

# Mercedes-Benz Superdome *Club Lounge Weddings*



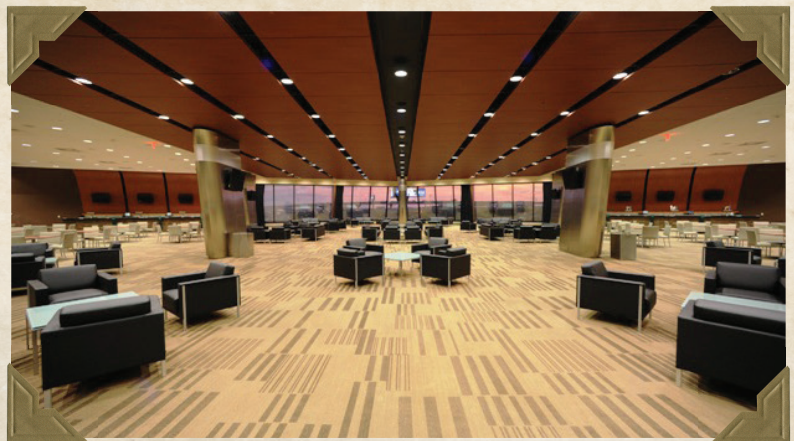
From *Yes to I Do*, this is an exciting and special time in your life! The Mercedes-Benz Superdome would consider it a privilege to share in your big day by serving as the host site for your wedding reception.

Located in the most spirited city of America, the Mercedes-Benz Superdome proudly stands just blocks away from historic sites such as the French Quarter, Jackson Square and beautiful uptown New Orleans.

Located on the 200 Level, the Superdome's Club Lounges offer an upscale environment in a unique New Orleans venue. With floor to ceiling picturesque windows overlooking the cityscape, the Club Lounges are truly "rooms with a view!"

The Mercedes-Benz Superdome's exclusive in-house caterer, Centerplate, invites you to experience superior cuisine artfully blended with innovative presentation and style. With a superb selection of creative, New Orleans-inspired menu choices as well as the option of designing a custom-tailored menu, Centerplate is here to assist you in creating the ideal menu for your reception.

Enclosed please find general information on hosting your reception in a Club Lounge at the Mercedes-Benz Superdome. We are eager to meet with you in order to begin planning your perfect celebration.



TO CHECK DATE AVAILABILITY OR SCHEDULE A SITE VISIT, PLEASE CONTACT:  
504-587-3663 • [clubloungesales@asmneworleans.com](mailto:clubloungesales@asmneworleans.com) • [www.mbsuperdome.com](http://www.mbsuperdome.com)

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## **WEDDING RECEPTION AMENITY PACKAGE INCLUDES, BUT IS NOT LIMITED TO:**

- Up to a four (4) hour event
- Private Area for the Wedding Party and Bride
- Wedding ceremony and/or reception space
- Modern furnishings
- Complimentary use of dance floor (based upon availability)
- Complimentary bottle of champagne for the Bride and Groom's toast during the cutting of the cake
- Complimentary champagne for the Wedding Party upon arrival
- Complimentary parking for guests
- Indemnification & Insurance

## **CATERING:**

- All food and beverage is provided by Centerplate, the exclusive, in-house caterer of the Mercedes-Benz Superdome.

## **FACILITY FEE:**

- The Facility Fee for the 200 Level Club Lounges is based on the length of the event and the guest count according to the below sliding scale.

<b>Wedding Reception Up To 3 Hours</b>	
Attendance	Facility Fee
100-250	\$4,400
251-500	\$5,100
500-900	\$5,700
<b>Wedding Reception Greater Than 3 Hours, Up To 4 hours</b>	
Attendance	Facility Fee
100-250	\$4,600
251-500	\$5,200
500-900	\$5,900

- The Facility Fee is inclusive of basic staffing, such as ushers/guest services, housekeeping, and security. The Facility Fee also includes general liability insurance coverage for a three or four hour reception. Any ancillary items requested or required outside of the scope of basic event staffing will be the responsibility of the CLIENT (i.e. signage, production personnel to operate TV's, pipe and drape, easels, etc.)
- If the Event extends beyond four (4) hours, an additional rental fee of \$150 per hour or part thereof will apply plus expenses.
- The staffing charges included in the facility fees above are subject to change based upon ASM Global's prevailing rates at the time of CLIENT'S event.
- Attendance: Once a guarantee of attendance is provided by the CLIENT and a contract is issued, the Facility Fee will remain the same if attendance is lower than the guarantee, but will increase according to the above sliding scale if attendance is greater than the guarantee.
- Checks are to be made payable to ASM Global. Credit cards are also accepted. Note: A convenience fee of 3% is applied on credit card transactions.

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## **ACCESS TO SPACE FOR SETUP AND MOVE-OUT:**

- Access to the 200 Level Club Lounge on the Event Day is included at no charge two hours prior to your scheduled event start time and two hours immediately following your event.
- If a Pelicans basketball game, concert, or any other event in the ASM Global managed complex is scheduled on the same day as CLIENT's event, move-in time may be altered. Please note: traffic may impede with guest parking if additional events take place within the complex on the date of CLIENT's event. CLIENT's assigned ASM Global Event Coordinator will work with CLIENT regarding traffic ingress and egress.

## **INDEMNIFICATION & INSURANCE:**

- CLIENT shall indemnify, defend, and hold harmless ASM Global, the Louisiana Stadium and Exposition District, and the State of Louisiana, and their respective officers, directors, agents, and employees (collectively the "Indemnitees"), from and against any and all losses, liabilities, claims, damages, and expenses (including reasonable costs of investigation and attorneys' fees) arising from personal injury to or death of persons damage to the property caused in whole or part by the fault of any of the CLIENT Parties.
- \$1,000,000 General Liability insurance policy naming the Indemnitees as additional insureds is required for all events at the Facility. ASM Global will obtain this policy on behalf of CLIENT, the cost of which is part of the Facility Fee outlined in this proposal. A copy of the Certificate of Insurance will be emailed to CLIENT prior to the Event. NOTE: The Facility Fee will not be reduced if CLIENT elects to purchase insurance coverage on their own.
- ASM Global will require proof of Business Automobile Liability insurance coverage for any vendor vehicles requiring access to the loading dock or the exterior plaza of the Mercedes-Benz Superdome during move-in, Event and move-out hours (i.e. decorator, florist, limo, etc.) and the following shall apply:
  - A list of all vendors requiring vehicle access must be submitted to the assigned ASM Global Event Coordinator in writing no less than thirty (30) business days prior to the Event.
  - CLIENT will be responsible for notifying vendors of the insurance requirement. Proof of insurance should be sent to Michelle Mather via email (michelle.mather@asmneworleans.com) or fax (504-587-3502) no less than ten (10) business days prior to the Event.

## **DATE AVAILABILITY/REQUEST FOR DATE HOLD:**

- If a hold is requested for a particular date, Facility will hold the date for thirty (30) days. After thirty days, a \$1,500 non-refundable deposit is required within 48 hours in order to secure the hold. Deposit to be applied toward final rental balance due. If a deposit is not received, the hold will be released without additional notice.
- To place a hold, please speak with you ASM Global Sales Coordinator to request and submit a request for hold form.
- If Facility receives another request for the same date within the previously mentioned thirty (30) day window, Facility will contact CLIENT, and CLIENT will have seventy-two (72) business hours (Monday - Friday) to issue a non-refundable deposit of \$1,500 in order to officially secure space and date and to move to the License Agreement stage. Deposit to be applied toward final rental balance due.

## **PAYMENT SCHEDULE:**

Due Date	Item	Amount
Prior to signing contract	Non-refundable deposit to secure space	\$1,500
3 months prior to event	Remaining Facility Fee	\$2,700 - \$4,200
3 months prior to event	Damage and Contingency	\$500
6 weeks prior to event	Any additional expenses and/or conversion fees not covered in Facility Fee	\$TBD

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## **EXPENSES NOT COVERED IN FACILITY FEE:**

Any ancillary items / staffing requested or required beyond the previously defined scope will be the responsibility of the CLIENT. The services & equipment listed below are provided in-house by ASM Global or are contracted directly by ASM Global on CLIENT's behalf. All expenses related to below (where applicable) are to be paid by CLIENT including, but not limited to the following:

- Labor for any audio/visual production needs (i.e. LED televisions, microphones, house sound etc.).
- Technical Staff (if applicable) including: Conversion Crew, Plumber, Electrician, Carpenter, Refrigeration, Laborer and Painter, Field Crew, Millwright
- Equipment (excluding tables, chairs, and staging/risers) - discuss needs not outlined within this proposal with ASM Global Event Coordinator
- All applicable labor and set-up fees
- All Catering Costs
- Fire Watch Personnel for events greater than 300 people and events that use heating sources to cook food
- Medical & Emergency Personnel

## **CONVERSION/SPACE CONFIGURATION:**

- Club Lounge existing furniture consists of the following: black leather sofas and loveseats, high boys and barstools, wood-grain dining tables (seats 4 each), with cream-colored upholstered chairs, leather lounge chairs and coffee tables.
- Fall Weddings (August-January): During the New Orleans Saints season, all Club Lounges are set with the existing furniture (see floor plan within this packet). If CLIENT requests that all or a portion of the furnishings be removed, conversion fees will apply based upon amount of furniture to be moved. Conversion fees will be determined and submitted to CLIENT once a final floor plan has been determined. NOTE: not all conversion requests are approved. Requests are determined based on the complex schedule.
- Spring/Summer Weddings (February-July): CLIENT will have the option to utilize all or a portion of the above-mentioned furnishings. If a portion is to be utilized, conversion fees will apply.
- NOTE: Conversion fees are not included in Facility Fees outlined on previous page.

## **DAMAGE AND CONTINGENCY DEPOSIT:**

- A \$500 damage and contingency deposit will be due prior to the Event.
- A credit will be provided at settlement, all or in part, based upon the Facility's inspection following the conclusion of the event.

## **CANCELLATION:**

- If CLIENT cancels the event more than nine (9) months prior to the scheduled event date, Facility shall retain \$750.00 of the initial \$1,500.00 deposit.
- If CLIENT cancels the event less than nine (9) months, but more than three (3) months prior to the scheduled event date, Facility shall retain the \$1,500 deposit in its entirety.
- If CLIENT cancels the event less than three (3) months prior to the scheduled event date, Facility shall retain the entire base Facility Fee as listed within the executed agreement.
- Cancellation of this Agreement as a result of unforeseen occurrences such a terrorist acts, Acts of God including national disasters or any other act or casualty generally construed to be a force majeure event will result in no damages being due either party.

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## **200 LEVEL CLUB LOUNGE COMPLIMENTARY AMENITIES:**

A Club Lounge provides the following furnishings, fixtures and equipment complimentary to CLIENT:

- Seating for approximately 260 guests
  - 10 black leather sofas and 6 Loveseats
  - 16 highboys with 32 barstools
  - 34 oak wood grain dining tables and 136 cream colored upholstered dining chairs
  - 68 leather lounge chairs with coffee tables
  - 2 fixed granite countertop bars
- The Mercedes-Benz Superdome has black banquet chairs, 72" round banquet tables, a 27' x 27' dance floor, and staging in-house that can be offered to CLIENT based upon availability and event schedule. If CLIENT would like a larger dance floor, this will need to be rented from an outside vendor. Labor fees for set-up and removal will apply. No rental fees are associated with the use of in-house equipment listed above. Facility is not able to accommodate set-up changes requested on the day of the event.
- Standard ivory or white linens (non-floor length) are provided for catered functions for the 72" round banquet tables. If CLIENT would like custom, floor length linens, these will need to be rented from and provided by an outside vendor.
- Power/Electrical throughout the exterior walls of the space.
- Note: CLIENT must inform their assigned ASM Global Event Coordinator of any requests to modify the placement of furnishings, fixtures and equipment, listed above, at least five (5) days prior to CLIENT's event date(s). Please see the following page for room layout.

## **200 LEVEL CLUB LOUNGE ASM GLOBAL EQUIPMENT:**

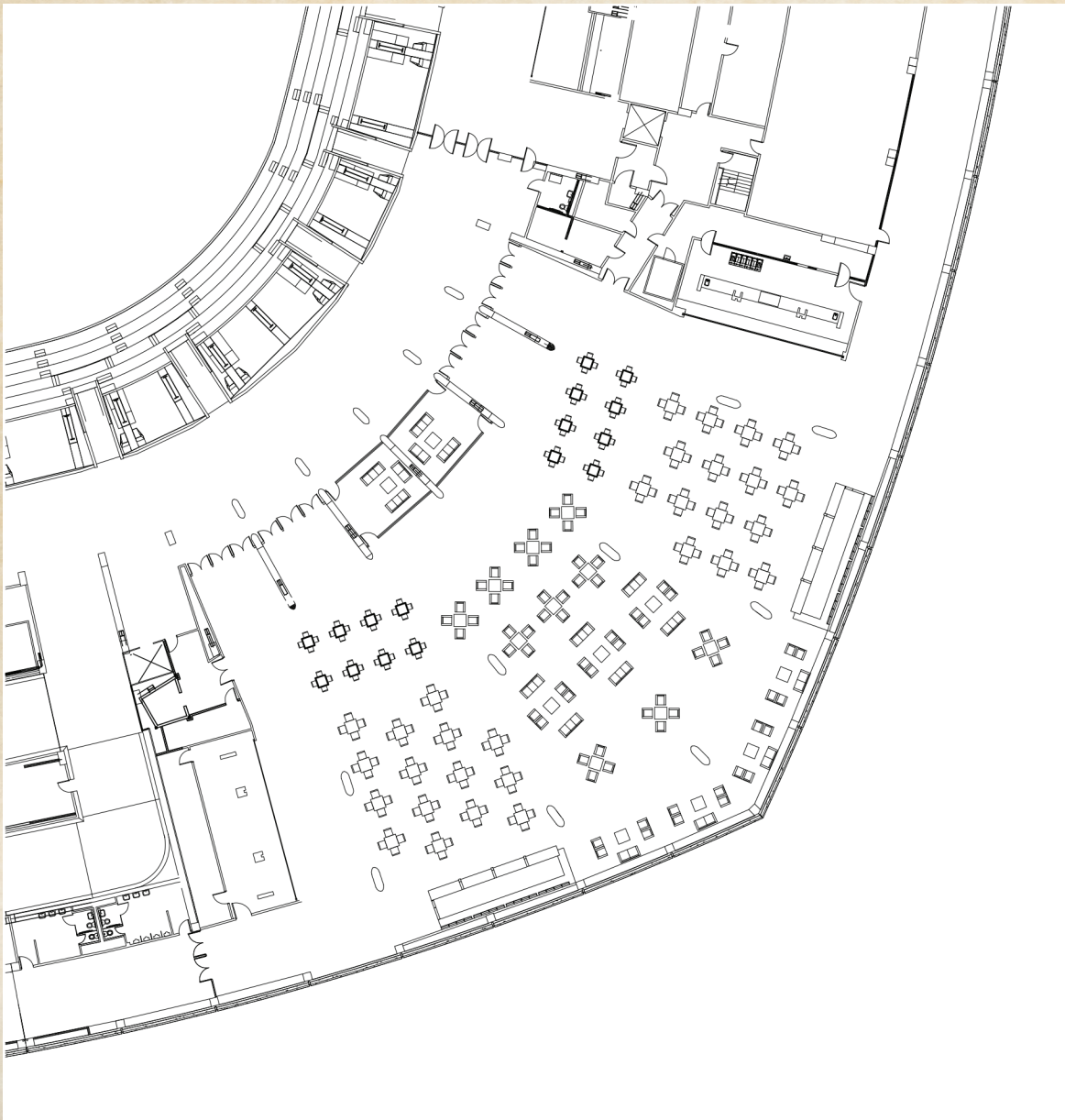
- For certain requested set-ups (seated dinners, use of a dance floor etc), during football season, CLIENT may want to relocate or remove all or limited pieces of the Club Lounge furnishings (sofas, dining tables, high boys, and all seating) from their existing location in order to accommodate their desired setup. If CLIENT does request this during football season, depending on the schedule, this request may not be accommodated. If ASM Global is able to accommodate this request, CLIENT is responsible for all labor fees associated with movement of any furnishings.
- Labor fees for removal or movement of existing furnishings from their existing configuration are based on the amount of furniture to be moved. Please speak with your assigned ASM Global Event Coordinator for labor fees. If CLIENT requests use of the space in its existing set-up, the existing furniture is included in the rental fee.
- The items as listed below will be provided at no charge for the initial set. However, please note that labor fees will apply for rush installation and removal as dictated by Event Schedule.
  - Staging (4x8ft)
  - Risers (4x8ft and 3x8ft)
  - Dance floor (dance floor size varies depending upon final location of dance floor)

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## EXISTING CONFIGURATION FLOOR PLAN

### FURNITURE SUMMARY PER LOUNGE

- (68) Lounge Chairs
- (10) Sofas (Seating for 30)
- (6) Love Seats (Seating for 12)
- (19) Coffee Tables
- (34) Dining Tables
- (136) Dining Chairs
- (16) High Boys
- (32) Bar Stools



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CLIENT will be assigned an ASM Global Event Coordinator to handle all Facility set-up & logistics pertaining to assigned ceremony/reception space (i.e. parking arrangements, access to space, space set-up). Facility does not provide a dedicated Wedding Coordinator/Planner. Please see below.

## **WHAT ARE THE RESPONSIBILITIES OF YOUR ASM GLOBAL EVENT COORDINATOR?**

- Act as the on-site liaison between your Wedding Coordinator/Planner and ASM Global Staff.
- Provide information regarding access, parking & other Facility related specifics to Wedding Coordinator/Planner in order to inform vendors.
- Create a floor plan of function space in order for you to plan and provide the Facility with your preferred seating arrangements.

## **ASM GLOBAL EVENT COORDINATOR DOES NOT HANDLE/COORDINATE THE FOLLOWING:**

- Timing/Flow of rehearsal (i.e. bridal party procession, groom procession, usher details, bride procession)
- Deliveries (i.e. florist, cake, décor)
- Décor (set up or break down)
- Wedding party transportation
- Program distribution for ceremonies
- Guest Book
- Timing/flow of reception (i.e. dances, photos, toasts, cutting the cake, bouquet/garter toss)
- Party favors
- Gifts

## **ASM GLOBAL, MANAGER OF FACILITY, DOES NOT PROVIDE THE FOLLOWING:**

- Cake stand, cake knife, etc.
- Custom linens
- Table centerpieces
- Guest sign-in book & pen
- Bridal portrait & display easel

## **NOTES:**

- CLIENT is responsible for collecting any personal items brought into the venue at the conclusion of the reception.
- Facility is not liable for any of the above items listed on this page.
- All of the above must be delivered on the day of the event.

## **DÉCOR RESTRICTIONS:**

- No items may be nailed, hung or taped to the walls, columns or ceiling.
- Shredded paper, paper confetti, birdseed, rice or any small candy will NOT be permitted on the premises (interior or exterior).
- Sparklers and bubbles may be used on the exterior of the premises.
- Mylar confetti and rose petals are allowed for an additional clean-up cost. Please speak with your assigned ASM Global Event Coordinator for associated clean-up fees.
- No candles or open flames are permitted.
- Decorations (other than the above listed restrictions) can be brought into 200 Level Club Lounges, but all items must be removed at the conclusion of the event. All items will be disposed of by Facility immediately following event and CLIENT will be responsible for additional clean-up charge (fee to be determined).
- CLIENT must discuss all decoration plans with assigned ASM Global Event Coordinator prior to Event date.

# Mercedes-Benz Superdome *Club Lounge Weddings*

## **EVENT SCHEDULE AND ENTRANCE:**

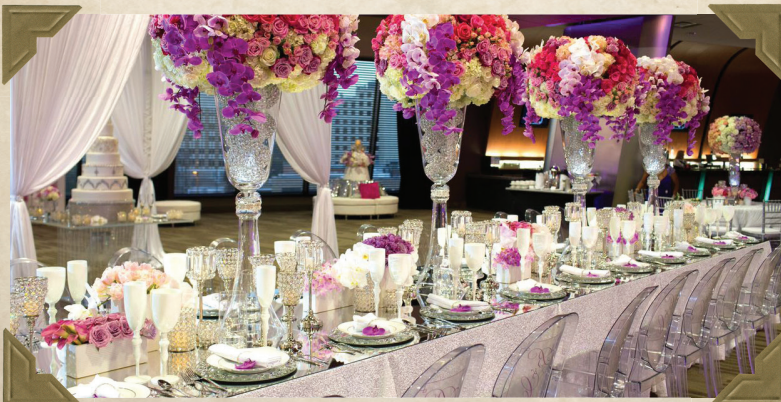
- There is the possibility that event(s) will be scheduled at the Mercedes-Benz Superdome, Smoothie King Center and Champions Square (ASM Global Complex) during CLIENT move-in days, program days and/or move-out days.
- CLIENT understands that ASM Global will make available for use by others, such portions, areas and facilities within the ASM Global Complex.
- Move-in & move-out schedule may be temporarily halted during patron ingress & egress. ASM Global will not be responsible for any overtime outside contractor (i.e. decorator) charges due to any delays.
- Your ASM Global Event Coordinator will work with you to determine the best entrance for your event.
- CLIENT agrees to cooperate in good faith with ASM Global and with those persons using other portions and areas of the ASM Global Complex, especially during periods of ingress and egress, in order to make mutual use of the ASM Global Complex harmonious and agreeable. The assigned ASM Global Event Coordinator for the Mercedes-Benz Superdome will work with CLIENT regarding the above.

## **WEDDING CEREMONY REHEARSAL:**

- CLIENT will receive up to two complimentary hours for rehearsal on one day during the week of the wedding.
- Rehearsal date will not be guaranteed until at least 30 days prior to the Event.
- Rehearsal date will be based on the ASM Global complex schedule and Event Coordinator's schedule.

## **ADDITIONAL INFORMATION:**

- **Photography and/or Private Area for Bride, Groom or Wedding Party:**
  - Each Club Lounge has a private room approximately 2,000 square feet in size that can be utilized for photographs. CLIENT or CLIENT's designated point person is responsible for any décor, floral, etc., required in this space for the photographs.
  - Each Club Lounge has two small additional, private rooms that can be utilized by the Bride & Groom, Bridal Party etc.
- **Parking:**
  - The Mercedes-Benz Superdome offers complimentary and convenient, on-site parking for weddings. Guests will be assigned a specific parking garage and access lane for entry. It is recommended that each guest show their invitation to the parking attendant upon entry.
  - Please speak to your assigned ASM Global Event Coordinator for garage assignment.
- **Limousine Access and Drop-off:**
  - Eight (8) or Ten (10) Passenger Limousines are able to drive up the ramps at Gate A and onto the Mercedes-Benz Superdome Exterior Plaza Level for drop-off of the wedding party. Oversized SUV's and Limo Buses are not allowed due to weight restrictions. The availability to use of Gate A ramps will be based upon the ASM Global complex event schedule. NOTE: Auto Liability insurance information can be found on page 2.
- **Miscellaneous:**
  - Facility reserves the right to photograph the event for promotional purposes only.
  - The Mercedes-Benz Superdome is a non-smoking facility.



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## **200 LEVEL CLUB LOUNGE LIGHTING:**

- Energy efficient fluorescent fixtures with a fully programmable dimming system allows for several different scenes of lighting for all types of events.
- Black out curtain drape for the windows in each Club Lounge are available.
- NOTE: CLIENT must submit all lighting requests, i.e. dimming, certain lights off and on, etc., five (5) days prior to event dates(s).

## **200 LEVEL CLUB LOUNGE VIDEO:**

- 28 LED televisions mounted throughout the Club Lounge. All TVs are HDTV capable and offer Cox Cable channels and are capable of displaying customized logos, videos, presentations, etc.
- CLIENT is responsible for paying for a technician fee for operation of equipment (4 hour minimum) if CLIENT chooses to use the 200 Level club Lounge in-house audio/video system (NOT included in Facility Fee).

## **200 LEVEL CLUB LOUNGE NOTES:**

- If CLIENT elects to use TVs to display the same visual concurrently such as customized logos, videos, or presentations, a laptop, DVD, or flash drive with the customized items must be provided by CLIENT and given to their assigned ASM Global Event Coordinator at least five (5) days prior to CLIENT'S event move-in date(s).
- Please speak with your assigned ASM Global Event Coordinator for specifics, file type, size, etc.
- ASM Global is the exclusive operator of all existing sound, lighting and video equipment in the 200 Level Club Lounges.
- Associated labor costs related to any of the above listed amenities are the responsibility of CLIENT.

## **CATERING OVERVIEW:**

- ASM Global's in-house caterer, Centerplate, retains the sole right to provide all food and beverage service inside of the Mercedes-Benz Superdome. No food and beverages may be brought into the venue by event organizers, guests or other attendees with the exception of the Wedding Cake.
- In order for ASM Global to obtain an accurate attendance figure, ASM Global's personnel will click count guests upon entry. NOTE: CLIENT will be billed for food and beverage based on the guest guarantee provided to Centerplate or ASM Global's click-count upon entry, whichever is greater. ASM Global's click count will prevail in all circumstances.
- Contact Brittany Edwards at [brittany.edwards@centerplate.com](mailto:brittany.edwards@centerplate.com) or at 504-558-6277 for menu options and pricing.

## **WEDDING CAKE:**

- CLIENT is to provide the wedding and /or groom's cake from an outside caterer.
- Delivery of the wedding cake and/ or grooms cake by bakery or caterer is to be no more than two (2) hours prior to the start time of the Event. CLIENT should make delivery arrangements in advance and designate one (1) individual to be present for delivery. NOTE: ASM Global will not accept deliveries on CLIENT'S behalf.
- CLIENT'S wedding cake and / or grooms cake provider is to place the cake directly onto the designated cake table and provide the cake box if necessary.



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## MERCEDES-BENZ SUPERDOME EXTERIOR LIGHTING:

- If CLIENT requests specialty exterior lighting color on the Mercedes-Benz Superdome for the Event, the below restrictions and policies will apply.
- CLIENT lighting requests cannot be confirmed until thirty (30) days prior to the Event.

## EVENT PRIORITY:

- Multiple events may be taking place simultaneously within the ASM Global Complex, thus, not every lighting request can be guaranteed. Lighting requests submitted by CLIENT will be given priority based upon space usage within the complex as listed below:
  - 1st Priority - ASM Global Management - special circumstances/National Holidays etc. as deemed necessary
  - 2nd Priority - New Orleans Saints and New Orleans Pelicans on game days
  - 3rd Priority - Event hosted on the Mercedes-Benz Superdome Main Arena Floor
  - 4th Priority - Event hosted in Champions Square
  - 5th Priority - Event hosted in the Mercedes-Benz Superdome 200 Level Club Lounge(s)
  - 6th Priority - Event hosted on the Mercedes-Benz Superdome Grand Staircase
  - 7th Priority - Other requests subject to event schedule and ASM Global's discretion
- NOTE: Lighting requests are granted in accordance with the above priority list regardless of when the request is made.

## COLOR & LIGHTING MODE REQUESTS:

- The PMS color and lighting mode must be submitted in writing to the assigned ASM Global Event Coordinator no later than ten (10) calendar days before Event or exterior lighting in specified color cannot be guaranteed. No exceptions.

## RESTRICTIONS:

- No logos may be projected onto exterior of the Mercedes-Benz Superdome.
- Exterior lighting is not offered during daylight hours as the exterior lighting is not turned on.
- Approved lighting requests will only run on CLIENT contracted event day from dusk to conclusion of event.
- ASM Global reserves the right to project the Mercedes-Benz logo on the exterior of the facility during any program during any given event. No exceptions.
- Note: Due to the gold color of the Mercedes-Benz Superdome exterior, color variations from the provided PMS color may occur.

