



CAPITOL PARK
MUSEUM







welcome

TO THE CAPITOL PARK MUSEUM.

a Louisiana State Museum rich with history and culture, in the shadows of the art deco style of the State Capitol, a nationally registered historic landmark. The museum, complete with modern use of glass, marble, and metal, has hosted successful and memorable private events for the past 12 years. Let our experienced, professional staff help you make your event truly special.





THE WARM GLOW OF

history

PLAZA

CAPACITY

300 seated, 500 reception

SIZE

5,300 square feet



Set against green lawns and a quiet reflecting pool, this fully sheltered outdoor space offers magnificent views of the State Capitol. Rain or shine, the Plaza is picture-perfect for your celebration.



RECEPTION ROOM

CAPACITY

200 seated, 400 reception

SIZE

2,840 square feet



This multipurpose room is ideal for larger gatherings, dinners, receptions, and conferences. It features a rare and historic mosaic by Conrad Albrizio, created from thousands of small tiles and Italian marble. Entitled *Health and Happiness*, the 245-squarefoot piece is the largest Albrizio mosaic in Louisiana.









CELEBRATION &
love

MUSEUM LOBBY

CAPACITY

350 reception

SIZE

2,340 square feet

With its shimmering hanging sculpture that evokes the Mississippi River and polished stone surfaces, the Museum Lobby makes a dazzling and delightful party spot, great for food and beverage service, cake or dessert displays, and photo booths. Here, guests are welcome to walk through the museum's permanent first-floor exhibition, "Grounds for Greatness, Louisiana and the Nation."

THE BOARD ROOM

CAPACITY

20

SIZE

460 square feet

Under a panoramic historical painting of the founding of New Orleans, the Board Room provides table seating for up to 20 guests or private space for brides, bridal parties, and other VIPs.

DECORATIONS

No special displays or signs are allowed on the museum's exterior. Decorations must be approved by the events coordinator for interior placement. Tossing of anything (including bouquets, garters, and rice) is prohibited inside the museum. These activities may take place on the covered Plaza. Sparklers are permitted with required sand buckets for discarding after use. Nothing is to be placed on the lobby desk, display cases, pedestals, ledges, or exhibit pieces.

CATERERS

The Capitol Park Museum does not provide catering. Clients must contract with a licensed caterer. The museum reserves the right of final approval for all chosen vendors. Certain areas of the facility may have food and beverage restrictions. See the events coordinator for an updated list of these locations. Caterers are responsible for busing throughout the event and removing all trash from the museum.



EQUIPMENT

The museum does not provide equipment. Clients must rent all necessary tables, chairs, linens, tents, or other items from an outside vendor. The events coordinator will provide floor plans and layout assistance.

INSURANCE

All rental clients must provide workers' compensation and liability insurance in the amount of \$1 million and include the Louisiana State Museum as additional insured. A copy of the insurance certificate must be received 30 days prior to the event.

ALCOHOL

Alcohol must be served by vendors who hold a liquor license in Louisiana.

SMOKING

Smoking is strictly prohibited on the premises.

ACCESSIBILITY

All spaces are wheelchair accessible.

EVENT HOURS

Unless otherwise noted, the museum is open to the public until 5 p.m. All events must end by 11:30 p.m. The events coordinator will schedule specific setup and breakdown times.

SECURITY

Museum staff is present during your event and the Capitol Park DPS Police are on call if any issues arise. For larger events and events that flow onto the Plaza, additional security may be required.

CUSTODIAL SERVICES

The museum's custodial staff will handle general cleaning before, during, and after events. This service is included in rental fees.

RATES

Applicants for all after-hours events will donate a gift to the nonprofit Louisiana Museum Foundation fund designated for use by the State Museum for endowment, education, acquisitions, publications, conservation, and other support purposes.

The donation is \$3,000 for up to three hours. Events exceeding three hours will require an additional donation of \$1,000 per hour.

The Capitol Park Museum requires a signed rental agreement, catering agreement, and caterer's certificate of insurance a minimum of 30 days prior to the event. The events coordinator will provide applicants with an invoice to schedule payment.

RECEPTIONS & SIMILAR FUNCTIONS

Guests	First Hour	Each Additional Hour
1-200	\$700	\$200
201-300	\$800	\$250
301-500	\$900	\$300
501-775	\$1,000	\$350

An additional cleaning and repair fee of \$300 will be charged for costs involved in preparation and post-function cleaning.

SEATED DINNERS

Seated meals with waitstaff will be charged an additional \$200 per hour with a cleaning and repair fee of \$500 for costs involved in preparation and post-function requirements.

All dinners must be catered to include waiters serving to each table.



CAPITOL PARK MUSEUM

CONTACT

660 North Fourth Street
Baton Rouge, LA 70802

Ashley Pierce, Events Coordinator
P 225.219.0726 F 225.219.0728
E apierce@crt.la.gov
W LouisianaStateMuseum.org



DIRECTIONS & PARKING

From I-10, take the I-110 split, then the North Street exit (Exit 1D). From north of downtown, take I-110 South, then the Capitol Park exit (Exit 1G). Turn right on North Street, then right on N. Fourth Street; the museum is on the right. On-street parking is available on Fourth Street, Fifth Street, and Spanish Town Road. Parking is also available at the Capitol and Galvez Parking Garage.

vendor

COLLECTION

We are pleased to present our selection of trusted professionals, available to assist in planning your event at Capitol Park Museum.

AUDIOVISUAL

Abstract Productions

225.297.2595

www.abstractproductions.net

Details on page 15

CATERING

Chef Don Bergeron's Catering

225.927.3998

www.chefdonb.com

Details on page 13

Drakes Catering

225.343.2588

www.drakescatering.com

Details on page 15

Heirloom Cuisine, LLC

225.784.0535

www.heirloomcuisine.com

Details on back cover

Louisiana Bayou Bistro

225.749.6354

www.labayoubistro.com

Details on page 15

CATERING (CONT'D.)

Soji: Modern Asian

225.300.4448

www.EatSoji.com

Details on page 14

DECOR & DESIGN

ELEMENT

225.355.9031

www.exploreELEMENT.com

Details on page 15

DINING & REHEARSAL DINNERS

Louisiana Bayou Bistro

225.749.6354

www.labayoubistro.com

Details on page 15

ENTERTAINMENT

The Pixure Booth

225.395.9724

www.thepixurebooth.com

Details on page 14

EVENT PLANNING

Heirloom Cuisine, LLC

225.784.0535

www.heirloomcuisine.com

Details on back cover

FLORIST

Hummingbird Floral Studio

337.540.4471

www.hummingbirdfloralstudio.com

Details on page 14

LIGHTING

Abstract Productions

225.297.2595

www.abstractproductions.net

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LIQUOR & BEVERAGES

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PHOTO BOOTH

The Pixure Booth

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RENTALS

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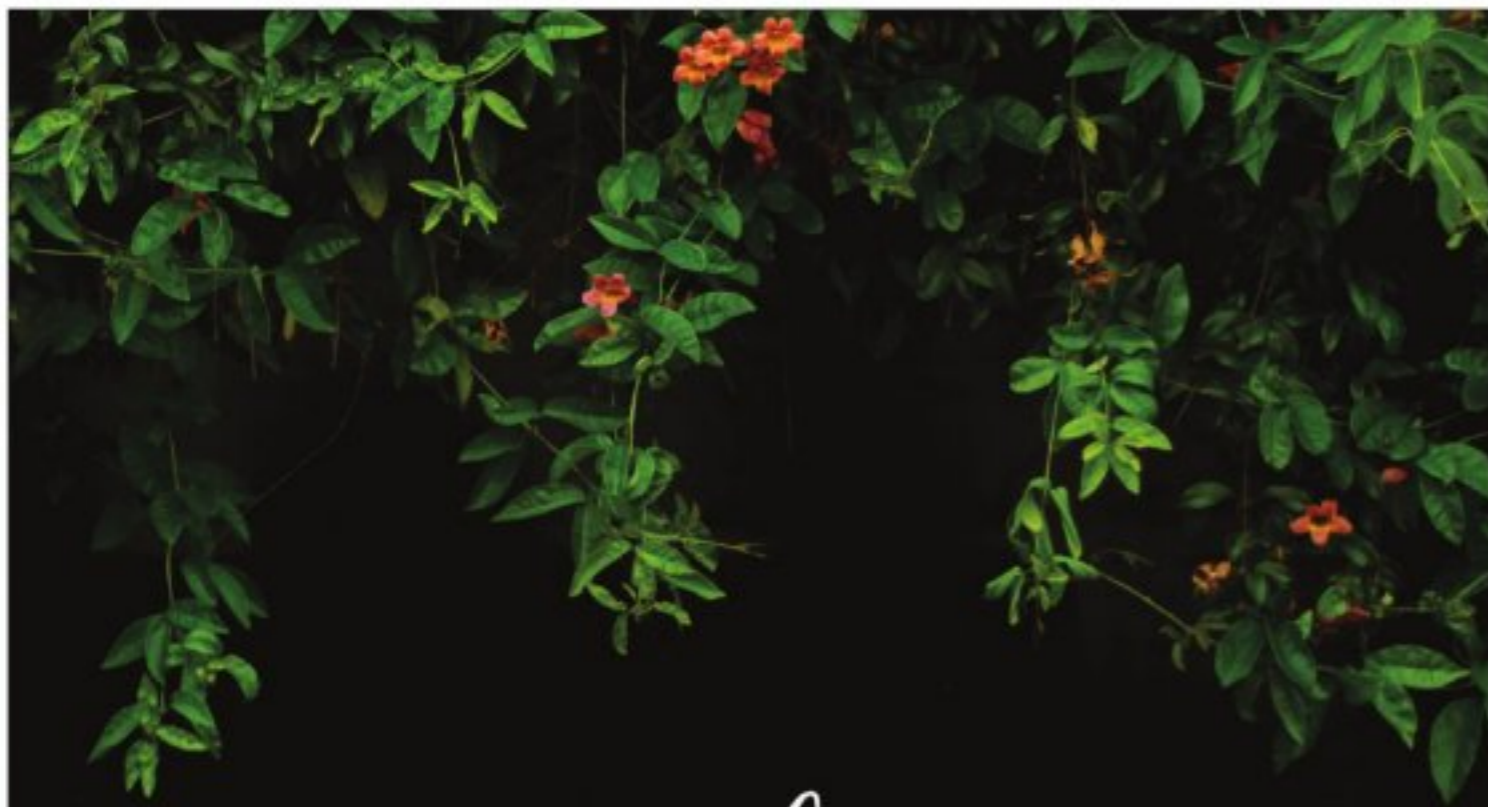


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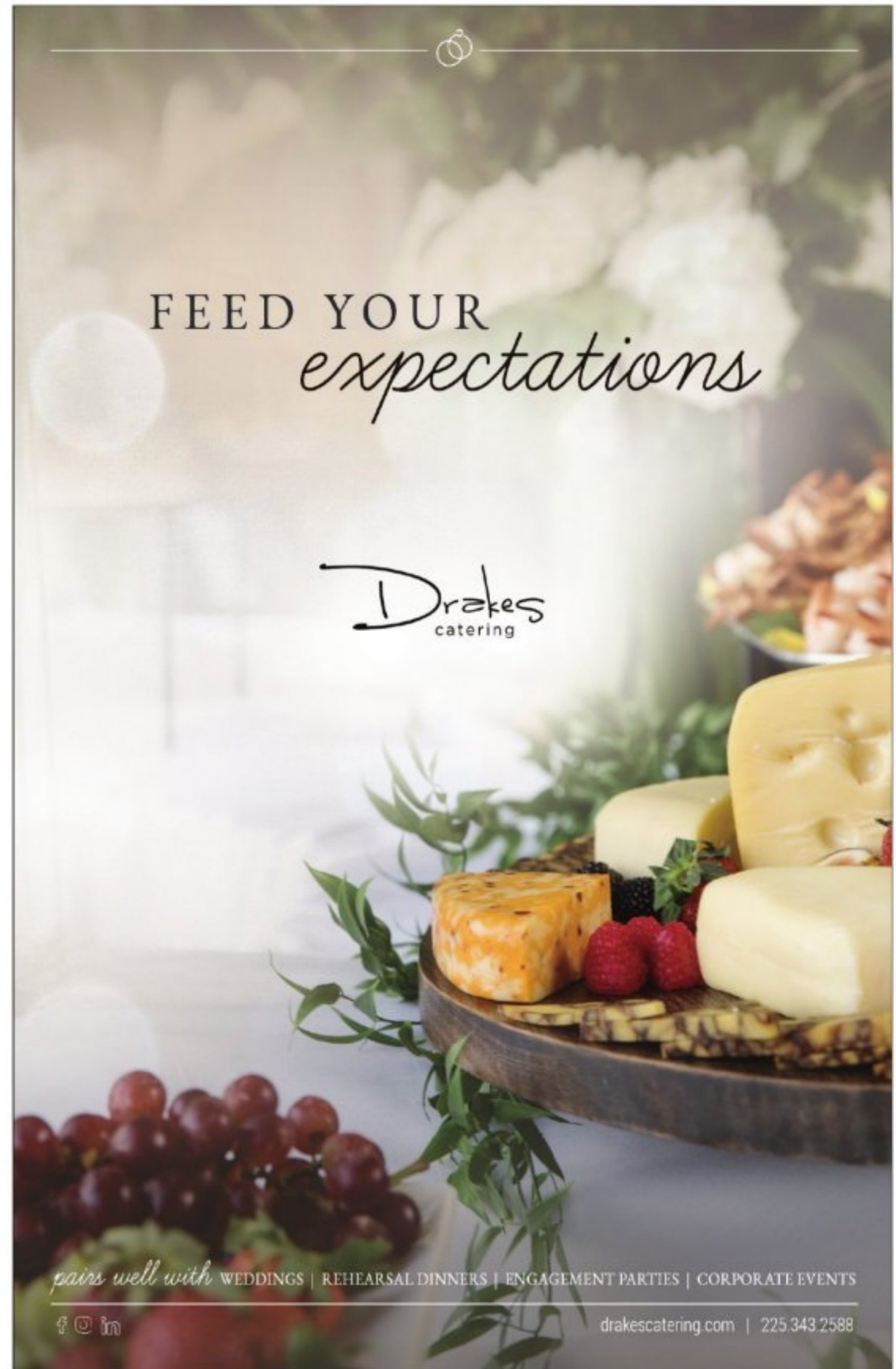
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