



RENTAL POLICY and CONTRACT[

503 West Port Street
Abbeville, La 70510
337-893-3070

Event Date: _____

Customer Name: _____

RiverFront offers three types of events:

1. **Sit-Down Dinner Event:** An event where guests are seated and ordering from a select menu.
2. **Buffet Style Event:** Traditional buffet serving style where guests serve themselves.
3. **Catered Finger Food Event:** A reception style finger food event with limited seating.

Terms of Contract:

- \$300.00 rental fee for events on Thursday, Friday and Saturday evenings. \$250.00 rental fee for all other days.
- \$100.00 deposit to secure date (deposit is subtracted from final balance if all rental requirements are met)
- 20% gratuity for Sit down dinners and buffet style events. \$125.00 server fee for finger food functions.
- Deposit Due Date: within 10 days of initial consultation.
- Minimum of 25 people required for all private functions.
- Rental fee does not include decorations.
- Detailed cleaning of the room will be done after decorating is complete.
- Menu prices are guaranteed up to 90 days prior to consultation.
- Banquet facility reservations are limited to 4 hours or until midnight, whichever comes first. For functions exceeding this time period, there will be a \$200.00 per hour charge applied.
- Notification of any changes in the number of guests attending and final head count is required 10 days before the event.
- 75% of reserved guests must attend in order to apply deposit to remainder of balance.
- Deposit refund: For cancelled parties, a full refund is given unless the cancellation is within 4 weeks of function. Cancellations within 4 weeks of function results in loss of deposit.
- \$25 cake fee for all cakes brought in (excluding wedding cakes). With this charge RF will provide plates, forks, and napkins to serve the cake. Cutting of the cake and serving by a staff member, is not included in this charge. Desserts other than specialty cakes are not allowed.
- The use of nails, staples, thumbtacks, or tape on the walls is not allowed.
- Not complying with the above policies may result in the loss of deposit.

Banquet room rental fee includes:

- Use of the building & patio
- Set up and clean up.
- White linen
- Plastic plates, cups, utensils & paper napkins will be provided for finger food events.

- China and linen napkins and provided for sit down dinner and buffet type events.
- One server/bartender is provided for finger food events. Additional servers are available for \$100 per server.
- Number of Server/bartenders for sit down dinner events are to be determined according to the number of guests.

Bar and Liquor:

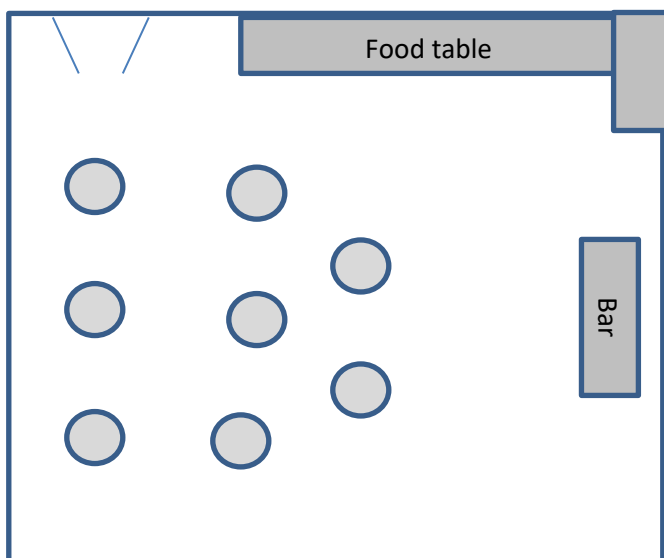
- Alcoholic beverages must be purchased through RF. This includes Champagne. Not complying may result in loss of deposit.
- All persons drinking must be 21 years of age or older.
- Liquor prices include gratuity.

Select a Bar Option:

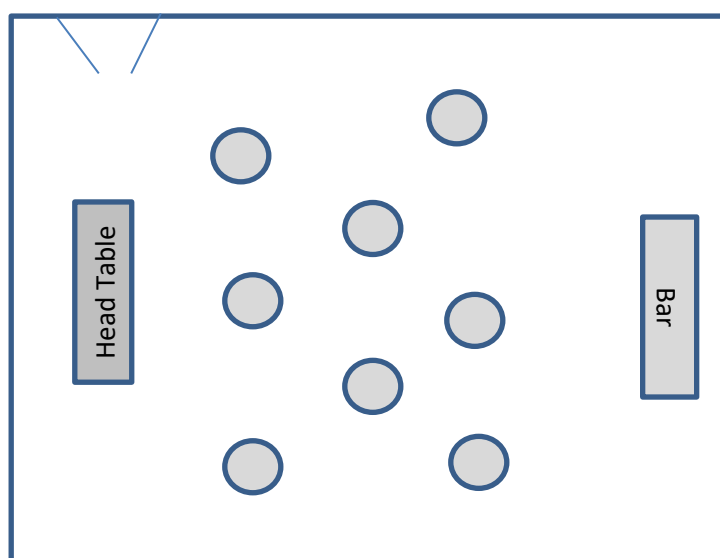
- **OPEN BAR:** No limitations. Your guests may order alcoholic beverage of their choice.
- **CASH BAR:** Host is not paying for any alcoholic beverage. Guests may order alcohol but must pay for their own.
- **LIMITED BAR:** Your guests may order preselected alcoholic beverage (beer and wine only).
- **PREDETERMINED BAR:** Host may select to run a bar tab with predetermined dollar amount.
- **NO BAR:** Host does not want guests drinking alcohol.

Table Set up:

☐ Finger Food Style



☐ Sit-Down Dinner Style



Additional Table options:

- RF will provide additional tables such as a cake table, gift table, and a sign in table if needed at no charge. If guests wish to have skirting on such tables, they must do so on their own. RF does not provide table skirting.
- Decorating is at the discretion of the guests. RF does not provide decorations or decorate the room.
- A three-hour allotted time before an event may be used for decorating. On occasion, RF may allow decorating of the room earlier than three hours or perhaps the day before only if RF does not have a scheduled event.

Notes:

Event Style #1

Sit-Down Dinner

An event that requires seating for all guests and ordering from a select menu.

Choose a total of 3 entrées (Maximum of two entrées from any section). Choose 2 side dishes.

Prices include entrée, tea or water, tax and gratuity

Section 1 ✓ Grilled Entrées

Price Per Person

	Small Grilled Chicken (1 Breast)	\$22	
	Grilled Chicken (2 Breast)	\$25	
	Hamburger Steak with Mushroom and Onion Gravy	\$23	
	Grilled Catfish (2 filets)	\$26	
	Grilled Shrimp (12)	\$28	
	Crab Cakes (3)	\$30	
	8 oz Ribeye	\$30	
	12 oz ribeye	\$36	
	Grilled Tuna	\$34	

Section 2 ✓ Fried Entrées

	Fried Catfish (8 oz, approximately 6 strips)	\$25	
	Fried Shrimp (12)	\$28	
	Eggplant Evangeline (Fried eggplant medallions topped with crabmeat Bechamel sauce.	\$29	
	Catfish Acadian (Fried catfish topped with crawfish etouffee. Served with white rice.	\$30	
	½ Fried Shrimp ½ Crawfish Etouffee	\$33	

Section 3 ✓ Other Entrées

	Shrimp Angelo (Angel hair pasta and Bechamel sauce topped with grilled shrimp	\$28	
	Shrimp and Crab Cake Angelo (Angel hair pasta and Bechamel sauce topped with grilled shrimp	\$31	
	Crawfish Etouffee	\$32	

✓✓ Pick Two Sides

	Green Salad		Cabbage and Tasso		Smothered Corn
	Mashed Potatoes		Corn Grits		Sweet Potato Mash
	Steamed Vegetable Medley		Steamed Green Beans		

		Sub Total	
		Room Fee	
		TOTAL	\$

Notes:

Event Style # 2

Buffet \$25 Per Person

Traditional buffet serving style where guests serve themselves.

Pick one pasta entrée, one fried entrée and two sides.

Price includes entrée tea or water, tax and gratuity.

✓ Pick one Pasta Entrée

\$25

	Crawfish Fettuccine (with bow tie pasta)		
	Chicken Fettuccine (with bow tie pasta)		
	Shrimp Fettuccine (with bow tie pasta)		

✓ Pick one Fried Entrée

	Fried Catfish		
	Fried Shrimp		
	½ pan Fried Catfish ½ Fried Shrimp		
	Fried Stuffed Seafood Boulettes		

✓✓ Pick two Sides

	Green Salad		Cabbage and Tasso		Smothered Corn
	Mashed Potatoes		Corn Grits		Sweet Potato Mash
	Steamed Vegetable Medley		Steamed Green Beans		

Sub Total					
Room Fee					
TOTAL					\$

Notes:

Catered Finger Food Event

✓	Sandwiches Serves approximately 20-25 people Sandwiches are cut in quarters.	Qty	Tray	Total
	Chicken Salad		\$95	
	Ham		\$95	
	Turkey		\$95	
	Roast Beef		\$95	
	Trays Serves approximately 20-25 people			
	Vegetable		\$115	
	Vegetable and Cheese		\$120	
	Vegetable, Cheese and Fruit		\$125	
	Dips (3 quarts)			
	Spinach and Artichoke		\$90	
	Shrimp		\$100	
	Cheese		\$45	
	Hot Meals Serves approximately 20-25 people			
	Crawfish Fettuccini		\$160	
	Shrimp Fettuccini		\$150	
	Chicken Fettuccini		\$165	
	Pork Jambalaya		\$195	
	Fried Fish Strips		\$160	
	Fried Popcorn Shrimp		\$175	
	Crawfish Etouffee		\$215	
	Dinner Rolls served or Sliced Bread served with meal		\$20	
	Finger Food Serves approximately 20-25 people			
	Stuffed Mushrooms		\$130	
	BBQ Meatballs		105	
	Meat Pies		\$130	
	Chicken Wings		\$140	
	Chicken Nuggets		\$80	
	Fried Boudin Balls		\$150	
	Unlimited Soft Drinks (per person)		\$3	
	Sub Total			
	Tax			
	Room Fee			\$
	Server Fee (1 server)			\$125.00
	Total			

Additional Options

✓ Children's Menu Pick 1 (under the age of 10)

	Chicken Nuggets	\$9	
	Fried Popcorn Shrimp	\$9	
	Buttered Noodles	\$9	

✓ Dessert Pick 1 (Price Per Person)

	Bread Pudding	\$6	
	Chocolate Bread Pudding	\$6	
	Blackberry Cobbler	\$6	
	Peach Cobbler	\$6	
	Chocolate Cake	\$6	

✓ Pass Around Appetizers (price per person) (Maximum of 2)

	Fried Mushrooms	\$5	
	Baked Stuffed Mushrooms	\$5	
	Fried Green Beans	\$5	
	Fried Gator Bites	\$7	
	Crab Cake (1)	\$8	
	Fried Meat Pies	\$5	
	Fried Fish Strips	\$6	

Bar (Price includes gratuity)

✓

	House Wine: Chardonnay, White Zinfandel, Pinot Grigio, Cabernet, Merlot, Pinot Noir	\$8
	Select Wine: La Crema Chardonnay and Pinot Noir, Louis Martini Cabernet Santa Margarita Pinot Grigio	\$10
	Domestic Beer: Budweiser, Bud Lite, Mic Ultra, Coors Lite, Miller Lite	\$5
	Import Beer: Corona, Heineken, and Dos Equis	\$6
	Well Liquor: Vodka, Tequila, Rum, Gin, Scotch	\$7
	Premium Liquor, Pick 5: Absolute, Ketel One, Titos, Grey Goose, Bacardi, Malibu, Captain Morgan, Beefeater, Bombay, Hendricks, Tanqueray, Jack Daniels, Jim Beam, Makers Mark, Crown Royal, Jameson	\$9
	Specialty Cocktails: Margarita, Bloody Mary, Martini, Mimosa	\$9

Sub Total	
TOTAL	

Notes:

CONTRACT

Today's Date: _____

Event Date: _____

Type of Event: _____

Customer Name: _____

Customer Phone Number: _____

Number of guests: _____

Event Time: _____

Bar options: ✓

	Open Bar		Cash Bar		Limited Bar		Predetermined Bar		No Bar
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Amount of Deposit Paid: _____ Date: _____

Deposit received by: _____

Manager Signature: _____

Customer Signature _____

Notes:

Thank you for choosing RiverFront

We appreciate your business!
