



THE

GREENWOOD

A SOUTHERN HOTEL PROPERTY





The Southern Hotel is a historic boutique hotel located in the heart of downtown Covington, Louisiana. There are a total of 48 guest rooms, meeting spaces to suit any size group, a plunge pool, lush gardens, and courtyards. Our restaurant, The Gloriette, serves breakfast, lunch, dinner and weekend brunches. A family-owned business, the hotel is committed to elevating the art of hospitality and providing guests with an experience that is rooted in the past, connected to the community, and celebrating a good life - rich in great food and drink, comfort and communion, creativity and culture.

Southern Hotel's latest addition is The Greenwood. Set in a magnificent grove of centuries-old oak trees and lush flora native to South Louisiana, this event venue is located just outside of downtown Covington, three miles from the hotel. In July 2023, Southern Hotel purchased this former Benedictine Convent, embarking on a 6 month full refresh of the interior and grounds. Guests enjoy the beauty of the historically preserved spaces with state of the art enhancements, fully appointed for events of all sizes from weddings, to corporate events and retreats. We are so proud to have reopened the doors to this jewel with the same charm and historical elegance of Southern Hotel.



RENTAL RATES

Wedding Service Rental Packages	High Season		Low Season	
	March - June	Oct - Dec	Jan - Feb	July - Sept
Sunday - Thursday	Ceremony: \$500 Reception: \$1,500		Ceremony: \$500 Reception: \$1,000	
Friday	Ceremony: \$750 Reception: \$3,500		Ceremony: \$500 Reception: \$2,500	
Saturday	Ceremony: \$1,000 Reception: \$5,000		Ceremony: \$750 Reception: \$3,500	
HOLIDAY WEDDING SERVICE PACKAGE \$10,000		Holidays and Holiday Weekends include: New Year's Eve, New Year's Day, Memorial Day, Easter, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day		







FOOD AND BEVERAGE

Food and Beverage Minimums	High Season		Low Season	
	March - June	October - December	January - February	July-September
Sunday - Thursday	\$4,000		\$2,000	
Friday	\$12,000		\$8,000	
Saturday	\$20,000		\$12,000	
HOLIDAY WEDDING SERVICE PACKAGE: \$35,000		Holidays and Holiday Weekends include: New Year's Eve, New Year's Day, Memorial Day, Easter, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day		

Please note that menus change seasonally. Minimums do not include 22% Service Fee or applicable 8.7% Sales Tax. Final pricing based on menu selections.







EVENT ROOM CAPACITY

EVENT SPACES	Area - SF	Ceremony	Reception with Satellite Bar	Seated Banquet	Long "Family Style" Table
Grand Oaks Ballroom + Jasmine Courtyard + Veranda	6804 SF	250 in Jasmine Courtyard	150	190	48
Acorn Room + Terrace	3096 SF	108 in Acorn Terrace	75	100	30
Full Property Reception Style: 400 Guests (with tent in Jasmine Courtyard) 300 Guests (without tent in Jasmine Courtyard)					
Saturday Evenings: <i>The Greenwood rents as a full property. The host may choose to utilize all spaces, however, we do not discount for any unused rooms.</i>					







W E D D I N G P A C K A G E S I N C L U D E

- On-Site Ceremony Package includes 30 minutes of guest entry plus 30 minutes of ceremony time as well as setup and breakdown of white padded folding chairs.
- Reception Pricing is based on 3 hours. Additional hours available for additional \$1,000 per hour
- Chef Designed Plated or Stationed Menu Selections (priced a la carte and goes towards food and beverage minimum)
- Choice of Bar Packages (priced separately per person and goes towards food and beverage minimum)
- Personal Catering Consultation: Our team will advise you through the process of selecting the menu for the event.
- In House Inventory of Tables including
 - 60" round
 - 48" round
 - 30" round w adjustable height
 - 6 ft long
- In House Inventory of Chairs including white padded folding chairs (Ceremony), acrylic smoke chivaris, green crossback.
- Complete Tabletop Rentals Including China, Glassware, Flatware and White Poly Table Linens
- Limited Complimentary Self-Parking: 95 parking spots
- Professionally Trained Waitstaff, Bartenders and Captains will delivery quality service throughout your event.







FREQUENTLY ASKED QUESTIONS

How much time is allowed for setup and clean up?

Standard day of setup time for your event will begin 3 hours prior to guest arrival. In the event that your decor requires a setup team prior to this time frame, additional rental fees of \$500 per hour will be required. All items must be removed / picked up upon completion of your event.

What is the timing for a ceremony rehearsal?

A ceremony rehearsal can be hosted prior to your wedding pending other events. Please verify time with your Sales Coordinator.

Do you allow decorations?

Yes! We welcome decorations, such as flowers, candles and lighting. We do not allow anything to be applied to the walls or buildings that will cause damage. If you choose to use candles, we require they be in containers to prevent damage to services or linens.

What type of music is permitted?

We are designed to host everything from DJs to a full dance band. Amplified music is restricted to inside spaces up until 12am and outside spaces until 11:00pm. We do reserve the right to control the volume of the music to ensure things remain at a comfortable level for you and your guests.

Can you recommend local vendors?

Absolutely! We love to work alongside our creative partners to make each day seamless and memorable. Ask your Sales Coordinator for the Preferred Vendor List.

Do you provide Day - Of Coordination?

There will be a Southern Hotel Event Manager on site who will be responsible for catering, bar and staff. We can recommend planners who we work with to ensure your special day is a success!

Is there a food and beverage minimum?

Yes, we do have a food and beverage minimum based on day of the week and time of the year. Please reference the full schedule of requirements which can be found in this sales kit.

May we bring in an outside caterer?

With the exception of wedding cake, we do not allow outside food or beverage to be brought in.





FREQUENTLY ASKED QUESTIONS

Can we bring in our own alcohol?

Due to liability and service standards we do not allow a client to provide their own alcohol.

Is the bar package charged per person?

Yes. All adult guests over 21 years old are charged the selected bar package. Children and guests under 21 are charged the non-alcoholic package rate of \$10 per person.

Does the bar package include non-alcoholic drinks?

Yes. Bar packages include soft drinks and other non-alcoholic bar standards (i.e., club soda, tonic water and juice). Coffee, iced tea and lemonade are charged additionally. These items are charged per gallon based on your headcount.

When do you need a final guest count?

Final food and beverage guest count guarantee must be received no later than 21 days prior to the event. See your contract for a specific date. The headcount submitted by that date is what will be charged and prepared for. Should less guests attend, you're still responsible for the guaranteed headcount. Alternatively, should more guests attend, our Culinary team will do what we can to accommodate these guests and fees will apply.

Do you offer kid meals?

We do offer kid meals for children 10 and under. Kids plates can consist of chicken tenders, fries and fruit.

Do you provide a wedding cake?

We do not provide a wedding cake, but we have a great list of local bakeries! The Southern Hotel team will cut and plate your wedding cake with no additional charge.

What is the payment schedule?

The retainer is equal to the subtotal of the space rental. Your food and beverage minimum is due approximately 120 days prior to the event. The guaranteed headcount is due 21 days prior to the event with the final balance due at that point, prior to the event.



