

**The Paula Garvey Manship Floor – Fifth Floor**

Number of Guests	Event Rate
0-400	\$2200

Rental fees for a three (3) hour minimum event  
 \$300 for each additional hour

**Rental Rates Include:**

- Event setup time: 2 hours before event
- Event cleanup time: 1 hour after event
- 3 hour minimum event with up to 400 guests cocktail style only
- Restrictions: food and drinks limited to certain galleries in the museum
- Janitorial porter(s) (4 hours)
  - 1 porter will be scheduled for events of 0-200 guests (included in rate)
  - 2 porters will be scheduled for events of 201-400 guests (additional charges)

Security: (6 hours)

- 2 officer will be scheduled for events of 0-150 guests (included in rate)
- 3 officers will be scheduled for events of 151-300 guests (additional charge)
- 4 officers will be scheduled for events of 301-400 guests (additional charge)
- One event representative (up to 150 guest), 2 reps at additional charge
- Available for use:
  - 10 (24") cocktail tables
  - 6 (6 ft.) 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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