

**LSU Museum of Art
Facility Rental Space Information and Guidelines
The Art of Event Planning**

Overview

Planning the perfect event is definitely an art—and it all begins with your choice of location. No other venue in the city offers such choices between a panoramic view of downtown and the Mississippi River, or mingling among the region’s finest works of art in addition to other unique spaces that will meet your specific event needs in the Shaw Center for the Arts. The LSU Museum of Art offers a group of elegant, yet functional, settings for a variety of social, corporate, or nonprofit affairs. In addition, our professional staff has hosted many wonderful events and can share a wealth of experience, creative expertise and our premier vendor partners to ensure your event exceeds your expectations.

To use one of the LSU Museum of Art spaces in the Shaw Center for the Arts, you will need to complete a Facility Rental Application Form. Approval or denial of application will be received by the prospective client in writing from the LSU Museum of Art Events & Marketing of Facility Rentals Coordinator. Please allow 5 working days after the completed application is received for notification. LSU reserves the right to deny the use of its facilities to any person or organization at any time and to deny the continued use of said facilities to any user who does not comply with LSU policies and procedures.

Description of Rental Spaces

The Charles Phelps Manship, Jr. Floor, Third Level Historic Auto Hotel

The Charles Phelps Manship, Jr. Floor offers the 2,000-square-foot Bert and Sue Turner Gallery with sweeping views of Lafayette Park and the Mississippi River. The adjoining Alfred C. Glassell, Jr. Board Room with 25-chair board table is perfect for meetings and features space for extra seating. Accommodates 90 guests cocktail style, 80 people for dinner, or 25 for board meeting

The Paula Garvey Manship Floor, Fifth Level

One of the premier exhibition spaces in Baton Rouge, the 15,000-square-foot LSU Museum of Art is already “decorated” with our beautiful permanent art collection. Guests have the opportunity to view the 12 galleries and staff can even help arrange for an after-hour tour during your event. Accommodates 400 guests cocktail style

The Irene W. Pennington Rooftop Terrace, Sixth Level

With panoramic views of the Mississippi River, downtown and the Old State Capitol, and a distant view of Tiger Stadium, the Irene W. Pennington Rooftop Terrace offers an extraordinary setting for your event. This beautiful outdoor area provides a spectacular outdoor experience perfect for memorable cocktail receptions, elegant dining under the stars or any event where you want to make an impression. Accommodates 300 guest’s cocktail style or 200 persons for outdoor dining

Please contact a manager at Tsunami for more information 225-346-5100.

Rental Guidelines (varies depending on location of space)

1. In addition to the Shaw Center for the Arts Guidelines, the following restrictions apply.

2. Use of space for political, commercial or certain types of fundraising is prohibited. Fundraising events pay a percentage of ticket sales to museum (1 – 5%) depending on cost of individual ticket price. This is in addition to facility rental rates.
3. Smoking is prohibited in all areas of the museum.
4. Prior approval is required for music and volume levels, and photography.
5. Events serving food and/or drink must utilize a caterer listed on the LSU Approved Caterer List. Menus should be forwarded to the museum rental space coordinator office two (2) weeks prior to the event for approval. Candle warmers, candles, sternos, and deep fat frying equipment are prohibited. ALL foods should be pre-cooked. **Food and drink are not allowed in the exhibition areas.** Red wine and red-pigmented beverages, foods and sauces are prohibited in the museum on the fifth floor. White and light pink blush wines are acceptable. Canned beverages are prohibited in all areas of the museum. Bottled beer is acceptable.
6. Sparklers, bird seed, rice, glitter, balloons, and other such confetti are prohibited in all spaces.
7. The renter is responsible for contacting and providing all outside vendors including technical support for the event. Renters and/or their caterers are responsible for all damage to facility surfaces, furniture, chairs, and equipment.
8. Janitorial service will be provided; however, renters and caterers are responsible for the removal of all trash, and renter will be charged for cleaning and breakdown outside of one hour allowed.
9. The renter and their caterer is responsible for complying and enforcing all federal laws, rules, regulations and university policies concerning alcoholic beverages. To serve alcoholic beverages, an application must be submitted at least two 2 weeks prior to the event and approved by the Office of the Chancellor of LSU no later than 10 days prior to an event. No alcoholic beverages may be sold at any event held in the museum. **Service of alcoholic beverages must be discontinued 15 minutes prior to the end of the event.**
10. Renters and/or their caterers may not move, touch or otherwise handle artwork. Tables, chairs, food service, etc., must be at least 6 feet from artwork. **Do not move stanchions.**
11. In the Turner Gallery, food and beverage serving tables may not be placed along the north wall (opposite the windows at any time, for any reason).
12. Licensee agrees to maintain at all times during the event liability insurance with Louisiana authorized insurers as stated in LICENSE FOR USE OF FACILITIES AND PREMISES AGREEMENT on page 2 #6.
13. **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.**
14. **Rental Inquiry form must be emailed at least a month before event. Certificate of Insurance and at least half of payment must be submitted at least two weeks before event.**

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. 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.**

Rental Application

Once LSU representative has approved the event, the LSU **License for Use of Facilities and Premises Agreement** will be provided based on the details of your event(s). Your signature on these documents, along with the specified deposit as outlined in the above, will confirm your space reservation.

For more information about rental spaces, visit www.lsumoa.org, contact O: 225.389.7211 or email rentalsmoa@lsu.edu