

The
ALEXANDER

Room & Terrace

A hidden gem, ready to make your celebration shine!

The
Wedding
Guide

*Everything you need to know about hosting your wedding
at The Alexander Room and Terrace*

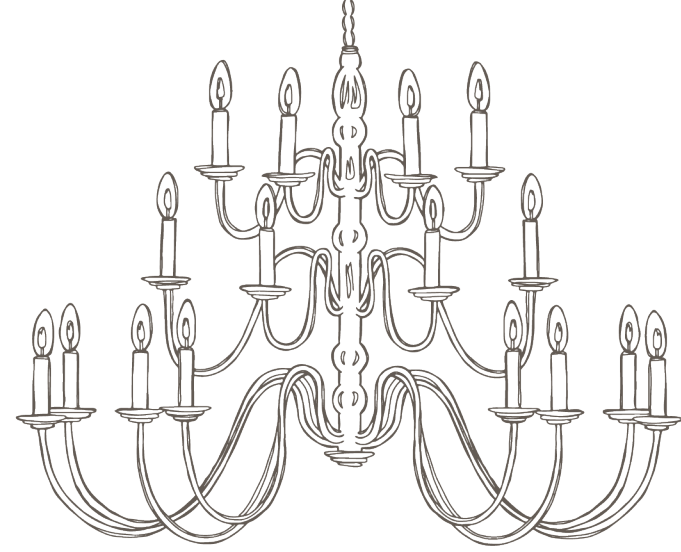
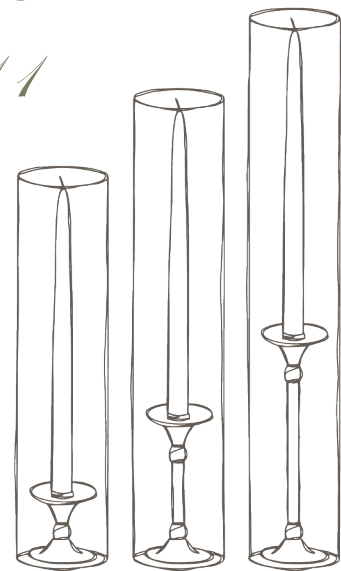


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Get To Know Us

The Alexander Room and Terrace is a luxury event venue in the heart of Metairie, Louisiana that has 5000 square feet of space in our ballroom and a 4000 square foot terrace that leaves plenty of room to make any bride's vision come to life. Our venue is perfect for any couple that wants to enjoy some of the charms of New Orleans without being in the middle of the city. Our family friendly atmosphere and over 40 years of experience in the hospitality industry make us well-equipped to guide you through wedding planning and make the process as stress-free as possible.

Nothing makes us happier than watching friends and family celebrate together! We look forward to working with you to create the wedding of your dreams. From menu selections and decorations, to all of the little details along the way, we are right beside you.



Ceremony & Reception Areas



The Ballroom

Boasting 5000 square feet of space with luxury finishes, gold chandeliers, gold chiavari chairs, a center stage, main bar and front bar, our ballroom is the perfect blank slate to make your vision come to life.



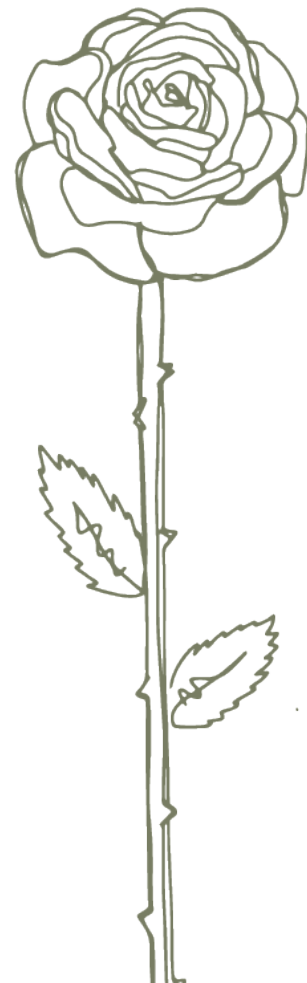
The Bridal Suite

With well-lit vanities, lounge seating and a changing area, our bridal suite serves as the perfect place for touch ups throughout the night or as a private getaway when the couple needs a few minutes to themselves.



The Terrace

With 4000 square feet of space, our terrace features lounge seating, festoon lighting and an outdoor sound system. Have your sunset ceremony on the terrace, or utilize the space for an extra special reception.



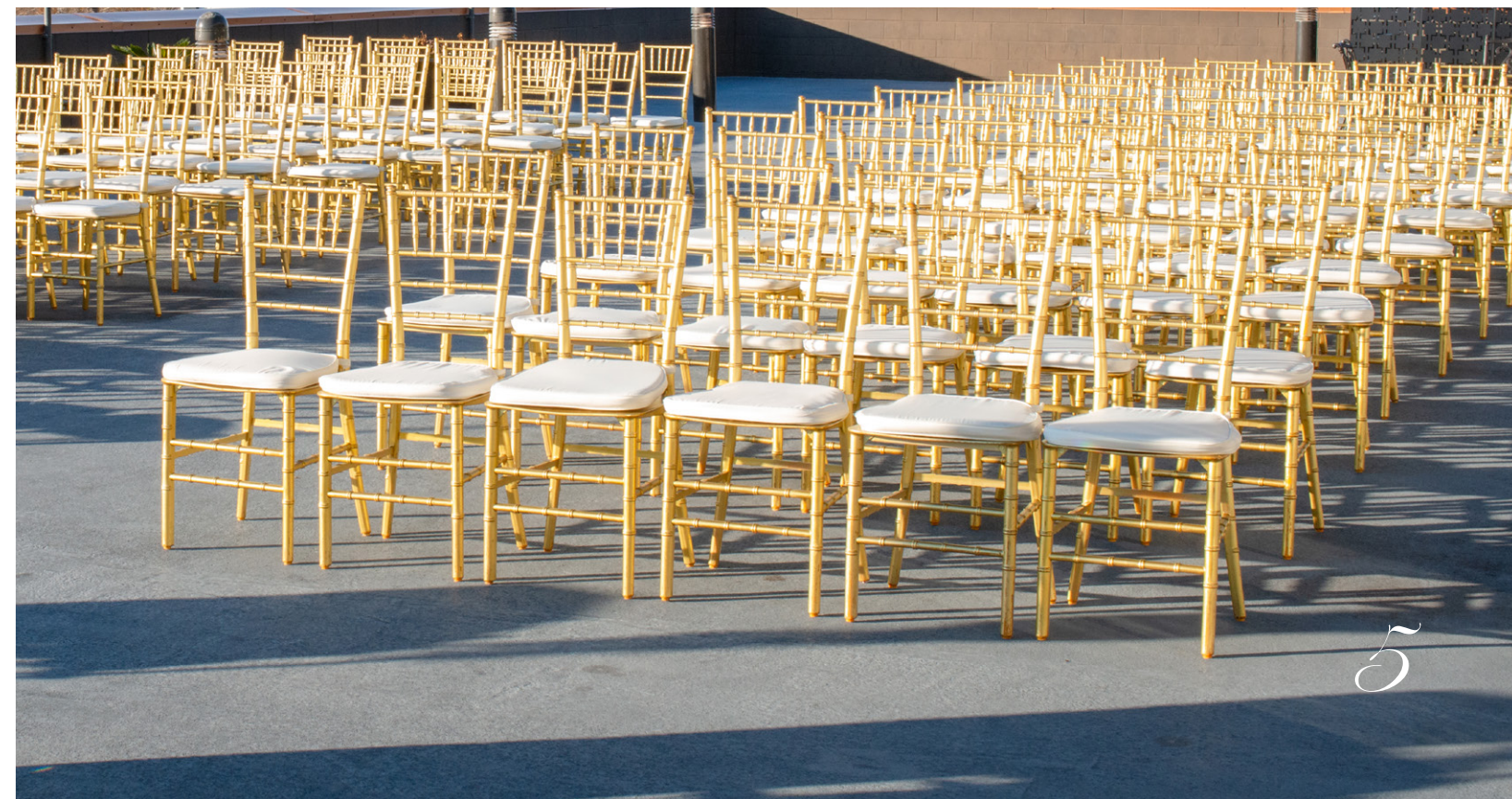
Wedding Packages

Reception Package

- Three hours of continuous food and bar service
- Five passed Hors D'Ouvres
- Choice of Food Display Station
- Choice of Carving Station
- Five Buffet Options
- Generous Alcohol Package
- Attendant for Bride and Groom
- Attendant for Parents
- Use of Bridal Room
- Cake Credit with Swiss Confectionary, Haydel's Bakery or Bae's Bakery
- Complimentary Cake-Cutting with Champagne Toast
- Use of Assorted Decor, Candles and Cake Stands
- Exceptional Wait Staff and Bartenders
- Central Metairie Location
- Abundant Free Parking
- Wheelchair Accessible Entrances
- Two Elevator Entrances for Less Congestion
- Green Wall for Pictures
- Gold Chiavari Chairs
- Eight Gold Chandeliers
- Use of Terrace Space and Lounge Seating
- Security Detail
- On-site, Day-of Wedding Coordinator (for our venue)
- Unique Send Off with Glass Elevator

Ceremony + Reception Package

- Sunset Ceremony on the Terrace
- Half-hour Ceremony
- Setup of Chiavari Chairs
- Wireless Microphone
- Outdoor Sound System
- Festoon Lighting
- Rehearsal for your ceremony
- Use of Bridal Room
- Wedding Party Pictures for 2 Hours Before Ceremony Start Time



Pricing & Upgrades

Pricing

100 to 149 guests **\$84 per person**
150 to 199 guests **\$82 per person**
200 to 300 guests **\$80 per person**

Please Note

- All prices are subject to tax of 9.75% and service/gratuity charge of 18%
- We have a minimum guest requirement of 100 people
- Saturdays during peak seasons (March-June & October-December) have a minimum guest requirement of 150 people
- A non-refundable deposit of \$2000 will reserve your date
- The deposit will be applied to the final balance
- A firm headcount is due 1 month before wedding date
- Final balance is due 1 month before wedding date



Upgrades

On-Site Ceremony \$1000
Additional Half Hour Open Bar \$7 per person
Additional Hour Open Bar \$10 per person
Ceiling Drapes \$750
Chandelier Greenery \$300
Drapes and Greenery \$1000
Stage Florals and Greenery \$250
Uplighting (16 Lights) \$350
Candle and Decor Upgrades See Page 11

Food Options

Passed Hor D'Oeuvres Choose Five

Assorted Finger Sandwiches
Mini Muffulettas
Fried Catfish
Chili Glazed Shrimp
Sausage and Pepper Bites
Crawfish Patties
Fried Tail-On Shrimp
Oyster Patties
Mini Meatballs
Cocktail Poboys
Crispy Shrimp Wonton Wrap
with Hot Honey Glaze
Duck Wontons with Chili Glaze
Stuffed Crab Patties
BBQ Smoked Sausage
Fried Chicken Wings
Boudin Eggrolls
Fried Four Cheese Ravioli

Hot Buffet Station Choose Five

Shrimp Creole with Rice
Fried Catfish Strips
Shrimp and Eggplant Casserole
Pasta Jambalaya
Shrimp Scampi
Corn & Crawfish Bisque
Crawfish Pesto Pasta
Italian Sausage with Onions and Peppers
Crawfish Ettouffee with Rice
Baked Potato Soup
Shrimp & Grits
Chicken Champagne Pasta
Chicken Tortilla Soup
Chicken and Sausage Gumbo
Chicken and Sausage Jambalaya
Chicken Marsala
Italian Stuffed Shells
Steak Diane
Vegetable Alfredo Pasta
Crawfish Monica Pasta
Tomato Basil Soup with Grilled Cheese
Artichoke & Spinach Dip

Colorful Display Station Choose One

Shrimp Remoulade Salad
Classic Caesar Salad
Fresh Seasonal Fruit and Cheese
Spinach Salad with Pepper Jelly
Fresh Seasonal Vegetables with Dip
Charcuterie Board (Additional \$250 per
100 guests)
Grilled Vegetable Board
(Additional \$300 per 100 guests)

Served Station Choose One

Boneless Turkey Breast
Boneless Glazed Ham
Mashed Potato Bar
Roasted Pork Loin
Roasted Top Round of Beef Au Jus
(Additional \$250)



No food or beverages will be permitted from outside caterers

**All food is served buffet style on premium disposable plates
with gold disposable utensils**

Beverage Options

Domestic Beer

Choose 3

Budweiser
Bud Light
Michelob Ultra
Stella Artois
Miller Lite
Coors Lite
Corona

House Wine

Chardonnay
(Sterling Vineyards)
Cabernet Sauvignon
(Sterling Vineyards)
Pinot Grigio
(Sterling Vineyards)
Champagne
(Freixenet)

Liquor

Titos Vodka
Beefeater Gin
Bacardi Silver Rum
Jose Cuervo Tequila
Crown Royal Whiskey
Jack Daniels Whiskey
Dewars Scotch
Amaretto

Please Note

Bar setup includes Coke, Diet Coke, Sprite, Club Soda, Tonic Water, Sour Mix, Ginger Ale, Lime Juice, Bloody Mary Mix, Dry Vermouth, Olive Juice, Orange Juice, Cranberry Juice, Pineapple Juice
Garnishes include Lemon, Lime, Olives and Cherries



FAQs and Floormap

Can I bring in an outside food vendor?

No, we are an inhouse, exclusive catering venue. We do allow specialty food vendors, such as sweet treat or late night snack vendors.

Can my bridal party get ready at The Alexander Room?

The ceremony package includes 2 hours of early access to the bridal suite for touch ups and pictures, but the wedding party must arrive at the wedding venue nearly ready.

Is there a food tasting?

Yes! We host a bi-annual food tasting for our couples to taste our popular food options and mingle with other couples getting married at our venue that year.

When can I access the venue to drop off decor?

Day of access is typically 2 hours before event start time. Exceptions can be made ahead of time per vendor needs.

Are children and vendors included in my head count?

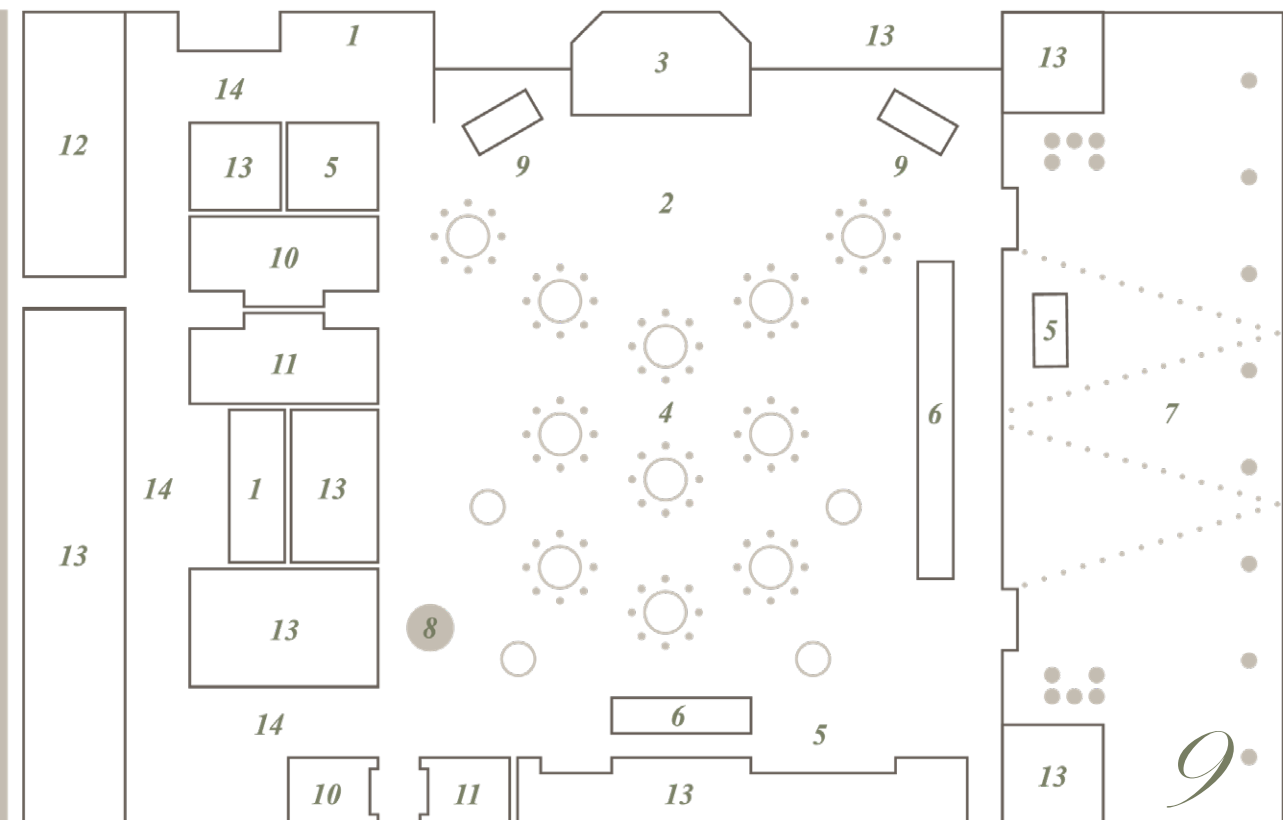
There is no charge for children under the age of 5. Children ages 6-12 are charged at the discounted rate of \$20 per child. Vendors are charged at a discounted rate of \$35 per vendor.

I've booked my wedding date and paid my deposit, now what?

Look out for a series of email automations that will remind you of important dates before your event. We will need final headcount, final food and decor options and final payment one month before your event. Besides that, feel free to reach out with any questions you may have!

The Alexander Room does not discriminate. All are welcome.

1. Elevators/Entrances
2. Dance Floor
3. Stage for Band or DJ
4. Tables and Chairs
(Arrangements may vary depending on guest count)
5. Bars (Front Bar as Needed)
6. Food Tables
7. Terrace (With Outdoor Seating, Festoon Lighting, Separate Sound System and Cocktail Tables as Needed)
8. Cake Table
9. Outside Vendor Setup (Photobooth, Live Painter, DJ, Etc.)
10. Ladies Restrooms
11. Mens Restrooms
12. Bridal Suite
13. Storage/No Access
14. Corridors (Space can be used for Welcome Mirror, Guest Book, etc.)



Preferred Vendor List

Bakeries (Cake Credit)

Swiss Confectionery
www.swisscakes.net

Haydels Bakery
www.haydelsbakery.com

Bae's Bakery
www.baesbakeryla.com

Florists

Flowers by Kori
504-975-5037

Villere's Florist
www.villeresflowers.com

Crystal Vase Flowers
www.crystalvaseflowers.com

Event Design and Stationery

Fat Saturday Studio
fatsaturdaystudio@gmail.com

Photobooths

Limitless Entertainment
www.limitlessentertainment.biz

DJs

Limitless Entertainment
www.limitlessentertainment.biz

Superior Sound & Lighting
985-960-6786

Aaron Lane Entertainment
www.aaronlaneentertainment.com

Event Rentals

Just Ask Rentals
402-858-1938

Yur Event Rentals
504-218-0726

Bands

The Mixed Nuts
www.themixednuts.com

No Idea
www.noideaband.com

Top Cats
www.thetopcats.com

Wise Guys
www.wiseguysband.com

Mojeaux
www.mojeauxband.com

Officiants

Judge Kevin J. Centanni
504-466-7984

Sensational Ceremonies
504-914-8008

Rivere Ceremonies
504-450-6517 (Gina)

Fun Extras

Art by Sarah Bachemin
Live Painter
www.artbysarahbachemin.com

Amelia Vidrine
Live Painter
985-414-4318

Creations by Liz
Balloons
504-701-1476

Prestige Events
Marquee Letters
504-677-0009

Alpha Lit New Orleans
Marquee Letters
985-773-3735

Private Driver
Car Rental
504-296-4782

Cigar Factory
1-800-550-0775

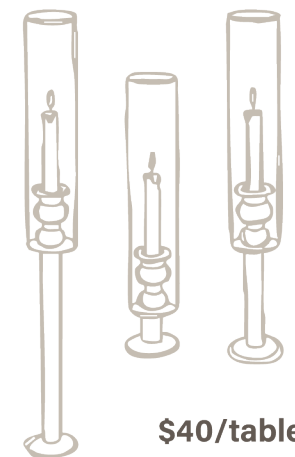
TT&T
Dance Floors & Decals
225-303-7757

Floor Wraps by Jai
225-938-9356

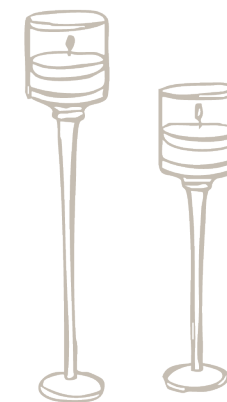
Celebration Cart Co
www.celebrationcartco.com

Candle and Decor Menu

Crystal Taper Holders (Set of 3) (14", 18", 22") **\$40/table**
Crystal Taper Holders (Set of 5) (14", 14", 18", 18", 22") **\$50/table**
Accent Crystal Taper Holders (Set of 2) (26") **\$30/set**



Brass Taper Holders with Glass Shades (Set of 3) (15", 17", 19") **\$45/table**



Thick Stems with 3" Floating Candle (Set of 3) (12", 16", 20") **\$40/table**

Gold 5-Arm Candelabra with LED Tapers (40") **\$50/table**
Gold 5-Arm Candelabra with Glass Shades and Votives (40") **\$60/table**



Cylinder Glass Vase with 3" Pillar Candle (10") **\$14/each**
Cylinder Glass Vase with 6" Pillar Candle (14") **\$16/each**
Cylinder Glass Vase with 9" Pillar Candle (18") **\$18/each**
Cylinder Glass Vase with 12" Pillar Candle (20") **\$20/each**



Cylinder Glass Vase with 3" Floating Candle (10") **\$8/each**
Cylinder Glass Vase with 3" Floating Candle (14") **\$10/each**
Cylinder Glass Vase with 3" Floating Candle (18") **\$12/each**
Cylinder Glass Vase with 3" Floating Candle (20") **\$14/each**

Ribbed Bud Vases (Set of 3) **\$15/table**



Customized Welcome Mirror **\$100/day**

White, ivory or black table linens are included

Client has access to our complimentary decor closet but must get approval for use of each item and must purchase candles if they are needed

Client responsible for music

Approval needed for any decorations before being affixed to ceiling or walls

Please no confetti, glitter, gum, fog machine or sparklers

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The Event Guide

*Everything you need to know about hosting your event
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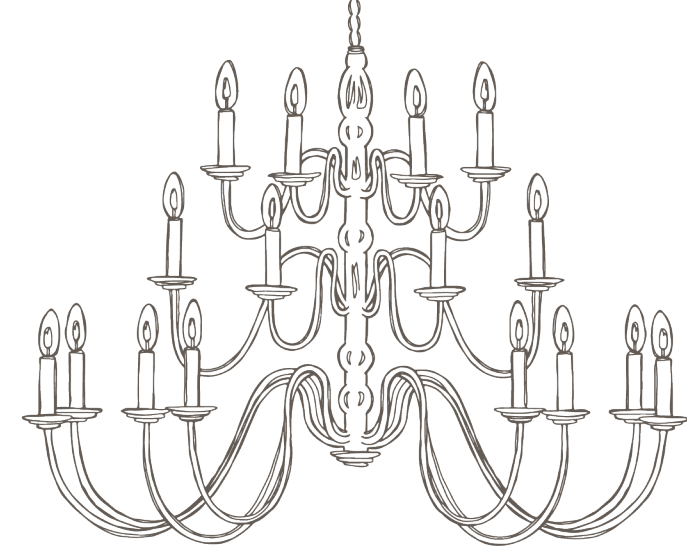
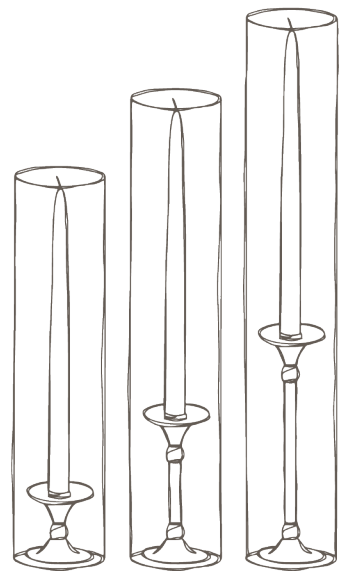


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Event Packages

The Alexander Room and Terrace is a great choice for a variety of events including class reunions, birthday parties, anniversaries, holidays, quinceañeras, fundraisers and more.

We know that every party is special and unique to your needs. We welcome the opportunity to work with you in creating the perfect backdrop for your special event.

Standard Package

- Three hours of continuous food and beverage service
- Six Buffet Options
- Exceptional Wait Staff and Bartenders
- Central Metairie Location
- Abundant Free Parking
- Wheelchair Accessible Entrances
- Two Elevator Entrances for Less Congestion
- Green Wall for Pictures
- Gold Chiavari Chairs
- Gold 8 Chandeliers
- Use of Terrace Space and Lounge Seating
- Security Detail

Minimal Package

- Ideal for Proms and Business Meetings
- Three Hour Event
- Soft Drinks and Water
- Central Metairie Location
- Abundant Free Parking
- Wheelchair Accessible Entrances
- Two Elevator Entrances for Less Congestion
- Green Wall for Pictures
- Gold Chiavari Chairs
- Gold 8 Chandeliers
- Use of Terrace Space and Lounge Seating
- Security Detail

Package Pricing

Soft Drinks and Water (Minimal Package) \$37 per person

Buffet, Sweet Tea and Soft Drinks \$45 per person

Above + Beer, Wine and Champagne \$50 per person

Above + Beer, Wine and Champagne, Liquor \$60 per person

Please Note

All prices are subject to tax of 9.7% and service/gratuity charge of 18%

We have a minimum guest requirement of 100 people

Saturdays during peak seasons (March-June & October-December) have a minimum guest requirement of 150 people

A non-refundable deposit of \$500 will reserve your date

The deposit will be applied to the final balance

A firm headcount is due 3 weeks before event date

Final balance is due 2 weeks before event date

We accept cash, check, cashiers check or money order



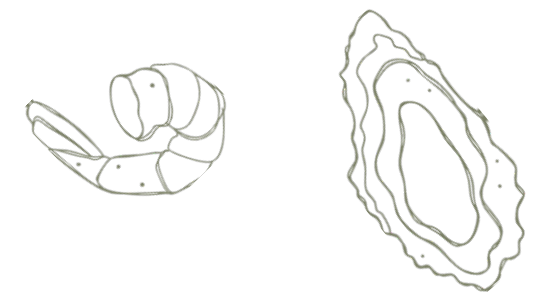
Food Options

Buffet Station (Choose 4)

- Assorted Finger Sandwiches
- Shrimp Remoulade Salad
- Classic Caesar Salad
- Mini Meatballs
- Fresh Seasonal Fruit and Cheese Cubes
- Fresh Seasonal Vegetables with Dip
- Spinach Salad with Pepper Jelly Dressing
- Chicken Tortilla Soup
- Artichoke and Spinach Dip
- Tomato Basil Soup with Grilled Cheese
- Mini Muffalettas
- Chicken and Sausage Gumbo
- Chicken Champagne Pasta
- Sausage and Pepper Bites
- Vegetable Alfredo Pasta
- Barbeque Smoked Sausage
- 1Baked Potato Soup
- Fried Catfish Strips
- Fried Chicken Drumettes

Buffet Station (Choose 2)

- Shrimp & Grits
- Chicken Marsala
- Pasta Jambalaya
- Shrimp and Eggplant Casserole
- Crawfish Pesto Pasta
- Italian Stuffed Shells
- Stuffed Baked Fish
- Corn and Crawfish Bisque
- Shrimp Creole
- Crawfish Monica Pasta
- Italian Sausage with Onions and Peppers
- Vegetable Alfredo Pasta
- Shrimp Scampi



Beverage Options

Domestic Beer

Choose 3

- Budweiser
- Bud Light
- Michelob Ultrs
- Stella Artois
- Miller Lite
- Coors Lite
- Corona

House Wine

- Chardonnay
- Cabernet Sauvignon
- Champagne
- Pinot Grigio

Liquor

- Titos Vodka
- Beefeater Gin
- Bacardi Silver Rum
- Jose Cuervo Tequila
- Crown Royal Whiskey
- Jack Daniels Whiskey
- Dewars Scotch
- Amaretto

Please Note

Bar setup includes: Coke, Diet Coke, Sprite, Club Soda, Tonic Water, Sour Mix, Ginger Ale, Lime Juice, Bloody Mary Mix, Dry Vermouth, Olive Juice, Orange Juice, Cranberry Juice, Pineapple Juice

Garnishes include: Lemon, Lime, Olives and Cherries

FAQs and Floormap

Can I bring in an outside food vendor?

We work with Hobnobber Cafe as our exclusive caterer, so we only allow outside specialty food vendors, such as sweet treat or late night snack vendors.

When can I access the venue to decorate?

With advanced notice, you may access the venue up to two days before the event to drop off decor and can set up decor the day before the event.

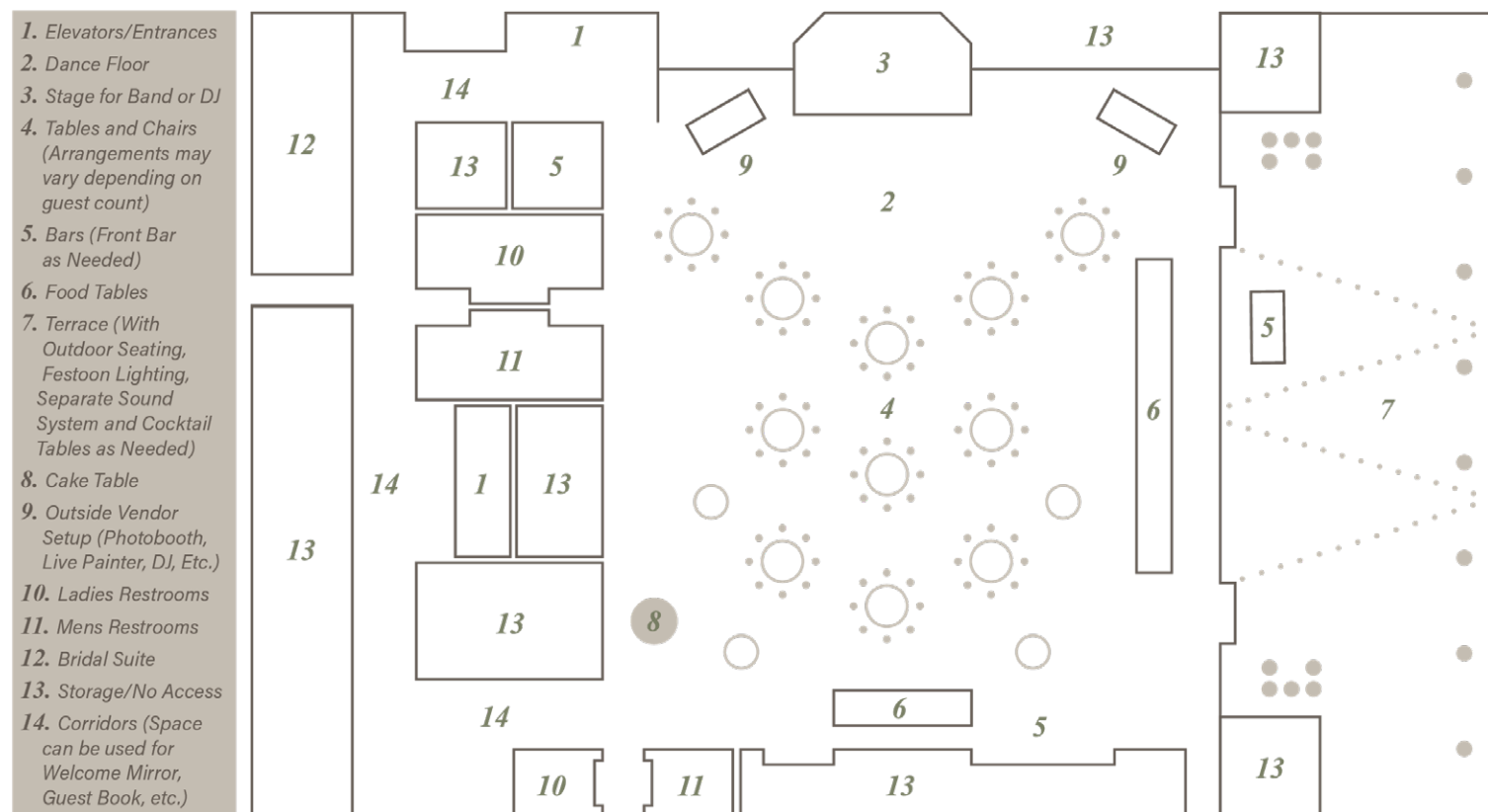
Are children and vendors included in my head count?

There is no charge for children under the age of 5. Children ages 6-12 are charged at the discounted rate of \$20 per child. Vendors are charged at a discounted rate of \$35 per vendor.

I've booked my event date and paid my deposit, now what?

Look out for a series of email automations that will remind you of important dates before your event. We will need final headcount, final food and decor options and final payment 3 weeks before your event. Besides that, feel free to reach out with any questions you may have!

The Alexander Room does not discriminate. All are welcome.



Preferred Vendor List

Bakeries (Cake Credit)

Swiss Confectionery
www.swisscakes.net

Haydels Bakery
www.haydelsbakery.com

Bae's Bakery
www.baesbakeryla.com

Florists

Flowers by Kori
504-975-5037

Villere's Florist
www.villeresflowers.com

Crystal Vase Flowers
www.crystalvaseflowers.com

Event Design and Stationery

Fat Saturday Studio
fatsaturdaystudio@gmail.com

Photobooths

Limitless Entertainment
www.limitlessentertainment.biz

DJs

Limitless Entertainment
www.limitlessentertainment.biz

Superior Sound & Lighting
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Aaron Lane Entertainment
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Event Rentals

Just Ask Rentals
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Yur Event Rentals
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Bands

The Mixed Nuts
www.themixednuts.com

No Idea
www.noideaband.com

Top Cats
www.thetopcats.com

Wise Guys
www.wiseguysband.com

Mojeaux
www.mojeauxband.com

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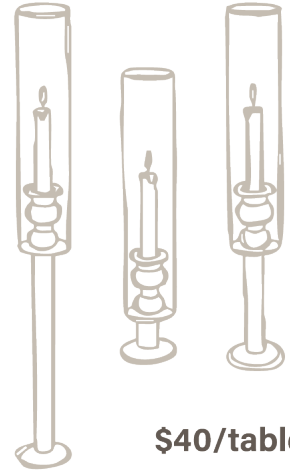
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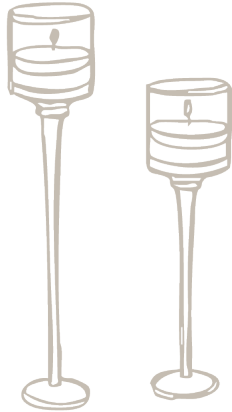
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Candle and Decor Menu

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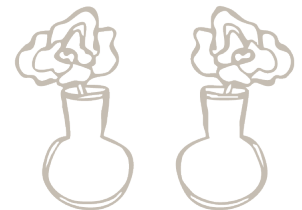


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