

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
0-90	Daytime (3 hrs.)	\$2200	7am – 5pm
0-90	Evening (3 hrs.)	\$2400	5pm – 11pm
0-90	Day Rate	\$3200	7am – 5pm

Rental Fees for a Three (3) Hour Minimum Event - \$400 for Each Additional Hour
 Rates effective January 2024

Alfred C. Glassell, Jr. Boardroom – Third Floor

Number of Guests	Daytime/ Evening	Event Rate	Time
0-25	Daytime (3 hrs.)	\$1000	7am – 5pm
0-25	Evening (3 hrs.)	\$1250	5pm – 11pm
0 – 25	Day Rate	\$1450	7am – 5pm

Rental Fees for a Three (3) Hour Minimum Event - \$150 for Each Additional Hour
 Rates effective January 2024

Rental Rates Include:

- Setup time: 2 hours before event, cleanup time: 1 hour after event
- In-person walk through of facility required before rental
- 3 hour minimum event with up to 90 guests (seated 80 guests) 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
 - 4 (24”) cocktail tables
 - 6 high top tables
 - 6 (6’) banquet tables
 - 100 black and 25 grey conference chairs
 - Podium
 - AV equipment (info provided if requested)

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

- LSU Museum of Art Members at the Sustainer Level and above receive a 20% discount (space fee only) – 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

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:

LSU Museum of Art | Shaw Center for the Arts

100 Lafayette Street, Baton Rouge, LA 70801

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