverage package, security & kitchen fees are due at least 30 days prior to the date of the event.
3. Any standard fees shown within this agreement may change and additional fees may apply if the date of event is held on a national or locally recognized holiday. Any use of the balcony and/ or spiral staircase must be approved by Madison management. Disc Jockeys or bands are NOT allowed on the balcony.
4. CANCELLATIONS: In the event of a cancellation no portion of deposit will be refunded. Should the event be cancelled within 60 days of the schedule date, the entire rental price shown in paragraph 1 will be forfeited.
5. The Lessee agrees to keep the premises in good order at all times during the period of the rental, included, but not limited to keeping the aisles between tables clear and unrestricted access to emergency exits.

6. The Lessee agrees to not cause or permit guests to cause damage or waste to the premises or fixtures. *There shall be no attachments of decorations to the walls, ceiling, overhead beams or light fixtures; however, management may allow fabric panels and string lights to be suspended from ceilings providing installation is done by an approved vendor. There shall be no confetti, bird seed, wedding rice or glitter allowed inside or outside of the facility. Bubbles & sparklers are ONLY allowed outside of the building. No tape shall be applied anywhere on the premises without PRIOR manager approval. No Whiskey / Wine barrels are allowed to be brought inside of the facility.* Lessee acknowledges that the care and use of the premises are under the control of the Lessee, subject to the rules set forth herein, and that the Lessee will oversee the deportment and demeanor of all guests and visitors. Lessee shall not permit any unlawful activity to be conducted on the premises. **Placement of the guest sign-in table shall not be allowed near entrance doors and is subject to Madison management approval.**

7. Lessee agrees to indemnify and hold harmless The Madison or its agents, employees and representatives from any claim or loss by reason of the Lessee's use or misuse of the premises and from any claim or loss by reason of any accident or damage to any person or property happening on the premises as a result of the Lessee's failure to comply with the terms herein or the rules set forth herein, or the Lessee's negligence in overseeing the deportment and demeanor of Lessee's guests or visitors to include the use of sparklers and glass bottles.

8. BEVERAGES: All beverages, including but not limited to alcoholic beverages consumed on the premises must be purchased from The Madison. Any violation of this policy shall result in eviction from the premises and the forfeiture of all fees paid. Refunds for beverages will NOT be provided after the event should there be fewer guests in attendance than anticipated. Additional bar(s) available at Lessee's request at a charge of \$250 per and suggested when number of guests exceed 200. *A minimum charge of \$1,500.00 will be assessed for any beverage package selected, regardless of the number of guests in attendance. The initial beverage package purchased shall be for 4 hour duration. An additional charge of 25% of total beverage package will be assessed for each additional hour the bar is open. Sales tax of 8.945% excluded from rental amount shown above. If paying with credit card there will be a 3% surcharge.*

9. CATERING: All food served on the premises shall be arranged through and approved by The Madison. Any violation of this policy shall result in eviction from the premises and the forfeiture of all fees paid as well as the Damage / Performance Deposit. ***Regardless of the caterer selected, a 15% kitchen fee will be added to the total catering invoice, excluding taxes or gratuity.***

10. While the Lessee remains solely responsible for the activities, demeanor and deportment of guests and visitors, if in the opinion of any agent, employee or representative of The Madison the activities, demeanor or deportment of any individual or individuals threatens the property of The Madison or threatens to result in a breach of the peace or a violation of any ordinance for the City of Broussard or the State of Louisiana, The Madison or its agent, employee or representative shall have the right and authority to notify Police authorities and to terminate the function. Lessee agrees that any such notification and / or termination of the function are expressly authorized hereby and that such notification and / or termination are not a breach by The Madison of this contract.

In witness hereof, the undersigned, intending to be legally bound agrees to the terms and rules listed herein.

Signature of Lessee

Date

Printed Name of Lessee

Signature of The Madison's Agent

Date

Printed Name of The Madison's Agent

Witness

Date

Printed Name of Witness

CONTACT INFO

Address: _____

Phone: _____
 Email: _____

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2019 BEVERAGE PACKAGES

PACKAGES	DIAMOND	PLATINUM	GOLD	SILVER
Premium Spirits	INCLUDED			
Imported Beer	INCLUDED	*OPTIONAL	*OPTIONAL	
Domestic Beer	INCLUDED	INCLUDED	INCLUDED	
Well Drinks	INCLUDED	INCLUDED	N/A	
House Wine	INCLUDED	INCLUDED	INCLUDED	
Juices, Soft Drinks	INCLUDED	INCLUDED	INCLUDED	INCLUDED
PRICE PER PERSON	\$25.00	\$18.00	\$15.00	\$11.00

OPTIONS

FROZEN DAIQUIRI & MARGARITAS: CAN BE ADDED TO ANY PACKAGE FOR AN ADDITIONAL \$1.50 PER PERSON.

IMPORTED BEER: CAN BE ADDED TO PLATINUM OR GOLD PACKAGES FOR AN ADDITIONAL \$2.00 PER PERSON.

DOMESTIC CAN BEER: 10oz CANS ONLY. *No bottles allowed for domestic beer.*

NOTICE

A MINIMUM CHARGE OF \$1,500.00 WILL BE ASSESSED FOR ANY BEVERAGE PACKAGE SELECTED, REGARDLESS OF THE NUMBER OF GUESTS IN ATTENDANCE. *Sales tax of 8.945% excluded. If paying with credit card there will be a 3% surcharge. The initial beverage package purchased is for duration of 4 hours. There will be an additional charge for each additional hour bar is open.*

BEVERAGE PRODUCT EXAMPLES

PREMIUM SPIRITS THREE OLIVES VODKA, BARCADI RUM - SILVER & GOLD, CROWN ROYAL, JACK DANIELS, GENTLEMEN JACK & WOODFORD RESERVE BOURBON, 1800 & EL JIMADOR TEQUILA, DEWARS & GLEN FIDDICH SCOTCH, BOMBAY SAPPHIRE GIN

WELL DRINKS SVEDKA VODKA, CASTILLO SILVER RUM, SEAGRAMS GIN, RIO GRANDE TEQUILA, CANADIAN MIST BOURBON

IMPORTED BEER CORONA LIGHT, HEINEKEN

DOMESTIC BEER MILLER LIGHT, COORS LIGHT, BUD LIGHT, MICHELOB ULTRA

HOUSE WINE CABERNET, MERLOT, CHARDONNAY, WHITE ZINFANDEL

SOFT DRINKS, JUICES COKE, DIET COKE, SPRITE, ORANGE JUICE, CRANBERRY JUICE, PINEAPPLE JUICE, TONIC, CLUB SODA – RED BULL ENERGY AVAILABLE WITH SPIRITS

***Product brands are subject to change but will be consistent in quality & value. Refunds for beverage packages will NOT be provided should there be fewer guests in attendance than anticipated. Specialty drinks priced on a per case basis.*

NOTICE



CATERING RULES

The Madison Hall provides kitchen facilities / cook trailer for Caterer's use while on property. All caterers are responsible for the conduct and performance of their staff and shall take care to avoid damage to or loss of The Madison's property and facilities. Additionally, Caterer is responsible for the following:

1. Trash, garbage and food debris must be placed in plastic bags PRIOR to discarding in trash cans or dumpster. NO LOSE items or allowed to be discarded in trash cans or dumpster.
2. Caterer is responsible for removing ALL food product / garbage along caterer's equipment and supplies prior to departing facility.
3. Kitchen and cook trailer (if used) must be thoroughly cleaned prior to catering staff departing facility, to include mopping kitchen / cook trailer floors, cleaning sinks, counter tops, ovens, grills, fryers, etc. All stainless steel surfaces must be cleaned as well, Madison provides stainless steel cleaner spray.
4. If frying is conducted on property caterer must drain all fry oil from fryer and remove oil from property. Oil MUST NOT be discarded in drains, ditches, trash cans or dumpster. Fryers must be thoroughly cleaned and dried prior to catering staff departing facility.
5. If using cook trailer DO NOT turn off exterior corner lights.
6. Caterer MUST provide sufficient staff to adequately service food line and bus tables throughout event.
7. If using cook trailer please note that the air conditioner may not cool as expected when one or more overhead exhaust ventilation systems are operating. We suggest that when operating the overhead exhaust systems one of the sliding windows be opened slightly to allow proper air flow.
8. Caterer MUST contact the on duty Madison manager for final inspection of the kitchen / cook trailer prior to catering staff departing property.
9. Caterer MUST provide valid evidence of general liability insurance equaling at least \$1 million in coverage. The Madison Hall, LLC must be listed as added insured on the policy.

Madison Management

