



# PRIVATE EVENTS AT TOULOUSE THEATRE

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TOULOUSE  
THEATRE



# INTRO & CONTACTS

For more than 45 years, joyful gatherings and live entertainment have been the raison d'être at 615 Toulouse Street, in the heart of the French Quarter.

After an extensive renovation in 2021, the Toulouse Theatre has returned as one of the premiere entertainment and gathering spaces in New Orleans.

Our management team draws upon the 60+ years of operating experience at our sister venue, Preservation Hall, to immediately establish our place among the upper echelon of New Orleans hospitality.

At Toulouse Theatre, we offer our private event clients and their guests an enjoyable, unique, and distinct experience.

*Managing Proprietors:*

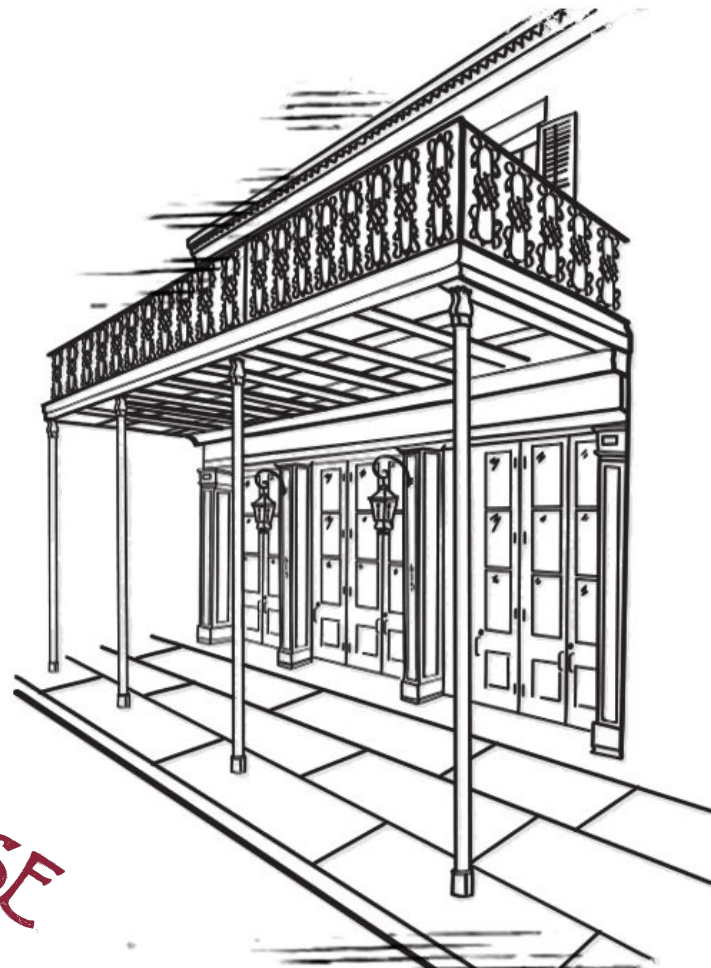
Benjamin Jaffe & Clayton Randle

*General Manager:*

Ivy Mouledoux

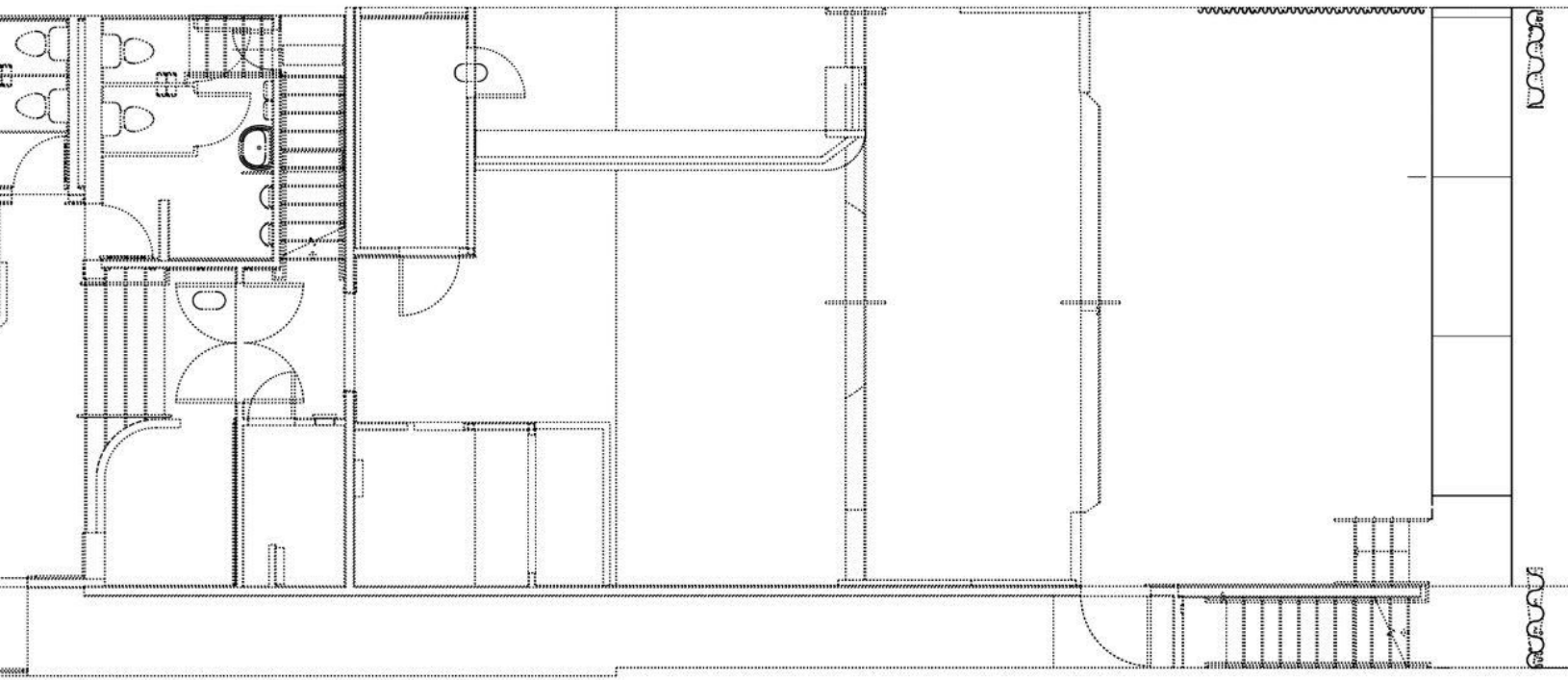
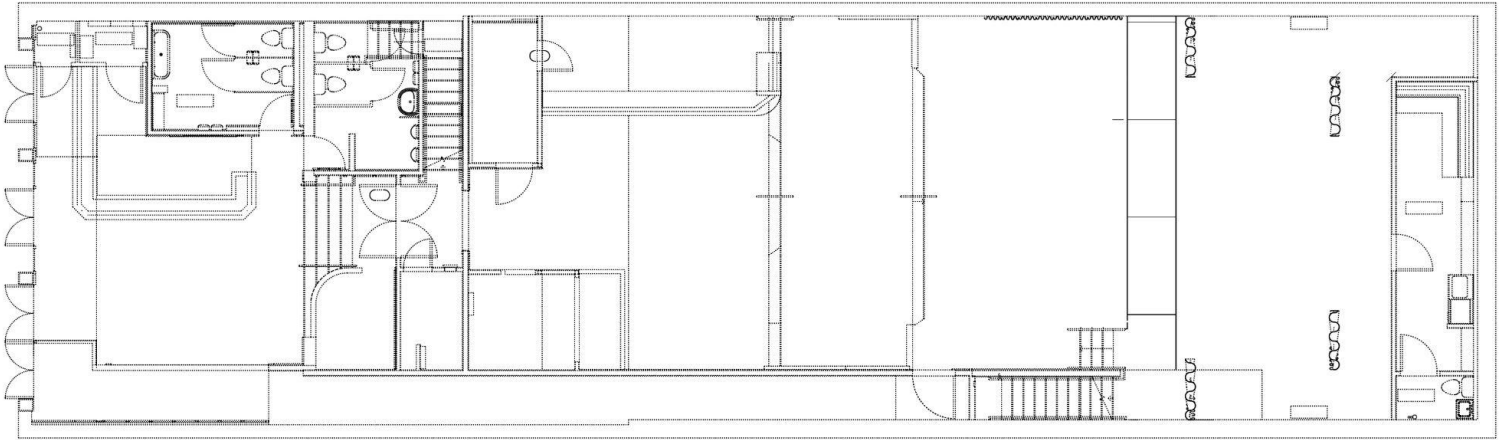
*Private Events Manager:*

Lisa Carbonari



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# VENUE FLOORPLAN



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# MAIN SHOWROOM

**Standing: 350 Reception | 425 Concert**

**Seated: 100 Banquet | 200 Lecture**

Originally built in 1969 as a Walter Reade Cinema, our main showroom spans three distinct levels that offer flexible, natural transitions that allow you to make the space feel as large or as intimate as you like.

Our professional sound and lighting installation is designed to support the needs of nationally touring productions, which offers us an incredible range of options to suit the needs of your private gathering.

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# MEZZANINE LOUNGE

40 Reception | 70 Concert (including mezzanine)

Housed in what used to be the projector room, the Top Down Lounge on the second floor of the Toulouse Theatre is a cozy, intimate, read “small” place to have a big time.

On show nights, the Top Down Lounge can be taken over by purchasing 50 or more tickets to the evening’s program.

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# LOBBY BAR

60 Reception | 20 Seated

Our airy lobby bar is a lively space that begs for a good time. If you're looking for a fun, casual, and unique setting, look no further.

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# FULLY CUSTOMIZABLE SPACES



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# WEDDINGS & SPECIAL EVENTS



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# PACKAGES & PRICING

## Venue Fees

*Includes basic event staffing & service for a three hour event, plus two hours to load in and one hour to load out.*

### High Season (February through May & October through December)

Friday or Saturday Events, three hour event:	\$5,800
Sunday through Thursday Events:	\$3,800
Each additional hour	\$750

### Standard (January & June through September)

Friday or Saturday Events:	\$3,800
Sunday through Thursday Events:	\$2,800
Each additional hour	\$600

*Additional discounts may be available for certain dates, shorter events, or smaller party sizes. Holidays and other major citywide event dates are subject to increased fees.*

## Beverage Service Minimums

### High Season (February through May & October through December)

Friday or Saturday Events, three hour Event:	\$4,000+*
Sunday through Thursday Events:	\$3,000+*

### Standard (January & June through September)

Friday or Saturday Events:	\$3,000+*
Sunday through Thursday Events:	\$2,000+*

*Additional discounts may be available for certain dates, shorter events, or smaller party sizes. Holidays and other major citywide event dates are subject to increased minimum requirements. All beverage service is billed on consumption. Any remaining balance on the beverage minimum will be billed as a general venue services fee.*

## Optional Staffing & Services

Dedicated Lighting/AV Technician:	\$375 (first 8 hours, \$50/hour for overages)
Stagehands/Production Assistants:	\$40 per hour, per hand (4 hour minimum)
Outside Caterer Fee:	\$3.00 per attendee + \$200 supplemental cleaning fee
Credit Card Payment Fee:	3.5%
Law Enforcement Officer:	\$400 (not to exceed 6 hours)
Glassware Handling Fee:	\$6 per estimated attendee + \$200 supplemental cleaning fee
TULIP Insurance Policy:	\$200 (waived if client provides a COI with sufficient coverage)
Early Deliveries & Late Pickups:	\$120 per hour (low season) \$350 per hour (high season)
Parking:	by special arrangement, subject to availability
Second Line Parade:	\$2,500+ (pricing based on number of guests, subject to City of New Orleans approval)
Entertainment and Vendor Coordination:	30% of total vendor cost

*\*Items marked "+" will incur an additional 20% service charge. Beverage Minimums are inclusive of sales tax. Sales taxes are subject to change and will be collected at the effective tax rate on the date of the event(s).*





# DECOR AMENITIES

## **Furniture Decor:**

Ten(10\*) 30" round tables (30" or 42" height)

## **Lighting Decor:**

Seven(7\*) Chauvet Freedom Par uplights

Assorted battery powered candles

## **Catering Decor:**

Four(4\*) decorative dispensers for pre-batched beverages

*\*The condition and quantity of our decor amenities are both subject to change.*



# PRODUCTION AMENITIES

## **Audio:**

Professional Meyer Sound PA and Monitors with support for up to 32 channels of inputs.

## **Lighting:**

Avolites Quartz console and an assortment of 18 lights and effects

## **Video:**

16' Projector Screen & projector

*A more detailed production packet is available to view and download here:*

<https://toulousetheatre.com/production/>



# BEVERAGE OFFERINGS

We offer a full bar selection, including spirits, beer, and wine.

The Toulouse Theatre beverage offerings have been tailored to suit the spirit of our space. Our offerings are often casual, and they were thoughtfully chosen for both quality and crowd appeal.

We gladly accommodate any special requests that are made at least three weeks in advance. All quantities of special order items will be charged to the requesting client.



# BEVERAGE SERVICE STANDARDS

## Service on Consumption

**All Toulouse Theatre beverage service is priced on consumption.** Toulouse Theatre will track all beverage orders in the point of sale during the service of the event. If the client does not wish to exceed their beverage minimum, notice must be given in advance. A Toulouse representative will notify the host(s) when they are within \$1000 of the beverage minimum, at which time the host may decline to exceed the minimum.

## Number of Bartenders

Toulouse Theatre will provide one bartender for every 75 guests. Extra bartenders can be requested at a cost of \$60/hour of beverage service.

## Disposable Wares

Toulouse Theatre uses disposable, plastic cups for typical beverage service. The use of glassware is allowed and will incur additional fees and charges as outlined in the current rental rate sheet.





# PREFERRED CATERING OPTIONS

## **Martin Wine & Spirits Catering**

For smaller gatherings in our mezzanine or lobby bar areas, we recommend Martin Wine & Spirits Catering for charcuterie, finger sandwiches, or other more casual catering offerings.

## **My House Events**

Another fun, casual option that works well at Toulouse is to hire a food truck or trucks through My House Events. They'll do all of the hard work around permitting, so you can spend more time thinking about how much fun you're going to have!



# CATERING FEES

These catering options listed above all qualify for our preferred caterer fee. If you choose another caterer, they'll be subject to an approval process and you will incur a higher catering fee.



# PRIVATE EVENT POLICIES & PROCEDURES

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## *ATTENDANCE GUARANTEE*

An attendance guarantee is required 7 business days prior to your event. Please note, if the number in your party is less than the guaranteed number, you will be billed based on the guarantee. If no guarantee is specified, Toulouse Theatre will assume the latest number given and will charge accordingly.

## *ENTERTAINMENT*

All outside entertainment, booked by the client, to perform during events scheduled at the theatre must be pre-approved by theatre management. Additionally, Toulouse Theatre retains the right to limit the volume levels of performers and musicians booked by the client during the event.

## *CANCELLATION POLICY*

Should the event be cancelled in its entirety within 10 business days of the event date, a Cancellation Fee equal to the total anticipated revenue will be assessed. If the event is canceled more than 10 business days, but less than 30 calendar days prior to the date of the planned event, a charge equal to 50% of the guaranteed Beverage Minimum will be assessed.

## *HOLD POLICY*

Should there be another group inquiry for the specified date and location before you have made a definite commitment, by signing and returning the rental agreement, we will give you notice to exercise your option and book on a definite basis. If you do not commit on a definite basis within 24 hours, you will lose your option and all space being held will be released. At such time, neither party will have any further obligations.

## *CONTRACT INFORMATION*

Reservations will not be considered definite until a signed contract with a credit card number is received. All reservations will require a credit card number on file to secure your reservation. The credit card will not be charged unless the event is cancelled within the cancellation policy, in which case you hereby authorize the cancellation fee specified below to be charged. Should any alteration, change, and/or addition to drawn agreement need to be made, the agreement will not be considered binding upon Toulouse Theatre until such alteration, change and/or addition has been agreed upon and counter-signed by an authorized representative of Toulouse Theatre.



# CONTACT

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**Lisa Carbonari**

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