



WHERE THE FRENCH QUARTER MEETS THE MISSISSIPPI

The **Riverview Room** is located on the fourth level of the Jackson Brewery Millhouse in the heart of the French Quarter. The open spaces and outdoor terraces present a panoramic view of the Mississippi River, the French Quarter and the Central Business District. The comfortably elegant atmosphere of the room is accentuated with mahogany paneling, early New Orleans period lighting fixtures and plush carpeting. Floor to ceiling windows provide an ever-changing river view. Four terraces are available for guests to step outside and experience the charm of New Orleans. On our Decatur street balcony, guests can view Jackson Square, Woldenberg Riverfront Park and the French Quarter.

The **Riverview Room** proposals can include decorations, entertainment and specialty gifts to enhance the festivity of your special event.

The caterer you choose must be a licensed caterer with a million dollar insurance policy.

Please contact me at **(504) 525-3000** if you have any comments or questions concerning this proposal.

Sincerely,

Katie P. McNulty

Katie P. McNulty
Senior Sales Director

OUTSIDE CATERING SPECIFICATIONS
The Riverview Room
600 Decatur, Fourth Floor
New Orleans, LA 70130
504-525-3000

ROOM RENTAL FEE	:	Up to 125 people	\$3,500
(Based on 2 to 3-hours)		126 to 249	\$4,000
		250 to 399	\$4,500
		Over 399	\$5,000

OUTSIDE CATERING FEE : **\$7.50** per person/**\$750** minimum

BAR : See attached price list

SECURITY GUARD : **\$200** Based on a four-hour minimum

One security guard (Off-duty NOPD) required for all events. Additional security may be required depending upon the size of your event.

FEES INCLUDE :

- Complete Service Kitchen
- Three-hour usage of the **Riverview Room**
- Access to the facility at least two hours prior to the function and one hour after the event
- **Riverview Room** Management on premises during function

OPTIONAL RENTALS :

Rental of tables **\$10**, chairs **\$5**, table linens **\$18** each for white/ black and **\$20** ivory)
China, plates, silverware and etc. (Prices available upon request)
1 Walk-in cooler
2 Hot boxes (available upon prior notice)

ON SITE INVENTORY :

8 Eight foot tables (used for Riverview Room Bars)
16 Thirty inch rounds
30 Sixty inch rounds
260 Upholstered chairs

CATERING GUIDELINES

1. A large kitchen workspace is available for your use. If any specialty equipment is required, it must be brought in by the caterer. The **Riverview Room** kitchen inventory is checked before and after the event. If any missing or damaged equipment is found, it becomes the responsibility of the caterer to replace or cover costs.
2. A freight elevator is available at the Toulouse Street entrance. Since access to the elevator is limited, please notify the **Riverview Room** staff of your arrival times and plans in advance. The necessary arrangements will be made for you.

Approximate dimensions of the elevators are:

Doorway - 48" X 108" high and Interior - 72" X 72" X 108" high

3. Dumpage of liquids is allowed only in the kitchen in designated areas:
Grease: Grease trap on the mezzanine level of the Brewery
Refuse: Large rolling dumpster, near the security elevator, is available for your bagged garbage
4. Open flames are permitted, but we ask that you consult and coordinate with the **Riverview Room** staff regarding the best placement of stations requiring open flames.
5. Electrical outlets are located on most walls.
6. Water is available in the kitchen.
7. If large quantities of ice are needed, the caterer must supply its own. (Small amounts are available on-site)
8. Caterers are expected to leave the kitchen in the same clean condition in which they found it.

9. A **\$500.00 Damage Deposit** is required two days prior to the event.

In the event of damaged or missing items, the deposit will be retained by the **Riverview Room** and applied towards repair and/or replacement expenses.

10. Caterers are required to show proof of liability insurance and workmen's compensation insurance.

11. Caterers must provide their own china, utensils and linens. Alternatively, items may be rented from the **Riverview Room**.

KITCHEN EQUIPMENT:

Charbroiler

Convection Ovens (2)

Large Deep Fryer - Caterers **Must** Provide 70 pounds of oil. If the size of the fryer exceeds the needs, consider using a stove top fryer.

Top Gas Burners (9)

Walk-in Freezer (Limited Amount of Space)

Walk-in Cooler

Commercial Dishwasher

Pot Sink

SET UP/BREAKDOWN:

Caterers, decorators and any other vendors involved in the set-up of a function may have access to the facility at least two hours prior to the event. Should additional set-up time be required, every effort will be made to accommodate your schedule but additional charges may apply.

It is the responsibility of the caterer or decorating company to secure any deliveries of equipment, decorations or props for the event. The **Riverview Room** cannot accept deliveries if prior arrangements have not been made.

Caterers and decorators are expected to break down equipment and props immediately following the event. The **Riverview Room** is not responsible for the security of items left overnight, unless prior security arrangements have

been made.

CLEAN-UP:

The **Riverview Room** provides its own maintenance staff, however, caterers are responsible for their own bussing and dishwashing. The kitchen must be left in the same clean condition in which it was found.

SECURITY:

The Riverview Room requires one security officer on duty at every function. **Security is required at \$200 per officer based on a four hour minimum.** It is the responsibility of the caterer or decorating company to alert the **Riverview Room** if additional security is required for any deliveries of equipment, decorations or props for the event. The **Riverview Room** is not responsible for any equipment, decor or props left by an outside caterer or decoration company.

PARKING:

The least expensive and most convenient parking for catering staff is in either of the two adjacent parking lots of the Jackson Brewery, or on the street after 6:00 p.m.

We are pleased that you are interested in working with us at the **Riverview Room** and we hope that these guidelines will help you to create an enjoyable event for both your clients and staff. Please let us know if you have any questions or suggestions. All of us will be happy to assist you in any way we can.

Open Bar Options
(Based on three hours)

BEER & WINE

Domestic Beer, Red and White Wine, Soft Drinks

\$22 Per Person plus 10.9995% Sales Tax and 20% Service Charge

CALL BRAND BAR

Svedka Vodka, Bombay Gin, Dewar's Scotch, Seagram's V.O. Canadian Whiskey, Jack Daniels, Bacardi Rum, Captain Morgan's Spiced Rum, Malibu Rum, Domestic Beer, Red and White Wine, Soft Drinks and Mixers

\$28.00 Per Person plus 10.9995% Sales Tax and 20% Service Charge

PREMIUM BAR

Ketel One Vodka, Beefeater's Gin, Johnny Walker Red Scotch, Makers Mark, Crown Royal, Bacardi Rum, Malibu Rum, Captain Morgan's Spiced Rum, Champagne, Imported Beer and Domestic Beer, Red and White Wine, Soft Drinks and Mixers

\$32.00 Per Person plus 10.9995% Sales Tax and 20% Service Charge

SUPER PREMIUM BAR

Grey Goose Vodka, Bombay Sapphire Gin, Chivas Regal Scotch, Crown Royal, Woodford Reserve, Mount Gay Rum, Captain Morgan's Spiced Rum, Malibu Rum, Champagne, Imported and Domestic Beer, Red and White Wine, Soft Drinks and Mixers

\$36.00 Per Person plus 10.9995% Sales Tax and 20% Service Charge