

100 Lafayette Street – BR, LA 70801

Bert and Sue Turner Gallery and Alfred C. Glassell, Jr. Boardroom – Third Floor

Number of Guests	Daytime/ Evening	Event Rate	TIME
0-150	Daytime (3 hrs.)	\$1800	7am – 5pm
0-150	Evening (3 hrs.)	\$2000	5pm – 11pm
0 - 150	Day Rate	\$2800	7am – 5pm

Rental Fees for a Three (3) Hour Minimum Event - \$300 for Each Additional Hour

Alfred C. Glassell, Jr. Boardroom – Third Floor

Number of Guests	Daytime/ Evening	Event Rate	Time
0-25	Daytime (3 hrs.)	\$600	7am – 5pm
0-25	Evening (3 hrs.)	\$850	5pm – 11pm
0 – 25	Day Rate	\$1050	7am – 5pm

Rental Fees for a Three (3) Hour Minimum Event - \$75 for Each Additional Hour

Rental Rates Include:

- Setup time: 2 hours before event, cleanup time: 1 hour after event
- 3 hour minimum event with up to 150 guests (seated 100 guest) for combined space, or up to 25 guests for boardroom
- One janitorial porter will be scheduled for events (4 hours)
- One security officer will be scheduled for events (6 hours)
- One event representative (6 hours)
- Available for use:
 - 12 (48”) round tables
 - 10 (24”) cocktail tables
 - 6 (6’) banquet tables
 - 100 black and 25 grey conference chairs
 - Podium

Available at an additional cost:

- Portable bar, AV Equipment, Linens, Pipe-n-drape, up lighting, chair covers, set-up & break-down.

Discounts (only applies to the rental space portion of the fee):

- LSU Museum of Art Members receive a 20% discount – Become a member today!
- LSU departments and non-profit organizations receive a 10% discount
- Combination space usage and repeat clients receive an additional discount of 5-15% depending on number of times and spaces booked for events
- Off-season or slow rental months discounts available (January, February, & August)

Catering:

- LSU has an approved licensed caterer list that must be used.

All Events require a \$2,000,000 Certificate of Liability:

A \$2,000,000 Certificate of Liability must be acquired by each lessee to protect from large accidents to people, to property, or major damage. A copy of insurance coverage must be submitted with the final payment for the event two weeks before.. *(Note: the average cost is \$235)*

Set-up & Breakdown:

Client is responsible for set-up and breakdown. Museum staff do not set-up or breakdown spaces. Included with fees, 2-hours for set-up and 1-hour for breakdown.

Cancellation

In case of RENTAL cancellation by LICENSEE, all costs incurred including a \$200.00 staff preparation fee, is the responsibility of LICENSEE after deposit is paid and non-refundable. With a 60 day cancellation notice, the FACILITY shall provide an 80% refund of total payments received to date. For purposes of the delays in this paragraph, all calendar days are counted. All payments become nonrefundable fifty-nine (59) calendar days prior to the Event. **Final payment is due with \$2,000,000 certificate of liability insurance coverage two weeks before event.**

For more information, please contact:

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LSU Museum of Art

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