



# THE MADISON

BANQUET & RECEPTION CENTRE

406 East Madison Street, Bldg B  
Broussard, LA 70518

**337-988-7474**

[www.themadisoncentre.com](http://www.themadisoncentre.com)



# THE MADISON

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Whether you're looking for the perfect spot for a wedding or a 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



Contact Jesse or Dwayne  
for your free showing!

*Create your 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





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## 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 devices)
- 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. (break down of tables and chairs is not necessary after event)
- Cleanup fee is included

### Beverage Package:

- Number of guests used to calculate the beverage package is derived from the catering invoice
- Minimum \$2,000 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)
- Outside alcohol is prohibited

### Catering:

- 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
- A kitchen fee of 15% of the total catering invoice OR \$400 minimum kitchen fee will be added to the customer's invoice.



## RENTAL AGREEMENT

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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 \$3,500 for the use of the premises on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
The maximum allowed time for your event, including day of setup, is 12 hours. However, the actual reception/party will be limited to 4 hours (see paragraph 10 for additional details). It is the sole discretion of The Madison as to when the facility will be available for setup. A \$200 fee shall apply should Lessee request an additional day for setup and is contingent The Madison's availability. An additional \$200 fee shall apply should Lessee include a wedding ceremony prior to wedding reception. The Madison allows a period of 1-hour for wedding ceremony with reception to immediately follow. The rental fee for the Madison's bridal suite is \$400 and includes unlimited use for the entire day of the event.
2. The Lessee agrees to provide The Madison with a **NON REFUNDABLE** deposit of \$2,500 to secure the premises for the above-mentioned date. Said deposit is due on the date the rental agreement is signed. The remaining balance of the rental amount, beverage package, & kitchen fee 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 the 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 the deposit **WILL BE REFUNDED**. Should the event be canceled within 60 days of the scheduled date, the entire rental price shown in paragraph 1 will be forfeited. Initial \_\_\_\_\_
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.

Initial \_\_\_\_\_

Initial \_\_\_\_\_

RENTAL AGREEMENT

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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. There shall be no confetti, birdseed, 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.

Furthermore, if any damages occur, the Lessee is responsible for all monetary obligations to repair all damages within five business days. Initial \_\_\_\_\_

**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. **No outside drinks are allowed on the premises.** 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 PERMITTED** after the event should there be fewer guests in attendance than anticipated.

Initial \_\_\_\_\_

***\*\*A minimum charge of \$2,000.00 will be assessed for any beverage package selected, regardless of the number of guests in attendance. The initial beverage package purchased shall be for a 4 hour duration. An additional fee of \$850.00 will be assessed for ONE additional hour the bar is open. Sales tax of 8.945%excluded from rental amount shown above. If paying with a credit card there will be a 3% surcharge.\*\****

**RENTAL AGREEMENT**

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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 kitchen fee of 15% of food portion of catering invoice OR minimum \$400 kitchen fee will be added to the Lessee's invoice.

10. **ADDITIONAL TIME:** The basic rental fee allows for a FOUR hour period for the reception / event while the bar is open; however, we do offer an option for extending the rental period for a maximum of ONE additional hour. The rental fee for the additional hour is \$850.00, providing that the request was made at least 2 weeks prior to the date of the event. Should the request be made on the date of the event then the additional rental fee will be \$1,000.00 and will be contingent based on the availability of The Madison's staff.

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: _____
_____	

# NOTICE



## CATERING RULES

The Madison Hall provides kitchen facilities/cook trailer for the 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, the caterer is responsible for the following:

1. Trash, garbage, and food debris must be placed in plastic bags PRIOR to discarding in trash cans, then into the dumpster. NO LOOSE items are allowed to be discarded in trash cans and the dumpster. The caterer is responsible for busing tables and disposing of all food trash into the large dumpster at the end of the parking lot prior to departure. \_\_\_\_\_ Initial
2. Caterer is responsible for removing ALL food products and garbage, along with the caterer's equipment and supplies prior to departing the facility. \_\_\_\_\_ Initial
3. The kitchen and cook trailer (if used) must be thoroughly cleaned prior to the catering staff departing the facility, including mopping the kitchen and the cook trailer floors, cleaning sinks, counter tops, ovens, grills, fryers, etc. All stainless steel surfaces must be cleaned as well. \_\_\_\_\_ Initial
4. If frying is conducted on the property, the caterer must drain all frying oil from the fryer and remove oil from the property. Oil MUST NOT be discarded in drains, ditches, trash cans or dumpster. Fryers must be thoroughly cleaned and dried prior to the catering staff departing the facility. \_\_\_\_\_ Initial
5. If using the cook trailer, DO NOT turn off exterior corner lights. \_\_\_\_\_ Initial
6. The caterer MUST provide sufficient staff to adequately service the food line and bus tables throughout the event. \_\_\_\_\_ Initial
7. If using the cook trailer, 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, slightly open one of the sliding windows to allow proper airflow. \_\_\_\_\_ Initial
8. The caterer MUST contact the on-duty Madison manager for final inspection of the kitchen/cook trailer prior to catering staff departing the property. \_\_\_\_\_ Initial
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. \_\_\_\_\_ Initial
10. The Madison Management may elect to prohibit any caterer from providing future catering services at The Madison should the caterer fail to comply with the Catering Rules as set forth above. \_\_\_\_\_ Initial

Catering Company \_\_\_\_\_

Catering Representative (Print Name) \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Catering Representative (Signature) \_\_\_\_\_



# Beverage Packages

Each package amount reflects the cost per person

## Silver Package

\$13.00

Includes  
Juices, soft drinks, & water

## Gold Package

\$17.00

Includes  
Juices, soft drinks, water, domestic beer, &  
house wine.

## Platinum Package

\$20.00

Includes  
Juices, soft drinks, water, domestic beer,  
house wine, & well spirits.

## Diamond Package

\$27.00

Includes  
Juices, soft drinks, water, domestic beer, house wine,  
import beer, well, & premium spirits.

## Painte Package

\$32.00

Includes  
Juices, soft drinks, water, domestic beer, house wine,  
import beer, well, premium, & top-shelf spirits.

## Additional Options

**Frozen Daiquiri & Margaritas can be added to any package for an additional \$2 per person**  
**Imported Beer can be added to Platinum or Gold package for an additional \$2 per person**

Soft Drinks & Juices

Coke, Diet Coke, Sprite, Dr. Pepper, Orange Juice, Pineapple Juice & Cranberry Juice

Wines

Cabernet Sauvignon, Pinot Noir, Chardonnay, White Zinfandel, & Pinot Grigio

Domestic Beer

Bud Light, Coors Lite, Michelob Ultra, & Miller Lite

Import Beer

Corona, Dos Equis, & Yuengling

Well Spirits

Vodka, Whiskey, Scotch, Rum, Tequila & Gin

Premium Spirits

Crown Royal, Crown Apple, Jack Daniels, Gentleman Jack, Woodford Reserve, Glenfiddich, Dewar's, Maker's Mark, Jameson, Absolut, Tito's, Bombay Sapphire, Bacardi Gold, Bacardi Superior, Captian Morgan, Malibu, El Jimador, & Patron Silver

Top-Shelf Spirits

Belvedere, Kettle One, Johnny Walker Black, Bullet Rye, Hennessy, Tanqueray, Don Julio Anejo, & Don Julio Blanco

Seltzers

High Noon & Truly

**A minimum charge of \$2,000.00 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 a credit card, there will be a 3% surcharge. The initial beverage package purchased is for the duration of 4 hours.**

\*Product brands are subject to change based on availability through vendor; however, quality and value will be consistent.



