



The Cabildo



The Old U.S. Mint



The Presbytère



# LOUISIANA STATE MUSEUM

Our historic properties are perfect venues for meetings, corporate parties, wedding receptions, or other special occasions.

### Louisiana State Museum's Properties in the Historic French Quarter

Each of our locations has its own undeniable sense of history, charm, and character, and three of these landmarks – The Cabildo, The Presbytère, and The Old U.S. Mint – are available to host your special event. Weddings, parties, and galas call for dramatic locations and incomparable atmosphere, and our locations offer that and so much more.

The Cabildo and The Presbytère rise from the heart of the architectural beauty that is the Vieux Carré. Providing an unparalleled view of the dazzling life of Jackson Square and a backdrop of exhibits that chronicle Louisiana's rich history and culture, these majestic structures offer a distinctive atmosphere for your event.

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### *history, charm, and character*

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The 1835 Greek Revival structure of The Old U.S. Mint, standing on oak-lined Esplanade Avenue, includes palatial grounds and a state-of-the-art performance space with perfect acoustics designed to tickle Satchmo's soul.

These three National Historic Landmarks are among the largest spaces available in the French Quarter and offer an ambience sure to make a special event uniquely yours. *Bienvenue en Louisiane* – we welcome you to become a part of our history.





© Brenda and Tom Sison



BE A *part of history!*  
*Host your event AT*  
ONE OF *our museums.*

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## THE PRESBYTÈRE

*751 Chartres Street, Jackson Square*

Nearly identical in design to The Cabildo, this 16,000-square-foot venue hosts our must-see *Living with Hurricanes: Katrina and Beyond* exhibit. The second floor comes alive with an interactive permanent exhibit of all things Mardi Gras.

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### *the perfect space*

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Like The Cabildo, this building also showcases a window-filled gallery that overlooks Jackson Square, providing the perfect space for your ceremony, reception, or dinner.

Maximum capacity: 500 cocktail reception,  
100 seated dinner



## THE CABILDO

*701 Chartres Street, Jackson Square*

Built in 1799 as the seat of the Spanish Colonial rule in New Orleans, The Cabildo is perfect for larger receptions or events. The second floor houses the room where the Louisiana Purchase transfer ceremonies took place in 1803.

### *one-of-a-kind backdrop*

The second floor also features a window-filled gallery with spectacular views of Jackson Square, making it a one-of-a-kind backdrop for your event.

Maximum capacity: 500 cocktail reception,  
100 seated dinner





© Arte De Vie

© Louisiana Office of Tourism







## **THE OLD U.S. MINT**

*400 Esplanade Avenue*

Built in 1834 as a working mint, this massive landmark boasts a square block of fenced-in grounds and is located on the French Quarter tour bus route.

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### *the ideal venue*

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The newly renovated \$4.7-million performance hall on the third floor features a stunning room equipped with the latest light and sound technology – perfect for musical performances. The versatility of the space makes it the ideal venue for large corporate events, fund-raisers, and festivals.

Maximum capacity: 500+ cocktail reception (all floors and grounds), 150 seated (performance hall)

## FEES

### Donations and Rental Fees\*

Event hosts will be required to contribute to the Louisiana Museum Foundation. This fund is designated for use by the Louisiana State Museum for endowment, education, acquisitions, publications, conservation, and guiding support purposes. This donation is tax deductible. In addition to the contribution, event hosts are required to pay a building usage fee. This fee covers all service and utility costs for the event. A cleaning and repair fee will be charged for costs involved in preparation and post-function cleaning, setup, and breakdown.

### Meetings and Conferences

Meeting rooms are available in both the Arsenal (Cabildo) and The Old U.S. Mint. The Arsenal can accommodate up to 100 guests seated theater style, and The Mint can hold up to 175 people. If you need a classroom- or conference-style setup, the Arsenal holds 50 people and The Old U.S. Mint holds 75.

## GUIDELINES

To safeguard our historic buildings and artifacts, hosts are required to comply with some special guidelines. Please carefully review these guidelines and share them with your caterer, florist, and/or professional event planner.

### Food Preparation, Service, Clean-up

- Only electrical appliances may be used to heat food. No flames – candles, Sterno, propane, butane, flaming desserts – may be used anywhere in the museum, including courtyards. Cooking and frying is also prohibited.
- Seafood may not be served in its shell. Peeled shrimp and crawfish, lump crabmeat, and oyster dishes are all permitted.
- Red wine may not be served; champagne and white wine are permitted.

- Kegs are not permitted.
- Containers used for holding ice must be either properly insulated (for example, Igloo-style ice chests) or wrapped in newspaper and plastic to prevent moisture on the floors.
- Drink glasses, plates, silverware, and other items may not be placed on exhibit display cases, furniture, pedestals, window ledges, or other museum property.
- Service staff is required to bus guest areas frequently to pick up used items.
- Caterers are responsible for removing trash after the event. Trash may not be left on city sidewalks for pickup.

### Decorations and Furnishings

- Flowers, garlands, ribbons, and other traditional decorations are welcome. Large or unusual displays or equipment must be approved at least 10 days before the event.
- No potted plants or trees are allowed.
- Rose petals cannot be scattered on the floors.
- No glitter, bubbles, confetti, or feathers are permitted in the museum.
- The museum cannot remove or relocate exhibits or artifacts for any reason.
- Special displays, decorations, or equipment are permitted only if approved by the museum director and finalized 10 days in advance in a written agreement with the Louisiana State Museum.

### Smoking and Fireworks

- Smoking is strictly prohibited inside all museum properties, including interior courtyards. Guests may use the street-level arcades of The Cabildo and Presbytère as smoking areas if tables and ashtrays are provided.
- Fireworks, sparklers, or similar items are prohibited inside the museum and courtyard areas; however, these items may be used outside the gates of the buildings.

### Tables and Chairs

- All tables and chairs brought into the museum to be placed on wood floors must be fitted with felt pads on the end of each leg to prevent scratching and scuffing of the floors.

### Gift Tables and Coat Checks

- The museum cannot be responsible for gifts brought to the event. Either the caterer or the organizer should make arrangements to receive and store gifts during the event and to transport the gifts immediately following the event.
- The museum does not provide materials or personnel for coat checks. These should be arranged in advance with the caterer.

### Insurance

All outside organizations and individuals holding events in Louisiana State Museum properties are required to sign an indemnification agreement and provide proof of insurance with the Louisiana State Museum listed as additional insured. The host's homeowners insurance or proof of insurance from the caterer is usually sufficient. Specific requirements are outlined in the rental information packet. This type of insurance can usually be purchased for the duration of the event. Please contact your insurance agent for details.

\*Rental fees are set by rule in the administrative procedure act. Donations are subject to change.

*Thank you for your attention to these regulations, which are designed to protect the Louisiana State Museum's facilities and artifacts. If you have any questions, call 504-568-6968 or 800-568-6968.*

*Special thanks to the following for the use of their photography featured in this document: A Bryan Photo, Countdown Sound, Danny Kadar, RDS Concepts, Sison Photo, and USA Hosts.*



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## *vendor* COLLECTION

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You've found the perfect venue; now it's time to fill in the blanks.

Enlist a team of experienced professionals who complements your taste and budget as your vision is turned into reality. From planning the simplest traditions to exploring the latest styles and trends, sit back and relax knowing you're in good hands as all the details fall into place.

Learn more about Louisiana State Museum and its preferred vendors on [LittleWhiteBook.com](http://LittleWhiteBook.com) – the fresh go-to wedding resource for the modern bride.

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## vendor COLLECTION

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We thank the following for their ongoing support of Louisiana State Museum and for their contribution to this publication.

### CATERING

#### **12 Seasons Catering**

504.465.9770

[www.12seasonscatering.com](http://www.12seasonscatering.com)

*Details on page 13*

#### **Capdeboscq Catering Service**

504.341.8890

[www.capdeboscqcatering.com](http://www.capdeboscqcatering.com)

*Details on page 14*

#### **Food Art**

504.524.2381

[www.foodartinc.com](http://www.foodartinc.com)

*Details on page 15*

#### **New Orleans Catering, Inc.**

504.837.1075

[www.nocatering.com](http://www.nocatering.com)

*Details on page 14*

#### **Palate New Orleans**

504.864.2990

[www.palateneworleans.com](http://www.palateneworleans.com)

*Details on page 14*

### DECOR & DESIGN

#### **Palate New Orleans**

504.864.2990

[www.palateneworleans.com](http://www.palateneworleans.com)

*Details on page 14*

### EVENT PLANNING

#### **Capdeboscq Catering Service**

504.341.8890

[www.capdeboscqcatering.com](http://www.capdeboscqcatering.com)

*Details on page 14*

#### **New Orleans Catering, Inc.**

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*Details on page 14*

### LIGHTING

#### **Yur Event Rental**

504.218.0726

[www.yurevent.com](http://www.yurevent.com)

*Details on page 14*

### LIQUOR & BEVERAGES

#### **Food Art**

504.524.2381

[www.foodartinc.com](http://www.foodartinc.com)

*Details on page 15*

### RENTALS

#### **Yur Event Rental**

504.218.0726

[www.yurevent.com](http://www.yurevent.com)

*Details on page 14*

### WEDDING RESOURCE

#### **Little White Book**

[www.LittleWhiteBook.com](http://www.LittleWhiteBook.com)

*Details on page 15*



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12



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(pronounced Cap De Boss)



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**The Cabildo** | 701 Chartres Street  
**The Presbytère** | 751 Chartres Street  
**The Old U.S. Mint** | 400 Esplanade Avenue

For more information on the Louisiana State Museum's French Quarter properties – call 504.568.6968, 800.568.6968, or visit [LouisianaStateMuseum.org](http://LouisianaStateMuseum.org).

