



The Venues, on behalf of Hill Country Village Venue, 421 Texas Venue and 3021 Centenary Venue, thanks you for selecting one of our premier venues for your special event. We offer unparalleled service and catering to create a customized and unique experience.

Should you have any questions or special requests, please reach out to us.

<b>Mailing Address</b> 12475 Ellerbe Road Shreveport, LA 71115 www.thevenuessb.com	<b>Caroline Rogers</b> Scheduling Coordinator/Social Media Manager 318-525-1920 events@thevenuessb.com	<b>Dick Grieder</b> Owner 318-525-1920 events@thevenuessb.com
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**EVENT RESERVATION**

Event Name \_\_\_\_\_ Type of Event \_\_\_\_\_

Event Date \_\_\_\_\_ Event start time \_\_\_\_\_ Estimated # of Guests \_\_\_\_\_

**VENUE RENTAL FEES:**

**Hill Country Village – up to \$2,600**

**421 Texas – up to \$4,500**

**3201 Centenary Entire Venue – up to \$7,500**

**3201 Centenary Reception/Banquet area only – up to \$3,000**

**A \$1,000 non-refundable deposit is required to reserve the venue for the event date.**

Venue rentals are for a four (4) hour event, beginning at the agreed upon start time. Clients have access to the venue the day of the event for up to eight (8) hours prior to the event, beginning as early as 8:00 a.m. If events are booked for additional time, the additional time is billed at \$250 per hour added to the base rental fee. One hour (60 minutes) access to the venue is allowed the day prior to the event for a rehearsal/walk through. Additional access for planning and viewing may be arranged by appointment by calling 318-525-1920.

**EVENT CONTACTS:**

Contact #1 \_\_\_\_\_

Contact #2 \_\_\_\_\_

Contact phone(s) \_\_\_\_\_

Contact phone(s) \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

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**ESTIMATED EVENT TOTAL:**

	<b>COST</b>
Venue Selected: _____	
Additional Facility Cost:	
Food cost per person: _____ x Estimated # of guests: _____	
Beverage options: ➤ Open Bar Soft drinks - \$3      Wine - \$6 per glass Beer - \$4              Mixed Drink - \$8 Event specialty drinks available per request ➤ Cash Bar – no cost to event – guests will pay above rates  Option chosen: _____	
Other:	
Total before service charge	
Service Charge – 20% of Food and Beverage and other	
<b>TOTAL ESTIMATED EVENT COST</b>	
Sales Tax on Food, Beverage, Service charge/Gratuity	
<b>ESTIMATED AMOUNT DUE TO THE VENUES WITH TAX</b>	

Menu choices must be finalized a minimum of 30 days in advance of the event and any changes may affect the food cost per person. Food cost per person may be adjusted up to 14 days prior to the event for market price changes. The guaranteed number of reservations is required 14 days in advance of the event.

**To reserve the date for your event, a non-refundable deposit in the amount of \$1,000 is required. Until the deposit is received, the date is not considered reserved. The deposit will be deducted from the final bill for the event. The deposit may be paid by check, cash or credit card (3% fee charged on all credit card payments.)**

Based upon the above Estimated Event Cost with Tax, the following amounts are due as shown:

25% of the total – due no less than 45 days prior to the event \_\_\_\_\_

Remainder of cost for the event adjusted for guaranteed reservation number and any food cost changes due no less than 10 days prior to the event.

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Any final bill will reflect additional hours and the cost of the open bar if that option is chosen. The \$1,000 deposit will be deducted from the final bill or will be refunded if no final bill is necessary. Payment is due within 7 days of the receipt of the final bill.

Any payment due may be paid by check, cash or credit card. The Venues charges 3% on any payments made using VISA, MasterCard, Discover or American Express. A secure link is provided on The Venues website at <https://thevenuessb.com> for parties wishing to pay by credit card.

By signing below, you verify that you have the legal ability to represent the person or organization reserving the venue selected and you agree to the terms and conditions of The Venues Shreveport Bossier as provided in this reservation package. Please initial at the bottom of each page of the reservation package.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Organization

**Upon receipt of the signed and initialed copy and the \$1,000 deposit, your event date will be guaranteed in writing to the email address(es) shown above.**

Thank you for the opportunity to be a part of your event. Please call or email if you have any questions.

\_\_\_\_\_  
The Venues Shreveport - Bossier  
➤ 421 Texas Venue  
➤ Hill Country Village Venue  
➤ 3201 Centenary Venue

\_\_\_\_\_  
Date

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## THE VENUES SHREVEPORT – BOSSIER

### Deposit and Cancellation Policy

To reserve your event date with The Venues, your contract must be signed and confirmed with a deposit. The deposit is \$1,000.00 for all venues, Hill Country Village Venue, 421 Texas Venue, and 3201 Centenary Venue. The deposit will be credited to your final bill/invoice. Deposits are non-refundable.

### Fees and Payment Terms

Food and beverage prices are subject to a 20% minimum service charge/gratuity. The Venues is required by law to collect current sales tax the service charge/gratuity.

25% of the Estimated Total Due with Tax shown on page 2 is due no less than 45 days prior to the event  
Remainder of cost for the event adjusted for guaranteed reservation number and any food cost changes due no less than 10 days prior to the event.

If you cancel the event for any reason, you forfeit a percentage of monies paid as outlined below:  
\$1,000.00 booking fee is non-refundable.

31 - 120 days prior to the event = 60% of total monies paid is forfeited.

30 days prior to the event = 75% of total monies paid is forfeited.

14 days prior to the event = 90% of total monies paid is forfeited.

### Menu Planning

The selection of menu items must be finalized a minimum of 30 days in advance of the event.

A guarantee of reservations is required two (2) weeks in advance of the event. The final number of guests sent by email to The Venues office may not be decreased after this date.

In the absence of a guarantee, the original number of guests on the contract will be used. You will be billed for the number guaranteed or the actual number in attendance, whichever is greater.

Prices are based on market prices as well as estimated headcount. Due to this, pricing could be adjusted up to 14 days prior to the event.

No food or beverage of any kind may be brought onto any of The Venues premises without management approval from The Venues with the exception of a wedding cake which shall be deemed approved. The Venues reserves the right to add service and gratuity for the service of any outside food or beverage for which approval has been granted.

\*NO unauthorized alcohol is allowed on The Venues property. All alcohol must be supplied by The Venues per our state license. You will be responsible for any guests bringing outside alcohol onto the premises. Any unauthorized alcohol will be confiscated and returned to you after the event.

### Conduct

In order to be served alcoholic beverages, valid identification is required. Any person becoming intoxicated or under the influence of intoxicants or illegal drugs while at any of The Venues' venues or bringing intoxicants or illegal products onto the premises will be asked to vacate the venue immediately.

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**Decorating and Damages**

If decorating yourself, or if you hire decorators, all decorations are the responsibility of the client, including, but not limited to, flower arrangements, centerpieces, or battery-powered candles (real candles are not permitted). Any personal property belonging to the client, guests, or third party is at the sole risk of the client. The Venues shall not be liable for the loss or damage to such property.

All vendors providing service for your event must use the entrance at the back of the building. It is the client's responsibility to inform vendors of the building policy.

No nails or decorations (such as permanent adhesives or duct tape) shall be used that will, in the ordinary course of their use, damage walls, ceilings, paint, plaster, woodwork, or furnishings. The client agrees to reimburse The Venues for the fair market value of any damages or loss caused to The Venues' premises by vendors, client, or guests attending the event.

Throwing rice, confetti, birdseed, or flower petals is not permitted inside. If thrown outside of any of the venues, client must get management approval from The Venues. A \$250 cleanup fee will apply if management approval is secured. No glitter is allowed in décor inside or outside.

The client shall remove its decorations within three (3) days of the event and shall communicate with The Venues prior to the event date as to when removal will occur. The Venues may take ownership of any decorations not removed within the three (3) days.

**Valuables**

The Venues is not responsible for any loss of valuables except due to the negligence or deliberate fault of The Venues, its employees, or agents.

**Obligations of The Venues**

The Venues has taken all reasonable steps to ensure that the information contained in brochures, leaflets, and advertisements is accurate and reserves the right to alter, substitute, or withdraw any service, facility, or amenity without prior notice if necessary at any time, unless doing so would materially prevent The Venues from performing the obligations herein contemplated. The Venues will take all reasonable steps to fulfill the reservation to the best of their ability and in accordance with the details provided. However, The Venues reserves the right to provide alternative services of at least equivalent standard.

**Cancellation by The Venues**

The Venues reserves the right to cancel the booking if the client becomes insolvent or enters into liquidation or receivership, the client is more than 14 days in arrears with any payment to The Venues, the booking might prejudice the reputation or cause damage to The Venues, or The Venues or any part of it is closed due to circumstances outside of its control. In such an event, The Venues will refund any advance payments made but will have no further liability to the client.

**Liability**

The Venues reserves the right to inspect and control all functions. The client shall be liable for any loss or damage to The Venues property caused by the client or the client's guests while on The Venues property. The client is responsible for their guests' actions. The client will purchase event insurance for The Venues property, the cost of cancellation, and other liabilities. The Venues will only be liable to the client and/or persons attending the function for injury to persons or loss or damage to property where, to the extent, The Venues has been negligent or deliberately at fault but otherwise will be under no liability whatsoever. The Venues assumes no responsibility for guests before, during, or after the event.

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ITEMS YOU MAY DESIRE FOR YOUR EVENT	CLIENT RESPONSIBLE FOR PROVIDING	THE VENUES RESPONSIBLE FOR PROVIDING
ANY OUTSIDE FOOD/ BEVERAGE NOT PROVIDED BY THE VENUES (approval required)		
WEDDING CAKE		
FLORAL ARRANGEMENTS		
MUSIC		
WEDDING COORDINATION		
TRANSPORTATION		
DECORATIONS		
PHOTOGRAPHER		
VIDEOGRAPHER		

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