

SPOTLIGHTS



SPOTLIGHTS at the LAKEFRONT ARENA

The newest hotspot on the lakefront for your special events.

Lucas Funderburk | 504.280.7171 | SPOTLIGHTS@UNO.edu | www.SPOTLIGHTS.UNO.edu

RENTAL INFORMATION

Step into the SPOTLIGHTS at Lakefront Arena! The lakefront has a new vibe for your special events. SPOTLIGHTS is an intimate 2600 square foot private lounge located at ground level of the arena with a private entrance. For additional information:

- o Lucas Funderburk | 504.280.7171 | SPOTLIGHTS@UNO.edu | www.SPOTLIGHTS.UNO.edu

RENTAL INFORMATION

- o Rental includes event coordinator/security, set up, and clean-up fee.
- o Lakefront Arena Hors d'Oeuvre & Bar Service is tax-exempt.
- o All prices are inclusive of gratuity.
- o Additional staff and services available upon request.
- o Total payment and final guarantee of your attendance is due no later than one week prior to your event.
- o Any services or equipment supplied by an outside vendor are the responsibility of the event organizer.
- o Room rental fee is \$1,000 for 3 hours and \$300 each additional hour.
- o All events are subject to a damage deposit of \$200.
- o If food/beverage arena package fees total \$3,000 or more for your event, the initial 3 hour rental fee is waived. (This amount does not include outside caterers.)

AMENITIES

- o Ample complimentary parking
- o Premium state of the art sound system (mp3 friendly)
- o 2600 square feet with contemporary lounge seating
- o 55" LG LCD TV with computer and DVD
- o Private sitting area adjacent to main room

LAKEFRONT ARENA BAR SERVICE

- o Lakefront Arena provides all beverage and bar service.
- o Refer to Hors d'Oeuvre & Bar Service information sheet.



LAKEFRONT ARENA CATERING OPTIONS

- o All catering should be provided by approved Arena caterers.
- o Lakefront Arena Hors d'Oeuvre & Bar Service (please see attached information sheet)
Lucas Funderburk | 504.280.7171 | SPOTLIGHTS@UNO.edu | www.SPOTLIGHTS.UNO.edu
- o The following are approved caterers:
 - ✓ Scotties Creole Catering
Scot Craig | scottieseats@aol.com | 504.250.6861 | scottiescreolecatering.com
 - ✓ UNO Campus Dining (Aramark)
Tionne Sanchez | Sanchez.Tionne@Aramark.com | (504) 280-7085 | uno.campusdish.com

HORS D'OEUVRE & BAR SERVICE

Lucas Funderburk | 504.280.7171 | SPOTLIGHTS@UNO.edu | www.SPOTLIGHTS.UNO.edu

We are pleased to offer the following package options for a complete and memorable experience in the SPOTLIGHTS.

HORS D'OEUVRE & BAR PACKAGES (Check 1 option)

<input type="checkbox"/> HORS D'OEUVRE / PREMIUM BAR PACKAGE - H1 6 Hors d'Oeuvre items / 1 specialty item (pick from list) Open Bar with selection of beer, wine and premium liquor Price per person for 3-hr event: (min of 50 guests): \$48	<input type="checkbox"/> OPEN PREMIUM BAR PACKAGE - B1 Open Bar with selection of beer, wine, premium liquor, soft drinks and UNO signature bottle water Price per person for 3-hr event: (min of 50 guests): \$28
<input type="checkbox"/> HORS D'OEUVRE / WINE & BEER BAR PACKAGE - H2 6 Hors d'Oeuvre items / 1 specialty item (pick from list) Open Bar with beer and wine / cocktails for purchase Price per person for 3-hr event: (min of 50 guests): \$40	<input type="checkbox"/> OPEN WINE & BEER BAR PACKAGE - B2 Open Bar with beer, wine, soft drinks and UNO water Cocktails for purchase Price per person for 3-hr event: (min of 50 guests): \$18
<input type="checkbox"/> HORS D'OEUVRE / SODA & WATER PACKAGE - H3 6 Hors d'Oeuvre items / 1 specialty item (pick from list) Complimentary soft drinks and UNO signature bottle water Cocktails for purchase Price per person for 3-hr event: (min of 50 guests): \$26	<input type="checkbox"/> CASH BAR PACKAGE - B3 Cash bar service option available to guests Cash Bar Package flat fee: \$500* *This package available with packages H2 & H3 at no charge.

HORS D'OEUVRE OPTIONS (Select 6 Hors d'Oeuvre options and 1 specialty item)

<p style="text-align: center;">HORS D'OEUVRE (Check 6 selections)</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Chicken Cordon Bleu <input type="checkbox"/> Sundried Tomato & Feta Flatbread <input type="checkbox"/> Meat Pies <input type="checkbox"/> Chicken Quesadilla <input type="checkbox"/> Spanakopita (Spinach & Cheese in phyllo crust) <input type="checkbox"/> Stuffed Buffalo Chicken Bites </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Cozy Shrimp in Spring Roll Wrap <input type="checkbox"/> Crab Cake w/Remoulade <input type="checkbox"/> Crawfish Pies <input type="checkbox"/> Cheese & Veggie Quesadilla <input type="checkbox"/> Mini Muffaletta <input type="checkbox"/> Assorted desserts </td> </tr> </table>		<input type="checkbox"/> Chicken Cordon Bleu <input type="checkbox"/> Sundried Tomato & Feta Flatbread <input type="checkbox"/> Meat Pies <input type="checkbox"/> Chicken Quesadilla <input type="checkbox"/> Spanakopita (Spinach & Cheese in phyllo crust) <input type="checkbox"/> Stuffed Buffalo Chicken Bites	<input type="checkbox"/> Cozy Shrimp in Spring Roll Wrap <input type="checkbox"/> Crab Cake w/Remoulade <input type="checkbox"/> Crawfish Pies <input type="checkbox"/> Cheese & Veggie Quesadilla <input type="checkbox"/> Mini Muffaletta <input type="checkbox"/> Assorted desserts	<p style="text-align: center;">SPECIALTY ITEM (Check 1 selection)</p> <input type="checkbox"/> Jambalaya <input type="checkbox"/> Chicken & Andouille Gumbo <input type="checkbox"/> Corn & Crab Soup <input type="checkbox"/> Cheese & Broccoli Soup <input type="checkbox"/> Crawfish Etouffee
<input type="checkbox"/> Chicken Cordon Bleu <input type="checkbox"/> Sundried Tomato & Feta Flatbread <input type="checkbox"/> Meat Pies <input type="checkbox"/> Chicken Quesadilla <input type="checkbox"/> Spanakopita (Spinach & Cheese in phyllo crust) <input type="checkbox"/> Stuffed Buffalo Chicken Bites	<input type="checkbox"/> Cozy Shrimp in Spring Roll Wrap <input type="checkbox"/> Crab Cake w/Remoulade <input type="checkbox"/> Crawfish Pies <input type="checkbox"/> Cheese & Veggie Quesadilla <input type="checkbox"/> Mini Muffaletta <input type="checkbox"/> Assorted desserts			

EVENT WORKSHEET (Please feel free to use this convenient worksheet to determine the cost of your event.)

EVENT SUMMARY WORKSHEET (This is not a contract)			
Function:		Number guests:	
Event date:	Day of week:	Event time:	
Other info:			
Package Selection (H1, H2, H3, B1, B2, B3):		Total Amount of Package (x # of guests)*	
Rental fee (\$1,000/ 3 hrs / \$300/additional hour):	*Note: Rental fee waived if above exceeds \$3,000.		
Passed Optional Service - Hors d'Oeuvre passed to your guests (\$250):			
Any additional charges:			
Total:			