100 Lafayette Street – BR, LA 70801

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>$2200</td>
<td>7am – 5pm</td>
</tr>
<tr>
<td>0 - 150</td>
<td>Evening (3 hrs.)</td>
<td>$2400</td>
<td>5pm – 11pm</td>
</tr>
<tr>
<td>0 - 150</td>
<td>Day Rate</td>
<td>$3200</td>
<td>7am – 5pm</td>
</tr>
</tbody>
</table>

Rental Fees for a Three (3) Hour Minimum Event - $400 for Each Additional Hour
Rates effective May 5, 2021

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>$1000</td>
<td>7am – 5pm</td>
</tr>
<tr>
<td>0 - 25</td>
<td>Evening (3 hrs.)</td>
<td>$1250</td>
<td>5pm – 11pm</td>
</tr>
<tr>
<td>0 – 25</td>
<td>Day Rate</td>
<td>$1450</td>
<td>7am – 5pm</td>
</tr>
</tbody>
</table>

Rental Fees for a Three (3) Hour Minimum Event - $150 for Each Additional Hour
Rates effective May 5, 2021

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

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:
Georgia Tsolakis
Visitor's Services II and Events Assistant
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rentalsmoa@lsu.edu | www.lsumoa.org | 225.389.7214