

# Venue Fees & Revenue Guarantees

## The Inn at La Provence

25020 Hwy US 190, Lacombe, LA 70445

The information below outlines our pricing requirements to rent the whole venue and for catering.

8.7% tax and service charge are applicable to venue fee, food, and beverage selections.

The overnight suites tax rate is 7.45%.

### Ceremony Fee

\$750

### Whole Venue

<i>Whole Venue</i>			
<i>Day of the Week</i>	<i>Time of the Year</i>	<i>Venue Fee</i>	<i>Revenue Guarantee</i>
<b>Sunday - Thursday &amp; Daytime Events</b> <i>*ending by 2pm</i> <i>*excludes Saturdays</i>	<b>Year-Round</b>	<b>\$1,500</b>	<b>\$4,000</b>
<b>Friday</b>	<b>Prime Season</b> January-June & October-December	<b>\$2,000</b>	<b>\$8,000</b>
<b>Saturday</b>	<b>Prime Season</b> January-June & October-December	<b>\$3,000</b>	<b>\$14,000</b>
<b>Friday</b>	<b>Off-Season</b> July-September	<b>\$1,500</b>	<b>\$5,000</b>
<b>Saturday</b>	<b>Off-Season</b> July-September	<b>\$2,500</b>	<b>\$10,000</b>
<i>Partial Venue and Daytime Rates</i>			
<i>*daytime ends by 2pm</i> <i>*year-round</i>			
<i>Day of the Week</i>	<i>Space</i>	<i>Venue Fee</i>	<i>Revenue Guarantee</i>
<b>Sunday - Friday</b>	<b>Kerageorgiou Dining Room, Joyce Bar &amp; Center Oak Tree Courtyard</b>	<b>\$500</b>	<b>\$2,500</b>
<b>Sunday - Friday</b>	<b>Stirling Ballroom &amp; Back Cypress Patio</b>	<b>\$500</b>	<b>\$2,500</b>

## *Suites*

We have 3 on-site, overnight suites for an additional room fee.

If renting the rooms for overnight, the check in time is 12pm day-of and check out is 10am the following morning, no exceptions. You will be required to sign a separate room agreement.

All suites must be rented through the contract client directly.

<b>Acolapissa Wedding Suite (largest room)</b>	\$285
<b>Roquette Adjoining Suite (attached to the wedding suite)</b>	\$198
<b>Davis Single Suite (detached from the other suites)</b>	\$198

### *1-Hour Reception Extension*

**Venue Fee \$500 and a \$1000 beverage revenue guarantee  
plus 8.7% tax and 20% service charge**

Client is allowed a maximum extension of 1 extra hour. Client can choose to do a consumption tab bar extension OR choose the per person per hour bar extension rate listed in the bar package. Client will be charged for a total of guaranteed final head count, or a minimum of \$1000, whichever is greater, client **MUST** notify sales office of the extension decision by 30 days prior to your event. We do **NOT** allow night-of extensions. Please coordinate directly with your other vendors such as band, dj, photographer on their extensions details, such as final timeline and rates. Please see Noise Ordinance Information, shall your event be in violation.

### *Commonly Asked Questions*

**Q: What can I expect from the Ceremony?**

**A:** We do not host ceremony-only, but you can book a reception with no ceremony.

You will be allowed a rehearsal time of 30 minutes the day prior to your event or on a different date scheduled with your sales manager 60 days before your event. **You must contact us to schedule this!**

We allow a 30-minute window prior to the start time of your ceremony for guests to arrive and get seated. The ceremony itself is 30 minutes. Make sure to check the sun set time and discuss lighting with your professional photographer to decide the perfect timing for your event.

Ceremony chairs must be brought in or rented through a rental company and adhere to our vendor guidelines/requirements. You must assign a friend or family member or hire a professional coordinator to receive the chairs and conduct both your rehearsal and ceremony.

*Example Time: if Sun sets at 6:30pm*

5:00pm – Guests' arrival

5:30pm – Ceremony start time

(ceremony start time is the time that would go on your invitation **NOT** the guests arrival time)

6:00-9:00pm – Standard 3-hour Reception

**Q. Where can I have my Ceremony?**

**A.**

<b>Reception Rental Space</b>	<b>Ceremony Location</b>
Whole Venue	Cypress Garden OR Center Courtyard (up to 60 guests)
Stirling Ballroom	Cypress Garden
Kerageorgiou Dining Room and Joyce Bar	Center Courtyard

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**Q. What is the Rain Plan?**

**A.** We have rain plans in place which are detailed in our Venue and Catering Questionnaire.

If your plan requires a flip from ceremony into reception we do charge a \$500 extra fee. Any vendors affected by the flip, such as a florist who may need to set arrangements post-flip must be notified in advance and prepared to participate in the flip if necessary.

**Q: What can I expect from the Reception?**

**A:** The reception is a standard 3-hour event. We do require all food and beverage catering to go through The Inn at La Provence which is located on the food and beverage package pricing section of our website.

The Inn at La Provence provides furniture, tables, chairs, linens, catering equipment, etc for your event and is detailed in the **Furniture/Floorplans** section of the website.

We allow a 3-hour window prior to the event for set-up, deliveries, and vendors and a 1-hour breakdown time after the event for removal of all items, décor, etc. Please refer to our vendor section in the welcome packet for a detailed description of vendor guidelines/requirements.

You can add one extra hour to your event.

You must assign a friend or family member or hire a professional coordinator to conduct your day-of event details and timeline outside of what The Inn at La Provence handles which is detailed in our Welcome Packet.

**Q: What is a Revenue Guarantee?**

**A:** This is the minimum amount of food and beverage catering that must be spent on your event. This is the amount that will go on your contract along with the venue and ceremony fee, if applicable. The amount on the contract is the total of venue/ceremony fee, minimum revenue guarantee, service charge and tax. We do not tax the service charge. This total amount will change based on your final food and beverage selections and final head count. If you do not reach the minimum, the difference not spent will roll into the venue fee.

**Q: What is Service Charge?**

**A:** The service charge is a standard 20% fee charged on venue, food, and beverages. This fee is not a gratuity or tip. It is a fee which we use to pay our staff higher hourly wages or set rates, depending on the position and time with the company. Additional tips and gratuities are optional, not required.

Plated events are subject to different service charges which are detailed in your menu and beverage packages.

**Q. How many guests can The Inn at La Provence accommodate?**

We can host events from 35 – 400 guests. Our suggested floorplans and list of included furniture are helpful tools to use if you are planning a larger event and may need supplemental items such as extra tables, chairs, linens, or a tent for the Cypress Garden/Center Courtyard. We encourage you to dream up a space that best suits your event goals and needs.

**Q. Is there a Lacombe Noise Ordinance?**

The City of Lacombe has the following noise ordinances in place:

Outdoor Operations can go until 12am on Fridays, Saturdays, and holidays.

Outdoor amplification / music is permitted until 10pm only.

Indoor amplification / music is permitted until 12am.

The Inn at La Provence is not responsible for any consequences that may occur if the client chooses to disregard the ordinances and will not issue any reimbursements or compensations.