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

<table>
<thead>
<tr>
<th>Number of Guests</th>
<th>Daytime/ Evening</th>
<th>Event Rate</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-150</td>
<td>Daytime (3 hrs.)</td>
<td>$1800</td>
<td>7am – 5pm</td>
</tr>
<tr>
<td>0-150</td>
<td>Evening (3 hrs.)</td>
<td>$2000</td>
<td>5pm – 11pm</td>
</tr>
<tr>
<td>0 - 150</td>
<td>Day Rate</td>
<td>$2800</td>
<td>7am – 5pm</td>
</tr>
</tbody>
</table>

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

Alfred C. Glassell, Jr. Boardroom – Third Floor

<table>
<thead>
<tr>
<th>Number of Guests</th>
<th>Daytime/ Evening</th>
<th>Event Rate</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-25</td>
<td>Daytime (3 hrs.)</td>
<td>$600</td>
<td>7am – 5pm</td>
</tr>
<tr>
<td>0-25</td>
<td>Evening (3 hrs.)</td>
<td>$850</td>
<td>5pm – 11pm</td>
</tr>
<tr>
<td>0 – 25</td>
<td>Day Rate</td>
<td>$1050</td>
<td>7am – 5pm</td>
</tr>
</tbody>
</table>

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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