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# THE RIVER TERRACE

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AT SHAW CENTER FOR THE ARTS



# *services overview*

## **OPTION 1: VENUE ONLY**

*Simple + Customizable*

**\$4,500**

- Up to 400 guests
- 3 hr event time + 4 hrs setup + 1 hr cleanup
- Janitorial + security services
- Furniture package + setup/pickup
- 300' Bistro Lights
- White tents for inclement weather
- \$1M Certificate of liability

## **OPTION 2: FULL SERVICE**

*Less Stress + More Service*

**\$13,500 | Classic**

**\$15,000 | Deluxe**

**\$17,500 | Premium**

- Up to 100 guests
- 3 hr event time + 4 hrs setup + 1 hr cleanup
- Janitorial + security services
- Furniture + setup/pickup
- 300' Bistro Lights
- White tents for inclement weather
- \$1M certificate of liability
- Tax and gratuity included
- Catering service provided by Stroubes
- Bar service provided by Manship Theatre

*\*catering and bar options vary by package*

## **TO SECURE THE DATE:**

A \$1,500 nonrefundable deposit and signed agreement are required to secure the date. The remaining invoice balance is due 60 days prior to the event.



# VENUE ONLY

# pricing

**\$4,500**

## All Venue Only Events Include:

- Up to 400 guests
- Three hour event time between 10 AM - 12 AM
- Four hours of setup + one hour of cleanup time
- Janitorial porter for trash management + post-event facility cleanup
- BRPD or Private Security Officer
- Furniture package + setup/pickup
- 300' Bistro Lights
- White tents for inclement weather

*\*Tents are only included for inclement weather and sidewalls are determined on a case-by-case basis. An additional setup fee of \$400/per tent is required to secure tents regardless of weather.*

- Three hour engagement or bridals photography session (photographer not included)
- Customized layout design w/ digital copy
- \$1M Certificate of Liability Event Insurance Policy

## Additional Requirements:

- For events with alcohol, the Manship Theatre Beverage Service is required
- \$550 Wedding Ceremony Fee includes additional 30 minutes, ceremony to reception furniture transition, 1 hour rehearsal, and 3 hours use of Bridal Holding Room

## Additional Options:

- \$600/hour additional event time
- linen quote available upon request

### Furniture Provided

(26) 60" Rounds



(12) 6' Banquets



(4) 48" Rounds



(1) 36" Square Table



(2) 6' Banquet Lecture Tables



(200) White Chairs



(10) High/Low Bistro Tables



# FULL SERVICE

# pricing



## classic

**\$13,500**

- One Cold Starter Option
- One Protein Buffet Item
- One Specialty Buffet Item
- Two Cold Buffet Items
- Two Hot Buffet Items
- Classic Bar Service

*includes beer, wine, champagne, soft drinks, & water*

### UPGRADES

- \$75/person over 100 guests
- \$7/person per additional hour
- \$6/person: Deluxe Bar (3 hours)
- \$12/person: Premium Bar (3 hours)

## deluxe

**\$15,000**

- One Cold Starter Option
- One Protein Buffet Item
- Two Specialty Buffet Items
- Two Cold Buffet Items
- Two Hot Buffet Items
- Deluxe Bar Service

*includes call brand liquor, beer, wine, champagne, soft drinks, & water*

### UPGRADES

- \$90/person over 100 guests
- \$8/person for additional hour
- \$8/person: Premium Bar (3 hours)

## premium

**\$17,500**

- One Cold Starter Option
- One Classic Hors d'oeuvre
- One Premium Hors d'oeuvre
- One Protein Buffet Item
- One Specialty Buffet Items
- Two Cold Buffet Items
- Two Hot Buffet Items
- Premium Bar Service

*includes premium brand liquor, call brand liquor, beer, wine, champagne, soft drinks, & water*

### UPGRADES

- \$105/person over 100 guests
- \$9/person for additional hour

Classic for 50 Guests

**\$10,000**

Classic for 50 Guests with Cash Bar

**\$7,500 + \$65/person over 50 guests**

## All Full Service Events Include:

- Up to 100 guests
- Three hour event time between 10 AM - 12 AM
- Four hours of setup + one hour of cleanup time
- Janitorial porter for trash management + post-event facility cleanup
- BRPD or Private Security Officer
- Furniture package + setup/pickup
- 300' Outdoor Bistro Lights + 125' Indoors
- White tents for inclement weather
- \$1M Certificate of Liability Event Insurance Policy
- Tax & Gratuity Is Included in Pricing
- 3 Hours of Buffet-Style Food Service by Stroubes

- 3 Hours of Bar Service by Manship Theatre
- Three hour engagement or bridals photography session (*photographer not included*)
- Customized layout design w/ digital copy
- Coordination of vendor arrival & loading times
- Choice of white, ivory, or black Linens
- Choice of white, ivory, or black bistro table ties
- Buffet serving dishes, chafers, & utensils
- Disposable china plates, barware, cutlery, napkins
- To-Go boxes for leftover food
- Champagne glasses for the wedding party toast
- Event Venue Staff

## Additional Requirements:

\$550 Wedding Ceremony Fee includes additional 30 minutes, ceremony to reception furniture transition, 1 hour rehearsal, and 3 hours use of Bridal Holding Room.

# full service menu choices

## COLD STARTER ITEM

- Sensation Salad
- Ceasar Salad
- Fresh Fruit & Cheese Board

## PROTEIN ITEMS

- Beef Bourguignon w Mash Potatoes or Rice
- Grilled Redfish with Caper Cream Sauce
- Roasted Salmon with Caper Butter Blanc Sauce  
*served over Summer Vegetable Medley*
- Braised Beef Short Ribs with Mash Potatoes or Rice
- Chicken Mamou with Roasted Red Pepper Cream Sauce

## HOT SIDE ITEMS

- Mini Natchitoches Meat Pies
- Mini Crawfish Pies
- Boudin Balls
- Parmesan Smashed Potatoes
- Feta & Spinach Stuffed Mushrooms
- Green Bean Almondine
- Stewed Green Beans
- Herb Roasted Grilled Chicken Bites
- Southern Fried Chicken Nuggets with Honey Dijon
- Chicken & Andouille Jambalaya
- Crab Mornay Dip with Toast Points
- Spinach and Artichoke Dip with Toast Points
- Shrimp & Tasso Corn Mach Choux

## CLASSIC PASSED HORS D'OEUVRES

- Natchitoches Meat Pies
- Boudin Balls
- Bruschetta on Toast Points
- Eggplant Medallions with Marinara Sauce & Parmesan
- Seasonal Fruit & Cheese Skewers
- Meatballs in Pepper Jelly

## SPECIALTY ITEMS

- Shrimp Trio Served with Toast Points  
*(Herb Marinated, Remoulade, and Cocktail Shrimp)*
- Blackened Chicken or Shrimp Florentine Pasta
- Fresh Asparagus, Pea, and Shaved Ricotta Pasta
- Crawfish or Shrimp Mac & Cheese Cavatappi Pasta
- Fried Catfish with Tartar Sauce
- Shrimp & Crab Lettuce Cups
- Chicken Mamou Pasta with Roasted Red Pepper Cream Sauce

## COLD SIDE ITEMS

- Grilled Vegetable Board
- Mini Muffulettas
- Buffalo Chicken Sliders
- Deviled Eggs Trio:  
*Bacon & Jalapeño, Creole, & Smoked Salmon Caper*
- Pulled Pork Sliders
- Smoked Salmon Dip with Toast Points
- Smoked Redfish Dip with Toast Points
- Chilled Mediterranean Pasta
- Roasted Vegetables & Goat Cheese Pasta Salad
- Whipped Herbed Goat Cheese Phyllo Cups with Honey
- Watermelon and Feta Skewers

## PREMIUM PASSED HORS D'OEUVRES

- Crawfish Etouffee Cornbread Bites
- Mini Crawfish Etouffee Bowls
- Jumbo Shrimp Cocktail Shooters
- Assorted Canapes/Crostinis
- Banger Shrimp
- Tuna Poke in Cucumber Cup
- Smoked Redfish Dip on Toast Points
- Shrimp & Grits

## Additional Food Items

<input type="checkbox"/> One Additional Protein Item	\$12 / Person
<input type="checkbox"/> One Additional Specialty Item	\$10 / Person
<input type="checkbox"/> One Additional Hot/Cold Item	\$8 / Person
<input type="checkbox"/> One Additional Premium Passed Hors D'oeuvre.	\$12 / Person
<input type="checkbox"/> One Additional Classic Passed Hors D'oeuvre.	\$8 / Person

Fine China, Beverage Glassware, Linen Napkins and Silverware are available for an additional cost upon request.  
Specialty cake cutting service and additional cutlery, plates, or napkins for specialty cakes are not included.  
Tent upgrades (chandeliers, draping, tent liners, specialty lighting) are available at an additional cost upon request.



## VENUE ONLY + FULL SERVICE EVENTS

• <i>Champagne Wall (2 Available)</i>	<b>\$400 each or \$600 for 2</b>
• <i>One 6' White Bar</i>	<b>\$300</b>
• <i>Two 6' White Bars</i>	<b>\$400</b>
• <i>Three 6' White Bars</i>	<b>\$500</b>
• <i>Single Tier Chandelier (two available)</i>	<b>\$300</b>
• <i>Double Tier Chandelier (one available)</i>	<b>\$350</b>
• <i>All Three Chandeliers</i>	<b>\$800</b>
• <i>Double Crossed Entryway Drape</i>	<b>\$400</b>
• <i>White or Black &amp; White Checkered Dance Floor</i>	<b>\$800</b>
• <i>8' x 28' Stage with Black Skirting</i>	<b>\$850</b>
• <i>Tall Propane Heaters (Minimum of 3)</i>	<b>\$150/each</b>
• <i>Clear Tent Pricing</i>	<b>\$2,200 for all three</b>
• <i>Tent Set Up Fee (not applicable for inclement weather)</i>	<b>\$400t</b>

*Tax, delivery, and setup fees are included in all a la carte pricing.*

# frequently asked questions

## How Do I Book an Event?

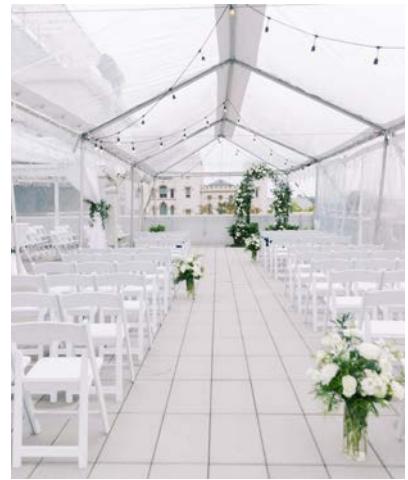
To get the process started, complete the online Wedding or Event Application. That gives us the information needed to create a price quote customized to the event, while also giving you a free one-week hold on the date. If you decide the River Terrace is the right venue for your event, a \$1,500 nonrefundable deposit and signed agreement are required to secure the date. That deposit is taken from your total and the remaining balance is due 60 days before the event date.

## When can I take a tour of the venue?

The venue is open for tours during regular business hours Monday – Thursday from 9 AM – 5 PM and until 4 PM on Fridays. If you are unavailable to take a tour during those times, the venue is open to the public on weeknights that it is not in use.

## Do you offer payment plans?

We accept partial payments at any time, so each event host is welcome to create a payment plan that works for their event. However, some event hosts wait and pay the full balance due 60 days before the event. All payments except the \$1,500 nonrefundable deposit are refundable until 60 days prior to the event, which is when the total balance is due and all payments become nonrefundable. Event hosts are allowed to make additions to the invoice such as an extra hour, lighting, or linens within the 60 days prior to the event.



## Are there any specific requirements for event times, guest counts, or weekdays?

A three-hour minimum event length is required for all weekend or 200+ person events and the event time must be scheduled between 10 AM and 12 AM. The maximum capacity of the River Terrace is 400 people, with 93 people inside. Reduced rates are available for daytime and evening corporate events of less than 200 guests on Monday through Wednesday.



## What security and janitorial services are included?

A janitorial porter and security officer is included with the facility usage fees for all events. In addition to the 24/7 building security at Shaw Center for the Arts, a building security officer will be present on the River Terrace during all private events. The janitorial porter manages trash, cleans spills, maintains restrooms, and assists catering staff with bussing tables. The porter is on-site for up to one hour after an event to sweep, mop, restore restrooms, and take out all trash. The event host is responsible for ensuring that all decorative items, food/cake, or other equipment is removed from the venue after the event. Shaw Center for the Arts is not responsible for any materials, decorations, furniture, or equipment left on-site after an event.

## Can I bring in outside catering? Are there any food/beverage rules or vendor restrictions?

Yes, the Venue Only Option allows clients to work with the licensed and insured caterer of their choice. Homemade food or pot-luck style events are not allowed. Caterers are welcome to bring mobile kitchens and park/use them in the loading dock area, but live cooking on-site is prohibited. For all events with alcohol, the Manship Theatre Beverage Service is required. It is the event host's responsibility to contact and contract with the Manship Theatre Beverage Service directly. Both open and cash bar options are available.

# frequently asked questions

## Where can I find parking information and maps/directions to Shaw Center for the Arts? Do you offer valet parking?

A public parking garage is conveniently located across from the building at the corner of Third Street and Convention Street. Parking is also available on the streets and surface lots surrounding the building in the Downtown Baton Rouge Area. Maps to Shaw Center for the Arts are available upon request, as well as detailed text directions. Valet parking is not offered through the venue, but an event host is welcome to contract out with a valet service directly for the event. In addition, most nearby hotels offer valet service.

## Are there any decoration restrictions?

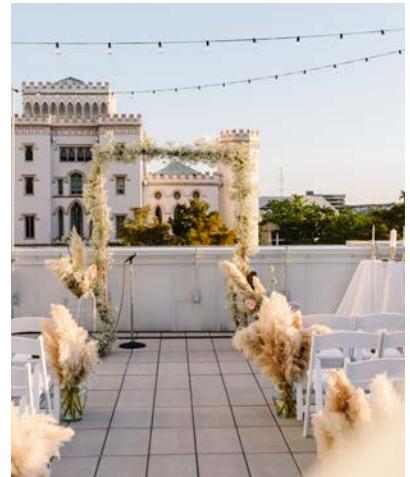
Shaw Center for the Arts has a strict “no flame” policy, including candles, fire dancers, and smoking. The only exceptions to this rule are sterno for chafing dishes and tall standing propane heaters. In addition to the “no flame” policy, the following items are not allowed anywhere on Shaw Center for the Arts property (including the River Terrace or anywhere outside with the gray brick pavers):

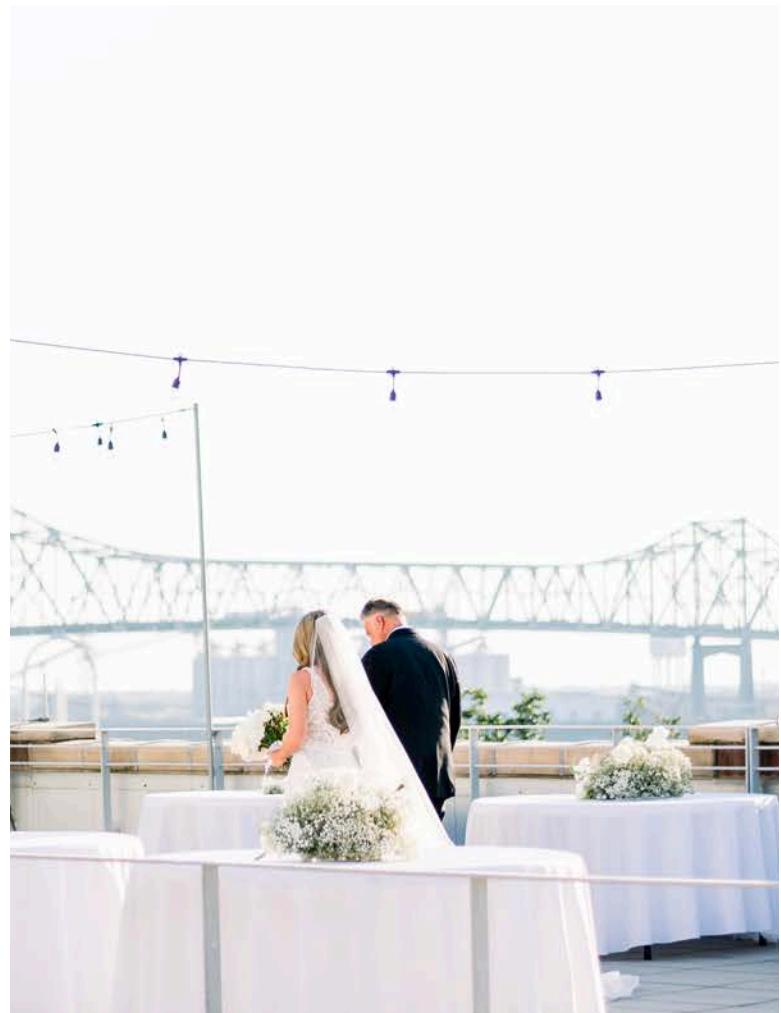
- Thrown items such as confetti, glitter, flower petals, rice, birdseed, etc.  
\*Exception: Water soluble confetti is allowed.\*
- Fireworks of any kind, including sparklers.
- Helium balloons are not allowed inside the building.
- Anything that can be released into the air, such as doves and flamed sky lanterns.

*The Facility Usage Guidelines and Policies contain the full policies regarding decoration and restrictions.*

## Does the building have handicap accessibility?

Shaw Center for the Arts and all spaces within it are handicap accessible. Manship Theatre and the LSU Museum of Art also offer assisted listening devices for visitors. Metered handicap parking can be found at the corner of North Blvd. and Lafayette Street.







# THE RIVER TERRACE

AT SHAW CENTER FOR THE ARTS

## Contact Us

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