



# *Venue Rental Guide*

Last updated: 2022. This packet supersedes all previous issues.

*Prices subject to change without notice*

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Welcome to Vermilionville, a charming and captivating place to host your special event. As you gather in our climate-controlled facilities, the staff at Vermilionville focuses on providing comprehensive catering services in a unique and memorable setting for a most exceptional experience.

Our Performance Center, styled after an old-fashioned agricultural building, is perfect for social gatherings, company banquets, weddings, parties or conventions. This quaint building can accommodate up to 350 visitors inside. However, by sliding open the exterior walls (seasonal only) and utilizing our charming courtyard, the capacity increases in size.

For smaller occasions, our restaurant, La Cuisine de Maman, may be your ideal location. Evening hours allow you to take advantage of the entire restaurant which can accommodate up to 75 guests.

A variety of appetizer selections, banquet-style meals, barbecue, or crawfish boil is offered through our on-site catering department. Whatever your culinary desire, our goal is to meet your ideal needs and provide customized and personalized service.

We look forward to working closely with you to make your special event an experience that will enrich your guests with precious memories for years to come. If you need any additional information, please call Mandi LaCombe, Hospitality Manager at (337) 233-4077 ext. 208; or toll free at 866-992-2968 ext. 208; or e-mail me at [Hospitality@BayouVermilionDistrict.org](mailto:Hospitality@BayouVermilionDistrict.org).

Sincerely,

Mandi LaCombe  
Director of Hospitality

Bayou Vermilion District  
Vermilionville  
300 Fisher Road  
Lafayette, LA 70508

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# Venues and Rental Fees

## **Deposit:**

A deposit of \$500.00 is required to secure the use of the Performance center, Chapel, or Restaurant.

## **Performance Center:**

The Performance Center is a unique event/reception hall modeled after a rustic agricultural building. It features wooden tables and ladder-back chairs, stage, sound system, old cypress dance floor and full service bar. To ensure your comfort, the building is climate-controlled with central air and heat and accented with numerous ceiling fans. Depending on the requirements for the event, the Performance Center can accommodate up to 350 guests. Ask us about larger events done “open pavilion” style!

Minimum Charge is \$7,500.00.

This includes a minimum of \$5,500.00 for food and beverages, the building rental of \$2,000.00 for 4 hours, basic table set-up, tableware and napkins, set-up and breakdown of tables and wait-staff. An 8.45% sales tax and 18% gratuity are added to final charge of food and beverages. Use of the building for additional time is available for \$550.00 per hour. Additional time is easier if pre-arranged.

## **Chapel (La Chapelle des Attakapas):**

The climate-controlled, non-denominational chapel at Vermilionville is a reproduction modeled after historic churches in Pointe Coupee, LA (yr. 1760) and St. Martinville, LA (yr. 1773). La Chapelle seats at least 100 guests. Standing room increases the capacity to about 140. During the fall and winter months, Vermilionville also offers the romantic and memorable Candlelight Trail - a path of old-fashioned lanterns with candles that guide guests to the chapel.

Charge for use of the Chapel, for weddings only, is \$800.00. A \$500.00 down payment is required at the time of booking with the \$300.00 balance due one week prior to the wedding. If you choose to host your reception at Vermilionville the Chapel fee is discounted at \$600.00. Use of the Chapel for rehearsals is \$100.00 for one hour. Time is allowed for decorating before the ceremony.

**Designated times for wedding rehearsals are strictly enforced. If late for the rehearsal or more than one hour is used, there will be an additional \$150.00 fee.**

## **Restaurant (La Cuisine de Maman):**

The restaurant, fashioned after a plantation overseer’s house, overlooks the scenic Bayou Vermilion. It accommodates up to 75 guests and provides a wonderful setting for wedding rehearsal dinners,

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meetings, and other small gatherings. (Due to normal business hours (11:00 a.m.-2:00 p.m.) the restaurant is available after 4:00 p.m.)

Minimum charge is \$3,000.00. This includes a minimum of \$2,000.00 for food and beverages, the building rental fee of \$1,000.00 for 3 hours, basic table set-up, tableware and napkins, set up and break down of tables and wait-staff. An 8.45% sales tax and 18% gratuity are added to the final charge of food and beverages. Use of the building for additional time is available for \$350.00 per hour. Additional time is easier if pre-arranged.

#### **Cooking School (L'école de Cuisine):**

The cooking school seats approximately 42 guests. Equipped with tables and chairs and a large viewing mirror, this venue is an ideal place for meetings.

Minimum charge is \$450.00. This includes a minimum of \$350.00 for food and beverages, the building rental fee of \$100.00 for 3 hours, basic table set up, tableware and napkins, set up and break down of tables and wait-staff. An 8.45% sales tax and 18% gratuity are added to the final charge of food and beverages. Use of the building for additional hours is available for \$75.00 per hour. Additional time is easier if pre-arranged.

#### **Bridal Suite:**

The fee is \$200.00. This is the bride's special day! Take advantage of our bridal suite that has two large comfortable leather chairs and ottomans, two full size baths, full size mirror with excellent lighting for hair and make-up. The room rental comes with a complimentary fruit, veggie, sandwich tray and a bottle of champagne.

#### **Conference Room:**

The fee is \$50.00. The conference room is located in the Visitor's Center. It has a board room atmosphere with a large table accommodating about 15 seats. It also has a digital monitor with HDMI ports for presentations. It may also be used as an area for the groomsmen to gather privately and get ready for the event.



# Additional Services and Offerings

## **Security Guard:**

Vermilionville must provide our own Security Guard for any special event in which alcohol is served. The charge for this mandatory service is \$150.00 for parties off 100 people or more. Additional security guards are needed for parties larger than 200 people and fees will be charged accordingly.

## **Sound Technician:**

The charge for sound assistance is \$250.00. Without assistance is \$150.00. Our sound technician for a live band or a DJ with use of a microphone and/or lighting is available.

## **Tablecloths:**

The fee is \$250.00 to dress all of your tables with white linen tablecloths for an added touch of elegance!

## **Candlelight Trail to the Chapel:**

This option provides a candlelight trail from the chapel to the reception hall. This is a wonderful way to add a warm old-time atmosphere. Fee is \$150.00.

## **Projector and Screen:**

Your meeting will proceed smoothly with the help of visual aids. Using our drop-down screen and projector takes the worry out of having to transport these items. Fee is \$200.00.

## **Back Drops**

Fee is \$140.00 for a lattice back drop set behind the bride's cake table. Lattice backdrop with lights is \$160.00. With lights and drapes is \$180.00. A cypress back drop for the groom's cake is \$200.00.

## **Golf Cart:**

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Ease the stress of family members and yourself by renting our 6-seater golf cart. Let our driver transport you, your bridal party and your guests to and from the chapel as many times as needed. Fee is \$250.00.

**Pipe and Drape:**

This is ideal to cover quilts on stage or can be assembled behind the bride's cake table. Fee for use of pipes only is \$50.00. You are welcome to provide your own draping materials. Fee is \$300.00.

**4 Cabaret Table:**

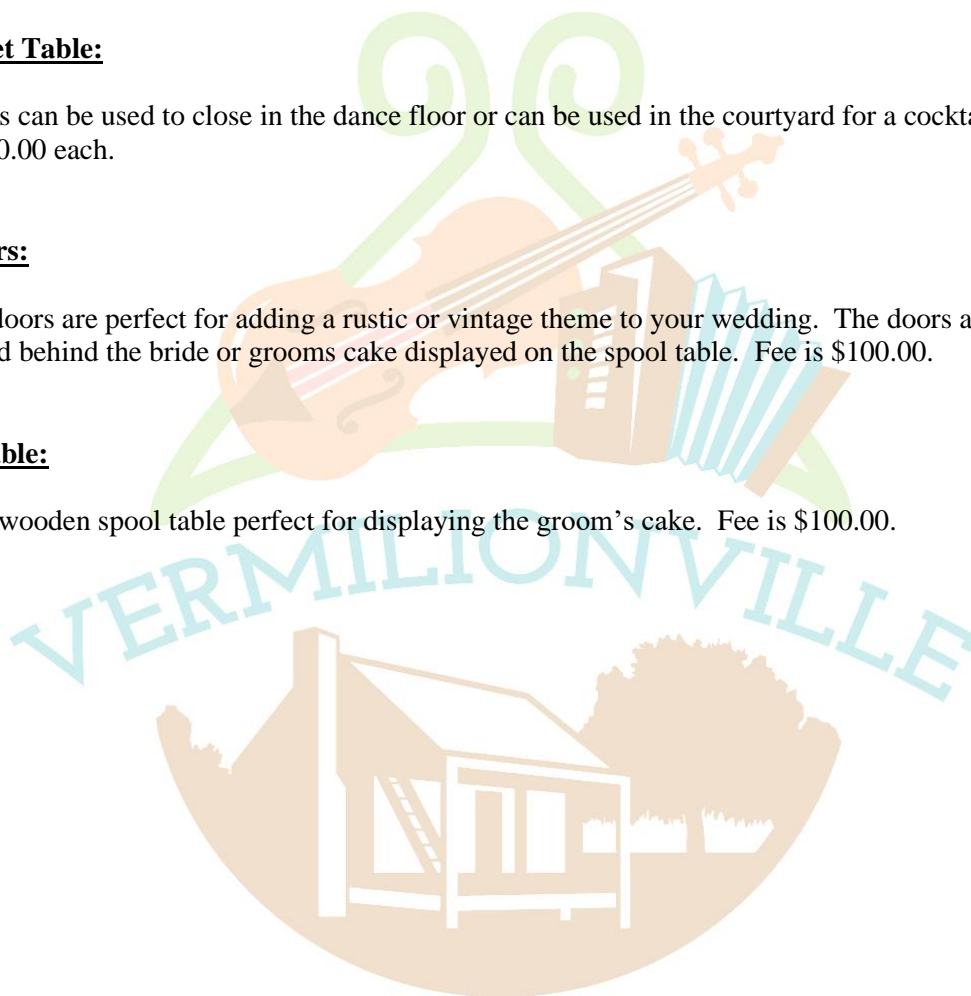
The tables can be used to close in the dance floor or can be used in the courtyard for a cocktail hour. Fee is \$50.00 each.

**Old Doors:**

Vintage doors are perfect for adding a rustic or vintage theme to your wedding. The doors can be assembled behind the bride or groom's cake displayed on the spool table. Fee is \$100.00.

**Spool Table:**

A rustic, wooden spool table perfect for displaying the groom's cake. Fee is \$100.00.



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# Banquet Menu Selections

## Choice of One Entrée Includes:

One Entrée  
One Starch  
Two Vegetables  
One Bread  
One Dessert

## Choice of Two Entrées Includes:

Two Entrées  
One Starch or Rice  
Two Vegetables  
One Bread  
One Dessert

All meals include Tossed Salad w/dressing or Cole Slaw, Tea, and Water. You may incur additional charges for any soup, gumbo, or appetizers added to any menu selection. Please add 8.45% Sales Tax and 8% Gratuity. Minimum on Buffet is 25 guests. Meals are served on clear plastic dinnerware with clear plastic utensils and paper napkins, which is included in your price. Menu selections must be confirmed no later than fourteen (14) days prior to the event.

Please select your menu items from the lists below:

### **BEEF:**

\_\_\_\_\_ Beef Roast w/ gravy  
\_\_\_\_\_ Beef Stew w/ veggies  
\_\_\_\_\_ Meatloaf w/ gravy

### **PORK:**

\_\_\_\_\_ Sliced Pork Roast w/gravy  
\_\_\_\_\_ Honey Glazed Ham  
\_\_\_\_\_ Roasted Pork Loin w/gravy  
\_\_\_\_\_ Smothered Pork Chops w/gravy  
\_\_\_\_\_ Red Beans w/sausage

### **TURKEY/CHICKEN:**

\_\_\_\_\_ Chicken & Sausage Jambalaya  
\_\_\_\_\_ Stuffed Turkey Breast w/gravy  
\_\_\_\_\_ Bacon Wrapped Chicken  
\_\_\_\_\_ Chicken Breast w/Tasso cream sauce

### **SEAFOOD:**

\_\_\_\_\_ Fried Catfish Filets w/ tartar sauce  
\_\_\_\_\_ Crawfish Etouffee w/ rice  
\_\_\_\_\_ Shrimp Creole w/ rice  
\_\_\_\_\_ Shrimp and Crab Stew  
\_\_\_\_\_ Seafood Alfredo w/ bowtie pasta  
\_\_\_\_\_ Crab Cakes w/seafood sauce

### **STARCHES: Select (1) per Entrée:**

\_\_\_\_\_ Mashed Potatoes w/Gravy  
\_\_\_\_\_ Parsley & Butter Pasta  
\_\_\_\_\_ Garlic Roasted Potatoes  
\_\_\_\_\_ Rice Dressing  
\_\_\_\_\_ Cornbread Dressing  
\_\_\_\_\_ Potato Salad  
\_\_\_\_\_ Stuffed Potato Casserole

### **VEGETABLES: Select (2) per Entrée**

\_\_\_\_\_ Green Bean Casserole  
\_\_\_\_\_ Glazed Carrots  
\_\_\_\_\_ Corn Macque Choux  
\_\_\_\_\_ Green Bean Almandine  
\_\_\_\_\_ Praline Glazed Yams  
\_\_\_\_\_ Steamed Vegetable Medley  
\_\_\_\_\_ Cajun Baked Beans

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**BREADS: Select (1)**

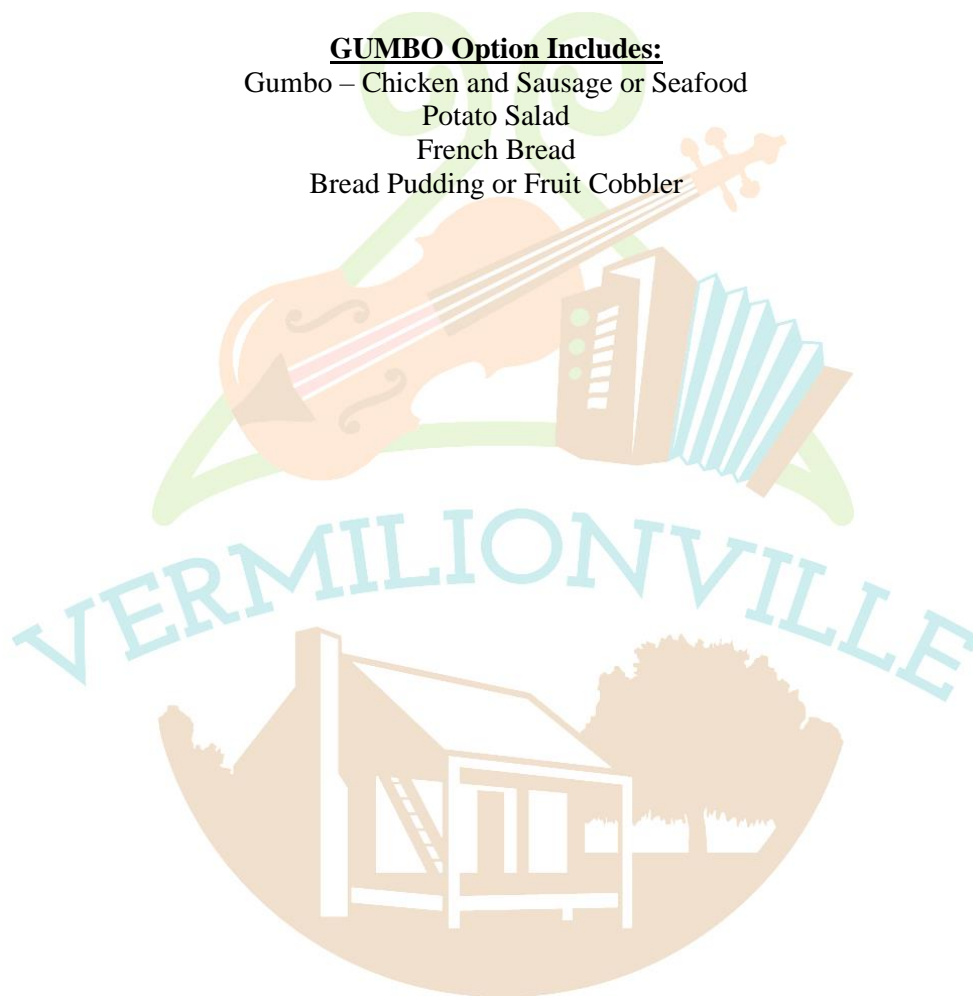
- \_\_\_\_\_ Dinner Rolls
- \_\_\_\_\_ Garlic Bread
- \_\_\_\_\_ Parmesan & Garlic Bread
- \_\_\_\_\_ Yeast Rolls
- \_\_\_\_\_ Cornbread
- \_\_\_\_\_ Hushpuppies

**DESSERTS: Select (1)**

- \_\_\_\_\_ Bread Pudding w/Rum Sauce
- \_\_\_\_\_ Mini Cheesecakes w/Assorted Toppings
- \_\_\_\_\_ Peach, Apple, or Blackberry Cobbler
- \_\_\_\_\_ Banana Pudding w/Vanilla Wafers
- \_\_\_\_\_ Sliced Pecan Pie

**GUMBO Option Includes:**

- Gumbo – Chicken and Sausage or Seafood
- Potato Salad
- French Bread
- Bread Pudding or Fruit Cobbler



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# Party Menu Selections

## HOT ENTREES:

- \_\_\_\_\_ Chicken & Sausage Jambalaya
- \_\_\_\_\_ Pork & Sausage Jambalaya
- \_\_\_\_\_ Seafood Jambalaya
- \_\_\_\_\_ Chicken & Sausage Gumbo
- \_\_\_\_\_ Seafood Gumbo
- \_\_\_\_\_ Seafood Alfredo w/ Bowtie Pasta
- \_\_\_\_\_ Chicken Alfredo w/ Bowtie Pasta
- \_\_\_\_\_ Cajun Fried Catfish w/ Tartar Sauce
- \_\_\_\_\_ Cajun Pork Loin w/ Rolls
- \_\_\_\_\_ Roasted Turkey Breast w/ Rolls

## FINGER SANDWICHES:

- \_\_\_\_\_ Chicken Salad
- \_\_\_\_\_ Tuna Salad
- \_\_\_\_\_ Ham & Cheese on Deli Club
- \_\_\_\_\_ Roast Beef on Deli Club
- \_\_\_\_\_ Turkey Breast on Deli Club

## HOT DIPS:

- \_\_\_\_\_ Spinach Dip w/ crackers
- \_\_\_\_\_ Crab Dip w/ crackers
- \_\_\_\_\_ Shrimp Dip w/ crackers
- \_\_\_\_\_ Crawfish Dip w/ crackers

## COLD DIP:

- \_\_\_\_\_ Shrimp Dip w/ crackers
- \_\_\_\_\_ Crab Dip w/ crackers
- \_\_\_\_\_ Crawfish Dip w/ crackers
- \_\_\_\_\_ French Onion Dip w/ crackers

## OPTIONAL KID'S MENU:

- \_\_\_\_\_ Hot Dogs
- \_\_\_\_\_ Corn Dogs
- \_\_\_\_\_ Mac n' Cheese
- \_\_\_\_\_ Carrot & Celery Sticks

## HOR D'OUEVRES:

- \_\_\_\_\_ Crawfish Pies
- \_\_\_\_\_ Fried Zydeco Beans
- \_\_\_\_\_ Boudin Party Balls
- \_\_\_\_\_ Mini Meat Pies
- \_\_\_\_\_ Barbeque Meatballs
- \_\_\_\_\_ Broccoli & Cheese Bites\_\_\_\_\_
- \_\_\_\_\_ Fried Chicken Drumettes
- \_\_\_\_\_ Bacon Wrapped Shrimp
- \_\_\_\_\_ Duck Quesadilla
- \_\_\_\_\_ Funnel Cake Fries
- \_\_\_\_\_ Mini Stuffed Crabs in Shell
- \_\_\_\_\_ Spinach & Cheese Filo Bites
- \_\_\_\_\_ Eggrolls
- \_\_\_\_\_ Crab Cakes
- \_\_\_\_\_ Alligator Balls
- \_\_\_\_\_ Eggplant Fries

## VEGETABLES:

- \_\_\_\_\_ Vegetable Medley
- \_\_\_\_\_ Grilled Asparagus
- \_\_\_\_\_ Corn Macque Choux
- \_\_\_\_\_ Tossed Green Salad
- \_\_\_\_\_ Green Bean Almandine

## VEGETABLE/FRUIT TRAY:

- \_\_\_\_\_ Vegetable Tray w/ Dip
- \_\_\_\_\_ Fruit Tray w/ Dip
- \_\_\_\_\_ ½ Fruit/ ½ Vegetable Tray

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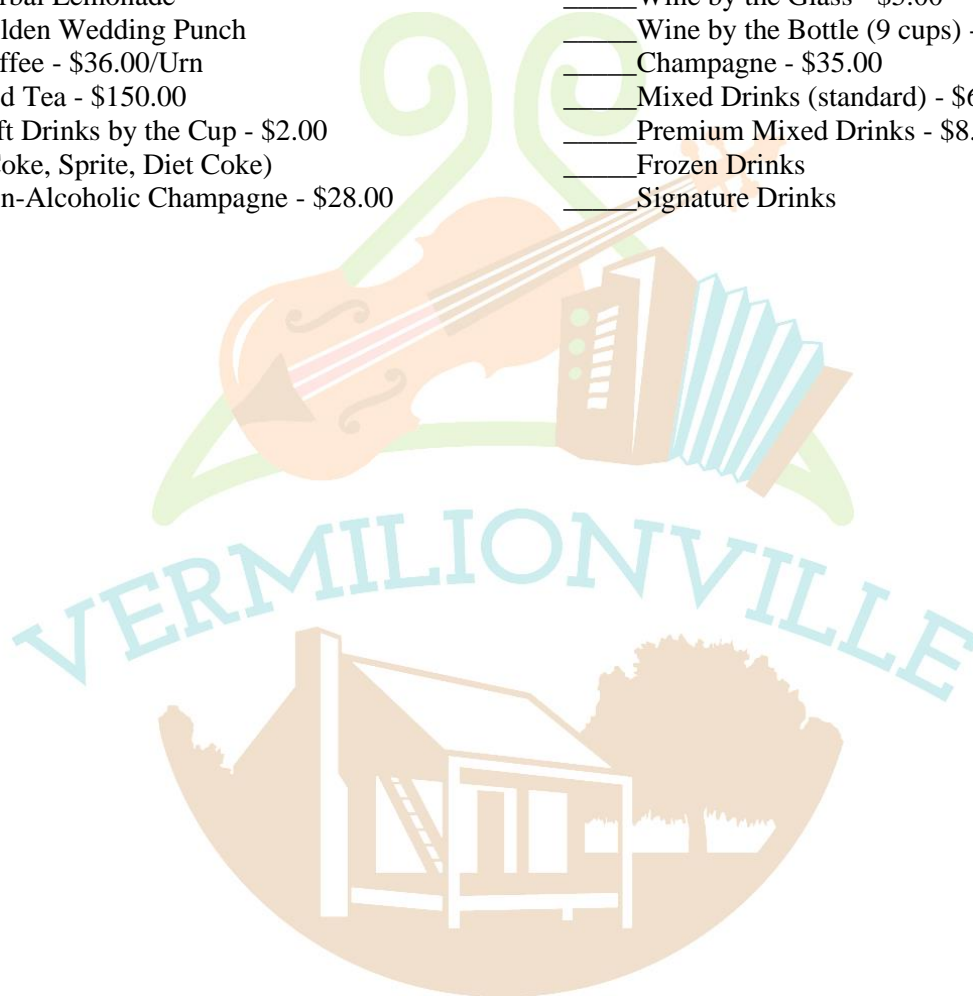
# Beverages

## NON-ALCOHOLIC:

- \_\_\_\_\_ Sparkling Harvest Punch - \$140 bottomless
- \_\_\_\_\_ Mikey's Spring Punch
- \_\_\_\_\_ Lemonade
- \_\_\_\_\_ Herbal Lemonade
- \_\_\_\_\_ Golden Wedding Punch
- \_\_\_\_\_ Coffee - \$36.00/Urns
- \_\_\_\_\_ Iced Tea - \$150.00
- \_\_\_\_\_ Soft Drinks by the Cup - \$2.00
- \_\_\_\_\_ (Coke, Sprite, Diet Coke)
- \_\_\_\_\_ Non-Alcoholic Champagne - \$28.00

## ALCOHOLIC:

- \_\_\_\_\_ Keg Beer (180 cups) - \$540.00
- \_\_\_\_\_ Draft Beer (12 oz. cup) - \$3.00
- \_\_\_\_\_ Can/Bottle Beer - \$4.00
- \_\_\_\_\_ Wine by the Glass - \$5.00
- \_\_\_\_\_ Wine by the Bottle (9 cups) - \$45.00
- \_\_\_\_\_ Champagne - \$35.00
- \_\_\_\_\_ Mixed Drinks (standard) - \$6.00
- \_\_\_\_\_ Premium Mixed Drinks - \$8.00
- \_\_\_\_\_ Frozen Drinks
- \_\_\_\_\_ Signature Drinks



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# Decorating Guidelines

**No decorating is to take place at Vermilionville until 4:00 p.m. unless special permission is granted from the Event Coordinator.**

1. No nailing, stapling, thumbtacks, or taping of anything to the wood is allowed in any building.
2. We encourage command adhesive products.
3. All candles must be enclosed in glass.
4. No fireworks or sparklers or fires are allowed at Vermilionville.
5. Use of bird seed and rice is **prohibited** in any building at Vermilionville or in the courtyard area.
6. No flammable liquids or oil lanterns. The use of these in either buildings or to decorate tables and surrounding areas is **strictly prohibited**.
7. ALL trash associated with decorations in any building must be cleaned up by the client. If any damage is done, the security deposit may be withheld.

## **Performance Center Restrictions:**

8. **No small confetti, glitter, tinsel, sand, sugar, cornmeal or decorative rocks/stones** (unless in an enclosed container) is permitted in any building at Vermilionville.
9. You may not take down, cover up, or drape anything on any of the artifacts or pictures in any building.
10. Balloons, wedding bubbles, sparklers, fireworks, rice are NOT permitted for send offs.

**Alternative options include:** wishing wands, fresh lavender throws, clappers, glow sticks

## **Chapel Restrictions:**

11. Please use unity sand in lieu of a unity candle (No Taper Candles Allowed).
12. Candelabras with drip- less candles are allowed on the altar along the back wall of the Chapel only. No candles are allowed for decorating in the aisles.
13. All decorations in the Chapel must be removed right after the ceremony.
14. The statues nor altar cannot be moved.
15. The use of silk rose petals only are allowed.
16. The use of the Lobby area is for sign-in book and minimal decorations.
17. The renter and their coordinators, decorators, or any other vendors may not move, touch, or otherwise handle any of the artifacts.
18. Vermilionville is not responsible for damage or theft to any rentals, cakes, decorations and/or props brought in for the event.

**No one, including clients, guests and contracted outside vendors may bring food or beverages of any kind to the event. The only exceptions are professionally decorated wedding, groom and birthday cakes. Strictly enforced.**

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**Contracted Outside Vendors, Entertainment, Deliveries, and/or Photographers:**

Time/location restrictions apply to the outside vendors you may have chosen that will need access to Vermilionville's property (Flower Shops, Bakeries, DJ Services, Bands, Photographers, Decorators, etc.) It is the client's responsibility to have **all** their contracted vendors aware of the policy.

**No one is allowed to set up equipment, decorations, cakes until after 4:00 p.m. Vehicles are not allowed beyond parking lot until after Vermilionville has closed to the public (4pm).**

**No fun-jumps or any other blow-ups are allowed anywhere on the property.**



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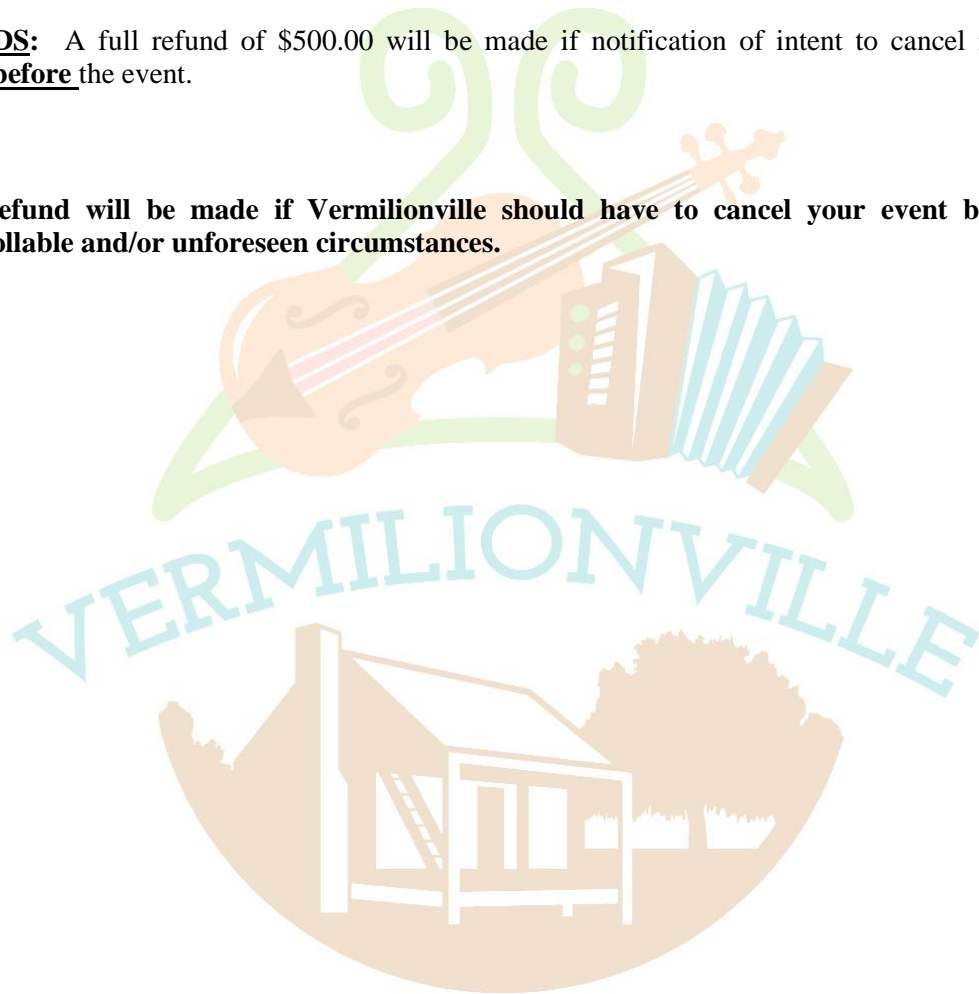


# Payments and Refunds

**PAYMENT:** **Payment of invoice is due in full two (2) weeks prior to the day of the event.** Open-bar tabs will be billed within **7 days** of event and are due within **14 days** of event. We must have a credit/debit card on hold to process payment for the bar tab. Payments made for all services and/or rentals will be forfeited if the event is cancelled less than **3 months prior**.

**REFUNDS:** A full refund of \$500.00 will be made if notification of intent to cancel is made **9 months before** the event.

A full refund will be made if Vermilionville should have to cancel your event because of uncontrollable and/or unforeseen circumstances.



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**Message from the Hospitality Manager:**

Thank you so much for choosing Vermilionville to host your special event. My staff and I pride ourselves in providing the very best service to make your event an exceptional experience.

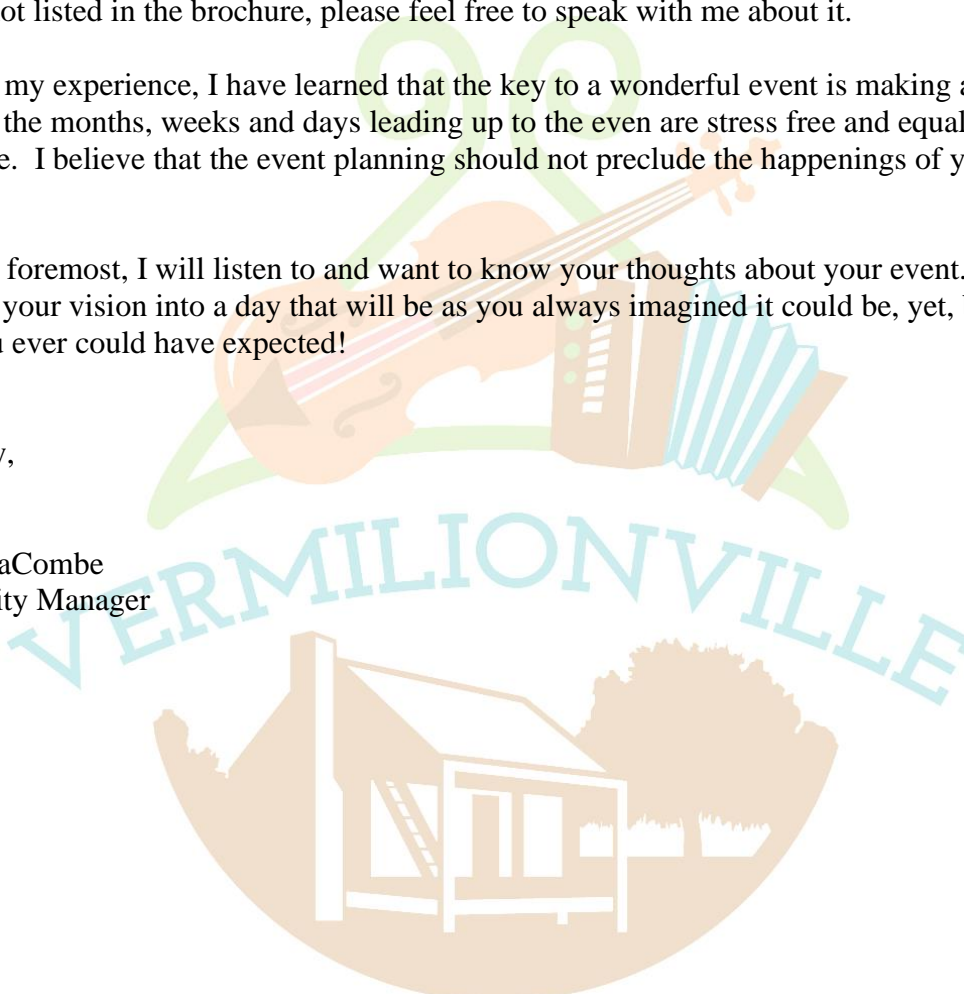
This packet has been furnished to ease your task of decision making as you plan your event. However, do keep in mind that we are here to serve you. So, if there is any menu item or service not listed in the brochure, please feel free to speak with me about it.

Through my experience, I have learned that the key to a wonderful event is making absolutely sure that the months, weeks and days leading up to the event are stress free and equally enjoyable. I believe that the event planning should not preclude the happenings of your daily life.

First and foremost, I will listen to and want to know your thoughts about your event. I then translate your vision into a day that will be as you always imagined it could be, yet, beyond what you ever could have expected!

Sincerely,

Mandi LaCombe  
Hospitality Manager



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# Contractual Agreement:

**This document is a contractual agreement. This document may not be modified in any way. By signing here, I agree to all rules, restrictions, guidelines, and payment agreements in the aforementioned document and for Vermilionville special events.**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## Notes:



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