

# THE Gallery VENUE

Thank you for considering The Gallery for your special day!



We can accommodate traditional New Orleans wedding receptions from 75-250 guests. The Gallery proudly offers an experienced sales staff that can cater to all of your needs to make your special day a reality.

The Gallery will make the perfect setting for your event of a lifetime. Originally part of an old Factory in the Warehouse District of New Orleans, the property has been transformed into an elegant and charming event venue. As you enter, you immediately get a warm and inviting feeling with our beautiful crystal chandeliers, exposed brick walls, and cozy courtyard. Capture your wedding day in our picturesque and breathtaking Gallery Room with its modern functionality and turn of the century charm. The Gallery is conveniently located in the heart of the city and walking distance from the Ernest C. Morial Convention Center; just minutes from the historic French Quarter.

### **Weddings Receptions include the following:**

- Passed drinks upon arrival\*
- Wedding Suite for the couple available 1 hour prior to event start time
- Assigned attendant to assist the couple during the reception
- Customizable LED up-lighting throughout the venue
- Existing tables and chairs with basic Ivory linen and candle décor
- Glassware, Plate-ware, and Flatware
- Event Management and Security
- Complimentary cake cutting
- To Go Boxes of food for both sets of parents (not included with seated dinners)
- Send-off package for the happy couple with food and champagne (not included with seated dinners)

*\*With the selection of the Royal bar package or higher beginning when the bar opens*

### **Venue Minimums and Rental Fee Guidelines**

**\$2000.00** (plus tax) rental fee required for peak Saturday nights

**\$1250 - \$2000** (plus tax) rental for all other nights

**Food and Beverage Minimum Guidelines\*** (prices exclusive of 20% service charge and 10.45% tax)

**\$10,000 – peak Saturdays** (March-May, October- December, Citywide Conventions)

**\$8500–\$10,000 Non-Peak Saturdays**

**\$6000-\$8000 – Fridays** (March-May, October- December, Citywide Conventions)

**\$5000 - \$7,500 – Sunday – Thursday**

*Please inquire with your sales person for the specific minimum and rental fee for your desired date.*

### **General Booking and Contracting**

- Food and beverage minimums are required and do not include tax and service charge
- Lowest level food and bar package pricing is required per person for booking. All packages may be customized.
- Menu prices are subject to change until contracted. \*\*Proposals are valid for 7 days
- Menu selections are due 30 days prior to your event.
- Minimum guaranteed guest count is due (7) business days prior to your event.  
Creole Cuisine requires a 25% deposit and signed contract within one week of your request. The remaining balance will be split into payments with the final balance due (7) working days prior to the event. The complete payment schedule will be listed on the contract. Overages (additional guests, event extension, etc.) payable the evening of the event.
- Space only held upon request. Holds will be released if a contract is not requested within 7 days. Should another client holding second option request a contract for that date, the first option hold will be notified to confirm or release by signed contract and 25% deposit within 48 hours. If not received, space is released to second option hold.
- Once contracted and signed by client, the minimum food and beverage must be adhered to, therefore recommend contracting a realistic number of guests.  
*We can always raise the guest count when guarantee (7 business days) is due providing it doesn't exceed the maximum space capacity.*
- There is a facility rental fee (plus tax) and Food and beverage minimums (which are exclusive of 10.45% tax and 20% service charge) that vary depending on the day.
- Should you not meet the food and beverage minimum, we can upgrade your cocktail package, menu or add an additional hour to the open bar or you can choose to pay the difference as a fee.

### **Décor and Vendor Information**

*All décor must be set up by a licensed and insured event professional.*

- Clients may provide guest book, pens, champagne flutes, cake knife set, and card box to be placed by Marché staff.
- All décor is subject to The Gallery management approval.
- All items must be loaded out immediately following the conclusion of the event. Including all gifts, decorations and personal items.
- The Gallery is not responsible for any items left behind or to be picked up at a later time.
- No glitter or sparklers allowed.
- Event load-in may begin three hours prior to the contracted start time.
- All vendors must coordinate load-in and load-out with The Gallery Management.
- Any tables or chairs required outside of the amount provided by Marché for custom configurations, will require an additional rental charge.



## The Gallery Ceremony Options

The Gallery is proud to offer ceremonies in the Gallery room with stunning brick walls and open feeling. The Gallery room can seat up to 150 guests (not including your standing attendants) with room for ceremony musicians. With a larger guest count, there would need to be less seating to allow for standing room for the additional guests.

The Gallery room will be transformed after the ceremony to your dance floor so there will be a transition period before the Gallery room will be reopened. We have expertly designed ceremony options considering all the logistics for a seamless event, listed below.

### Ceremony Fees

#### Using Gallery Chairs- \$1500 (plus tax)

Ceremonies are allowed up to one hour, with doors opening 30 minutes prior for guest arrival.

Guests are required to leave venue for a minimum of 30 minutes for staff to reset the room. We recommend doing a second line at the end of ceremony.

*Using our space is complimentary for a 30 minute rehearsal the day before, but time is based on our availability and may not be scheduled far in advance.*

Band or DJ can set up after the ceremony though we recommend at least allowing them to set up their sound equipment beforehand to allow for a shorter transition period. If the client rents a backdrop for the ceremony from an outside vendor, the band or DJ may set up prior to the ceremony. The Gallery is not responsible if band or DJ is not finished setting up at beginning of reception. The Gallery can play background music until band or DJ is ready to play.

#### Optional Additions:

- Passed drinks upon arrival to the ceremony\*
- Passed drinks for the second line\*

**\*With an additional 30 minutes on the bar package or sparkling wine by the bottle**

**Licensed wedding planners are highly recommended for ceremonies held on site.**