



Mission San Luis Rental Rates

Thank you for your interest in having your event at Mission San Luis!

Your guests will be most impressed by our beautiful spaces that have the heritage of Spain and Apalachee with the charm of the South.

Contact us to schedule your site visit.

We look forward to helping you make your special event *historic!*

850.245.6406 | rentals@missionsanluis.org

2100 WEST TENNESSEE STREET, TALLAHASSEE FL

www.missionsanluis.org

Preferred Caterers

Andrew's

Carrie Ann & Co.

Catering Capers

Real Paella

University Center Club (UCC)

Preferred Bartending Services

Last Call, LLC

On The Rocks Bartending



DELUXE WEDDING PACKAGE

Saturday: \$3450* | Sunday-Friday: \$2950*

Day of Event:

- ♦ Use of Mission Room Banquet Hall & Entry Hall
- ♦ Use of 250 indoor chairs and 25 six-foot round + 8 six-foot rectangular tables
 - ♦ Use of Outdoor Enclosed Courtyard
 - ♦ Use of Portal Paseo area
 - ♦ Lobby use in the event of rain
 - ♦ Use of Classroom, Boardroom, and Theatre
 - ♦ Use of golf cart with driver
- ♦ Set up and reset of MSL items in rental spaces

Before/After Event

(During normal museum hours, Tuesday–Sunday, 10 am–4 pm)

- ♦ Engagement photo time onsite
- ♦ Rehearsal time *(One hour, week of the event. Subject to scheduling & availability)*
 - ♦ Complimentary museum passes for all guests

** Certain items may be discounted if not used.*

** Plus \$500 refundable damage deposit for events without alcohol*

OR \$1000 refundable damage deposit for events with alcohol.



RECEPTION PACKAGE

Saturday: \$2950* | Sunday-Friday: \$2450*

- ♦ Use of Mission Room Banquet Hall & Entry Hall
- Use of 250 indoor chairs and 25 six-foot round + 8 six-foot rectangular tables
 - ♦ Use of Outdoor Enclosed Courtyard
 - ♦ Use of golf cart with driver during event
- ♦ Set up and reset of MSL items in rental spaces
- ♦ Complimentary museum passes for all guests *(for use during museum hours)*
 - * Plus \$500 refundable damage deposit for events without alcohol*
 - OR \$1000 refundable damage deposit for events with alcohol.*



ADDITIONAL AMENITIES

- ♦ **Additional Hours:** \$250/hr beyond six hours on premises
- ♦ **Decorating Reserve Day(s):** \$875/day before event (10 am - 4 pm)
- ♦ **Storage of Rental Items:** \$250/day up to 48 hours after event
 - ♦ **Event Security** (see next page)
 - ♦ **AV Equipment** (contact us)

AMENITIES FROM OTHER VENDORS

Valet Parking / Linens & Placesettings / Dance Floor



INDIVIDUAL ROOM RATES

MISSION ROOM BANQUET HALL & OUTDOOR COURTYARD

The Mission Room is a beautiful, equipped banquet hall which accommodates up to 250 seated guests. The adjacent courtyard is perfect for wedding ceremonies, cocktail receptions or outdoor lounges.

- ♦ Monday–Wednesday: 10 am–4 pm \$1000 | 10 am–11 pm \$1500
- ♦ Thursday: 10 am–4 pm \$1000 | 10 am–11 pm \$2,000
- ♦ Sunday–Friday: \$2,450 for six hours
- ♦ Saturday: \$2,950 for six hours

VISITOR CENTER MAIN LOBBY (5-10 PM)

The Visitor Center Lobby is open to a second story balcony and is adjacent to the SunTrust Theatre. This space is ideal for cocktail receptions and smaller events.

- ♦ Monday –Thursday: \$400/hr
- ♦ Friday –Sunday: \$500/hr

SUNTRUST THEATRE (5-9 PM)

The SunTrust Theatre has a projection room and screen as well as 126 comfortable upholstered seats.

- ♦ Monday –Sunday: \$200/hr

JAY I. KISLAK CLASSROOMS

The two Jay I. Kislak Classrooms each seat 30. They can be used separately or combined into one large room for meetings or a place to prepare for your special event.

- ♦ Monday –Thursday: \$50/hr per classroom (8 am – 4 pm)
- ♦ Friday –Sunday: \$100/hr per classroom (8 am – 9 pm)

When used in conjunction with an event scheduled in the Mission Room, the rental of both classrooms is only \$50 per hour.

BOARDROOM

Our executive Boardroom accommodates up to 12 people and offers an intimate professional environment or space for bridal dressing.

- ♦ Daily: \$50/hr for the first hour & \$25 for each subsequent hour or fraction of an hour



SECURITY SERVICES

Mission San Luis is a National Historic Landmark and public preservation treasure. Protection of your safety and our property is a priority. MSL requires the use of Tallahassee police officers to insure all laws are enforced, particularly those regarding the serving of alcoholic beverages and the responsible behavior of our event guests while on our property. The following charges apply and will be collected by MSL for your benefit.

Flat Rates for Security at Events:*

(Up to 100 guests without alcohol may not require an officer)

100+ guests without alcohol - 1 officer: (up to 3 hours) \$160 | (3+ to 6 hours) \$290

Up to 199 guests with alcohol - two officers: (up to 3 hours) \$320 | (3+ to 6 hours) \$580

200-299 guests with alcohol - three officers: (up to 3 hours) \$480 | (3+ to 6 hours) \$870

Over 300 guests with alcohol - four officers: (up to 3 hours) \$640 | (3+ to 6 hours) \$1,160

Security for over 6 hours: \$50/ hr per officer

* Number of officers required is at staff's discretion

Make your special event historic with us!

www.missionsanluis.org

Please note that all fees are subject to change.