



TIMELESS

EVENT VENUE

Bringing your story to life

Set amid grand oak trees and lush gardens, Timeless Event Venue offers a breathtaking backdrop for your most cherished celebrations. Every corner of our estate has been thoughtfully designed to blend sophistication with the beauty of the natural landscape.



14376 Kohnke Hill Rd.
Hammond, La 70401



www.timelesseventvenue.com



Welcome to Timeless Event Venue where we help to bring your story to life!

Thank you for considering Timeless Event Venue for your special occasion! We are honored to be a part of life's most memorable moments and strive to make every event stress-free, beautiful, and unforgettable. This Packet has been customized to give you an overview of our venue, services, pricing, and what you can expect when booking with us.

Timeless Event Venue is a charming indoor and outdoor event space located in Hammond, Louisiana, perfect for weddings, bridal and baby showers, birthday celebrations, vow renewals, business gatherings, graduation parties, and other special occasions. Our venue offers a warm and welcoming atmosphere where your vision can truly come to life.

When booking with Timeless Event Venue, you can expect...

- **A beautiful indoor and outdoor venue space**
- **Tables and chairs included**
- **Black or white linens provided**
- **Flexible event options and customizable layouts**
- **Booking availability 7 days a week**
- **Indoor and outdoor stereo system**
- **Outdoor dance floor**
- **Bridal suite & Grooms room (for weddings only)**
- **Optional add- on decor**
- **Friendly and supportive staff to assist throughout your planning process**
- **Day of wedding coordinator**

We proudly work with one preferred caterer for food and alcohol services, making planning simple and convenient. However, you are also welcome to bring your own vendors as long as they provide proof of insurance 30 days before your event.

**All pricing, optional decor add-ons, and venue details can be found on
www.timelesseventvenue.com**

At Timeless Event Venue, our mission is simple...to provide a beautiful space where memories are made and stories come to life. We look forward to helping you create an event you and your guest will never forget.

About Timeless Event Venue:

Located in the heart of Hammond, Louisiana, Timeless Event Venue is a charming indoor and outdoor space where unforgettable memories are made, and every celebration is treated like family. From weddings and bridal showers to birthday parties, vow renewals, business gatherings, graduations, and community events, our venue was created to bring people together in a warm, elegant, and welcoming atmosphere. What makes Timeless Event Venue truly special is its story. Our venue was once home to the former College Town Missionary Baptist Church built in 1988, a place that served the Hammond community for many years. Today the space has been thoroughly transformed into a beautiful venue that still carries the warmth, history, and sense of connection that made it meaningful to so many people.

Located in the vibrant college town of Hammond, home to Southeastern Louisiana University and known for its strong sense of community and Southern hospitality, Timeless Event Venue continues that tradition by creating a place where people can gather, celebrate, and create lasting memories.

Our mission is simple- to create a beautiful and stress-free experience where your vision comes to life. Whether you are planning an intimate celebration or once-in-a-lifetime event, our team is dedicated to helping make your day truly timeless.



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What makes Timeless Event Venue special:



The heart behind it:

What truly sets Timeless Event Venue apart is the heart behind it. We treat every guest like family and every event like it matters, because it does. Our goal is to create a stress-free, welcoming experience where unforgettable memories are made and stories come to life.

Private bliss:

With over 3 acres of beautiful scenery, oak trees, and stunning landscapes throughout the property, Timeless Event Venue is the private oasis you've been searching for to host your next event.

Location, location, location:

One of the many things that makes Timeless Event Venue stand out is our convenient location in Hammond, Louisiana. Located just minutes from Interstate 12 and Interstate 55, our venue offers quick and easy access for both local guest and those traveling from surrounding areas such as New Orleans, Baton Rouge, the North Shore, and Mississippi. Our central location makes Timeless Event Venue the perfect gathering place for all occasions. Guest can enjoy the charm and hospitality of Hammond while appreciating the ease of travel, nearby hotels, restaurants, and local attractions. For out-of-town guest, both the Baton Rouge Metropolitan Airport and Louis Armstrong New Orleans International Airport are conveniently located less than 45 minutes away, making travel simple and accessible for family, friends, and event attendees coming from near too far. Whether your guests are coming from across town or out of state, Timeless Event Venue provides a stress-free and accessible destination that is easy to find and convenient for everyone attending your event.





Venue Pricing:

HIGH PEAK SEASON

October-December & March-May

- Small weekday (Monday-Thursday) micro wedding: **\$1,750**
- Standard Friday/ Sunday wedding: **\$3,250**
- Premium Saturday wedding: **\$4,250**

LOW PEAK SEASON

January-February & June -September

- Small weekday (Monday-Thursday) micro wedding: **\$1,250**
- Standard Friday/ Sunday wedding: **\$2,750**
- Premium Saturday wedding: **\$3,750**

Hourly Rentals

Showers, Parties, Corporate Events, ETC

- Weekdays (Monday-Thursday): **\$250 an hour w/3-hour minimum**
- Weekends (Friday, Saturday, Sunday): **\$300 an hour w/3-hour minimum**



VENUE RENTALS INCLUDE:

Exclusive Venue Access: When you book at Timeless Event Venue, you receive exclusive access to the venue for your special event, allowing you and your guest to enjoy private, comfortable, and memorable experience.

Our indoor venue space comfortably accommodates up to 61 guests, while our outdoor space offers unlimited guest capacity, giving you the flexibility to host both intimate gatherings and larger outdoor celebrations.

On-Site Venue Coordinator: You'll be assigned a venue coordinator who will serve as your contact throughout the planning process and assist you with any venue-related questions or planning needs you may have.

Premium Wood Tables: Our beautiful handmade premium wood tables are the perfect complement to almost any decor and are able to be used with or without a linen.

Elegant Chairs: Our elegant premium white chairs are available for use in your ceremony or reception as needed.

Dance Floor: Our stunning white 25 x 25 dance floor is the perfect place to dance the night away.

Custom Lighting: Lighting can change the entire feel of a space which is why we include it in all of our packages. We can change the lighting from dinner to dancing to help get your guests in the mood to party.

Premium Sound System: If you don't have a DJ, that's okay! We have you covered. We have a built-in indoor stereo system with speakers throughout the venue. We also have a separate outdoor premium speaker system for use during your ceremony and reception. You can bring your own device to Bluetooth to our two systems, or you can email us your playlist in advance, and we will be happy to play it for you.



TIMELESS

— EVENT VENUE —

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EVENT EXTRAS

Luxury Add-Ons to Make Your Event Unforgettable

Planning & Staffing

- Full Day Event Coordinator — \$500
- Servers — \$50/hour (gratuity included)
- Decorating — \$50/hour

Photo Booths

- CLOEE DSLR Photo Booth — \$250/hour (3-hour minimum)
Includes up to 400 prints, custom template, props, attendant, flash drive/email gallery.
- Photo Book Add-on — \$35
- 100 Clear Frames — \$50
- Table Top Sticky Photo Booth — \$150/hour



Backdrops

Flower Walls \$200 • 3D Flower Wall \$350 • Greenery Wall \$150 • Tulle Walls \$200
Backdrop Frames starting at \$100.

Balloon Installations

Classic Garland \$295 • Luxury \$495 • Grand Statement \$795
Foil/Jumbo Balloons \$50 • Florals \$75-\$150 • LED Name \$75-\$150 • Neon Sign \$25

Featured Rentals

Vintage Audio/Video Phone \$250 • Phone Booth \$300 • Dessert Cart \$150 • Cake Swing \$75 •
Cylinder Pillars \$150 • Marquee Letters \$50/letter • Champagne Wall \$250 • Portable Bar \$50 •
Outdoor Bar \$100 • Inflatable Screen \$200 • Projector \$150 • Chandeliers \$75 each • Candelabras
\$25 each • Wooden Cross \$50 • Boho Table \$250

Tabletop Decor

Candlesticks \$5 • Hurricane Glasses \$3-\$5 • Centerpieces \$25/\$50/\$100 • Chair Covers \$3 •
Cheesecloth \$2 • Charger Plates \$1 • Cloth Napkins \$0.50

Fun Extras

Stanchions \$25/set • Carpet Runner \$50 • Outdoor Photo Booth Tent \$200 • Big Shiny Balls: Small
\$40 • Medium \$80 • Large \$120 • Bundle of 5 \$300

Timeless Touch Essential Decor Package :

Starting at \$300

Perfect for birthday parties, baby showers, and bridal showers

Includes:

- Table linens (black or white)
- Cloth napkins
- Basic centerpieces
- Easel for welcome sign
- Dessert table setup
- Setup and breakdown



Timeless Decor Package:

Starting at \$600

For clients who want a more polished, coordinated look.

Includes:

- Everything in the Essential Package
- Premium charger plates
- Specialty linens or runners
- Customized welcome sign
- Balloon garland (up to 8 feet)
- Sweetheart table décor (if applicable)
- Decorative candles/vases



Luxe Celebration Package :

Starting at \$950

Designed for weddings and milestone events.

Includes:

- Everything in the Signature Package
- Backdrop or photo area setup
- Head table styling
- Upgraded centerpieces
- Premium décor pieces from your inventory
- Full room styling and design consultation
- Setup and breakdown





FREQUENTLY ASKED QUESTIONS:

What is the maximum capacity?

The venue can comfortably accommodate up to 61 guests indoors, while our outdoor space offers unlimited guest capacity, giving you the flexibility to hosts both intimate gatherings and larger outdoor celebrations.

Do you allow outside caterers?

We do have a preferred vendor list, but you are allowed to bring in your own vendors as long as they are properly insured and proof is provided to us at least 30 days before your event. The vendors must follow all venue rules and scheduled arrival times.

Can I bring my own drinks?

No. Unfortunately, due to liability reasons, we do not allow outside liquor to be brought into the venue.

Are you pet-friendly?

Yes, we are! Feel free to include your furry friend in your celebration!

When is the final balance due?

Your final balance will be due 30 days prior to your event.

What is required to reserve the event date?

To reserve your date at Timeless Event Venue, the following is required:

- A signed contract
- A non-refundable retainer equal to 25% of the total event price
- Remaining balance due 30 days prior to your event

Once the contract is signed and the retainer is received, your event date will be secured on our calendar.

Do you have onsite parking?

Yes, there is ample parking at the venue. Just please ensure guests park only in designated parking areas.

How much is additional time?

If you want to add additional hours to your venue rental, those can be added to your invoice at a rate of \$250 per hour.

Do you have overnight accommodation?

We do not offer overnight accommodations onsite. However, we are conveniently located near several hotels and lodging options in Hammond, Louisiana, making it easy and comfortable for our out-of-town guests to stay nearby before and after your event.

Is there a clean-up fee?

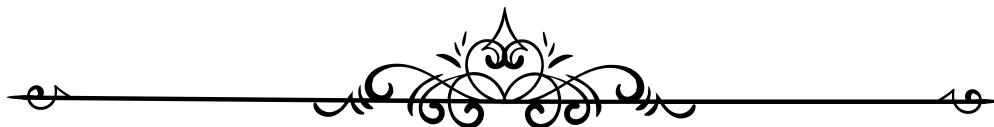
No, Timeless Event Venue does not charge a clean-up fee. We simply ask that all guests help return the venue back to order at the end of the event. Clients are responsible for removing personal items and decorations brought into the venue. Please place all trash in the designated trash area located next to the handicap ramp. Any items used from the kitchen should be washed, cleaned, dried, and returned to their proper place before leaving the venue. If excessive cleaning or replacing damaged items is required by Timeless staff this may result in an additional charge. We appreciate your corporation in helping us keep Timeless Event Venue clean, welcoming, and ready for future celebrations.

Is smoking allowed?

Smoking and vaping are permitted ONLY in the designated outdoor smoking areas.

Is additional time allowed for decorating?

Clients are allowed 30 minutes prior to your reserved time for decorating and allowed 30 after your reserved time for cleanup. If additional time is needed the hourly rate will be charged.



TIMELINE:

Thank you for choosing Timeless Event Venue! We are honored to be a part of your special event. Our goal is to make the planning process as enjoyable and stress-free as possible. The following information outlines what you can expect throughout your planning journey with us.

Stage 1 Booking Your Event:

During this stage, you are choosing the venue rental package and add-ons that will best suit your event needs. **Signed rental agreement and 25% non-refundable deposit must be completed to reserve your date.**

Stage 2 Development: During stage two, your focus will be on assembling the team of professionals that are going to bring your wedding/ event vision to life.

Stage 3 Refinement: Stage three is when you will finalize all of the details for the big day. From your seating chart to your guest count, all of the last-minute details are addressed during this stage.

Stage 4 Execution: The final stage is the execution phase of the process. From rehearsal to post-event breakdown, all of that happens in stage four.

COMMUNICATION:

We are always happy to answer any questions throughout the planning process.

Business Hours: Monday - Friday 9:00am - 5:00pm

The best way to reach us is by email or text. We strive to respond as quickly as possible during business hours.

VENUE VISITS & APPOINTMENTS:

To provide every client with the highest level of service while respecting other scheduled events, **all venue visits are by appointment ONLY** which must be scheduled through our online booking calendar.

Your rental includes two visits:

60 Day Planning Appointment:

- Review decor package selections (if applicable)
- Discuss event layout
- Review Timeline
- Discuss vendor logistics
- Answer planning questions

30 Day Final Walkthrough:

- Finalize event timeline
- Confirm setup details
- Review floor plans
- Confirm final guest count
- Review arrival times and vendor schedule

Additional appointments are available only if scheduling permits and may be subject to an additional charge.



PAYMENTS:

- Payments may be made at any time before due date.
- Final payment is due 30 days prior to event.
- Late payments may result in cancellation of services outlined in the Venue Agreement.

DECORATIONS:

We love beautiful decor!

However, the following are not permitted unless approved:

- Nails
- Screws
- Staples
- Tape that damages walls or surfaces
- Glue
- Permanent adhesives
- Flame candles (flameless only are allowed)

Any damage caused by decor, may result in repair charges.

CONTACT INFORMATION:

Website: www.timelesseventvenue.com

Email: timelesseventvenuellc@gmail.com

Phone number: (985) 974-4584

Facebook: www.Facebook.com/TimelessEventVenue

Instagram: @timelesseventvenue





VENDOR LIST:

Cakes:

- *Sweet Cakes LLC*
Vanessa Printup
(985) 662-8609
sweet_cakes12@yahoo.com

Catering - Food & Alcohol:

- *Blackened Brew Catering*
Anthony Donze
(985) 634-9541
<https://blackenedbrew.com>
- complete questionnaire on website
- once completed Anthony will send package price
- *Fine Thyme Catering*
(985) 969-4925
www.finethymecatering.com
- *Crescent Bar*
Claude Hooks
(985) 345-7636
- *The Reservoir*
Non-alcoholic & Alcoholic drinks
(225) 369-3263
reservoirnola@gmail.com
- *Drink'n & Jav'n LLC*
Coffee trailer
(504) 982-4224
alyssa@drinknjavn.com
- *eaux co. hospitality*
(985) 634-8673
trenten@eauxco.com

Photography:

- *Filmbalayafilms*
(504) 401-0724
filmbalayafilms@yahoo.com
- *Billiot Photography & Videography*
(504) 669-3082
chuckbilliot@bellsouth.net
www.chuckbilliot.com

Band:

- *Todd O'Neil*
(504) 644-1662
<https://www.toddoneillband.com>
- *Phill Morin (PHLASH)*
Saxophonist & DJ
(208) 874-7578
- *Joe Simmons*
Mojo Wedding DJ & Officiant
(985) 974-6516

Permanent Jewelry:

- *Bijoux Permanent Jewelry*
(225) 235-7809
bijouxbellemc@yahoo.com

Hair, Makeup, Custom Nails:

- *Skylar Chenevert*
(225) 380-5455
Salonbisoula.com

Officiant:

- *Pastor Scott Boney*
(985) 415-4778

Florist:

- *Kristine Thomas*
(225) 206-1328
sageetfleur.co
- *John Pecoraro*
(985) 345-1313
(985) 634-1190 (cell)
HammondFlorist@bellsouth.net





CLIENT WALK-THROUGH & EVENT INQUIRY QUESTIONNAIRE

Client Name(s): _____

Today's Date: _____

Phone Number: _____

Email Address: _____

EVENT INFORMATION

Type of Event:

- | | |
|---|--|
| ☐ Wedding | ☐ Reception |
| ☐ Birthday Party | ☐ Baby Shower |
| ☐ Bridal Shower | ☐ Corporate Event |
| ☐ Anniversary | ☐ Other: _____ |

Preferred Event Date: _____

Alternate Date(s): _____

Estimated Guest Count: _____

Will your event be primarily:

- ☐ Indoor ☐ Outdoor ☐ Both Indoor & Outdoor

Estimated Budget for Venue: _____

EVENT DETAILS

What is your vision/theme for the event?

What colors or décor style are you considering?

Will you need space for a ceremony?

- ☐ Yes ☐ No

Will alcohol be served?

- ☐ Yes ☐ No

Will you be using:

- | | |
|------------------------------------|--|
| ☐ DJ | ☐ Bartender |
| ☐ Live Band | ☐ Wedding Planner/Coordinator |
| ☐ Caterer | ☐ Photographer/Videographer |

VENUE NEEDS

Please check any features important to you:

- | | |
|--|--|
| ☐ Outdoor ceremony space | ☐ Parking accommodations |
| ☐ Indoor reception space | ☐ Photo opportunities |
| ☐ Bridal suite/getting ready area | ☐ Handicap accessibility |
| ☐ Groom's room | ☐ Flexible vendor options |
| ☐ Kitchen/prep area | ☐ Decor setup time |
| | ☐ Cleanup time |

Other requests/questions:

BOOKING INFORMATION

How did you hear about Timeless Event Venue?

- | | |
|------------------------------------|--|
| ☐ Facebook | ☐ Friend/Referral |
| ☐ Instagram | ☐ Drove By |
| ☐ Google | ☐ Other: _____ |
| ☐ The Knot | |

Have you toured other venues?

- ☐ Yes ☐ No

Are you ready to book soon?

- ☐ Immediately ☐ Within 30 Days ☐ Just Gathering Information

NOTES FROM VENUE STAFF

Thank you for visiting Timeless Event Venue! We look forward to helping make your event unforgettable.