



Tom Schedler
Secretary of State

December 2016

Dear Potential Client:

Thank you for considering Louisiana's Old State Capitol for your next special event.

To help us care for our beautiful historic building and its contents, we have enclosed guidelines and policies that carefully explain the Museum's role and your role as the event host.

Please review the following information and make all those affiliated with your event aware of their responsibilities. We must insist that these guidelines are strictly adhered to for the enjoyment and safety of all concerned.

Please keep the Special Event Guidelines and Policies for your reference and return the completed Rental Application and Rental Care and Use Policy forms along with your non-refundable deposit.

Please feel free to contact us at any time if you need additional information or to schedule a consultation. We are happy to meet with you at your convenience.

Thank you for your interest in Baton Rouge's premier event venue. The Old State Capitol is a setting like no other and we look forward to working with you to create a unique and memorable event.

Sincerely,

Suzette Crocker

*Executive Director
Louisiana's Old State Capitol*



**LOUISIANA'S OLD STATE CAPITOL (OSC)
SPECIAL EVENT GUIDELINES AND POLICIES**

Revised December 2016

FEE SCHEDULE

Evening: Private events shall be no more than three hours in duration, and must be scheduled after regular business hours. No event shall run beyond 11:30 p.m.

\$6,000 Allows up to 400 guests for a gala, fundraising event, cocktail party or wedding reception with access to the Senate Chamber and the first and second floor Rotunda areas. These types of events may not be held during regular business hours.

\$2,500 Allows up to 200 guests for a seated banquet or rehearsal dinner (not a wedding reception or similar event) with access to the Senate Chamber.

\$1,500 Allows up to 200 guests seated in the House Chamber for a wedding ceremony, seminar or conference. If also reserving the Senate chamber for a wedding reception or similar event, the price to reserve the House chamber is reduced to \$500. If reserving the House chamber for a wedding ceremony or program, an additional hour is allowed making the total time of the event four hours in duration. (Cost for wedding ceremony or program and reception \$6000 + \$500 = \$6500; program or ceremony only = \$1500)

Daytime: Daytime events shall be during regular business hours. The building shall remain open to the public during the scheduled event time although special arrangements may be made to restrict public access to event areas.

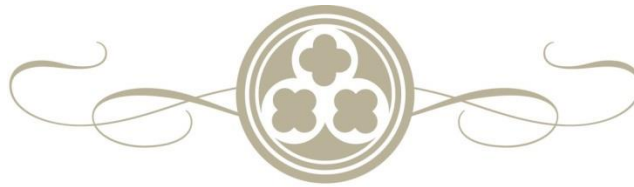
\$1,500 Allows up to 200 guests for a luncheon or meeting with access to the Senate Chamber.

\$1,000 Allows up to 200 guests for a seminar, conference or general meeting to be held in the House Chamber. No food or beverage is allowed in this space.

All above fees include tables, chairs, janitorial service and set-up and breakdown of event.

\$300 Allows up to 18 guests, seated, for a meeting or business lunch in the 1882 Adjutant General's Office, the Old State Capitol's spacious board room.

\$200 Photography sessions including bridal photographs, must be scheduled in advance and are allowed in designated areas on the first and second floors. Photographers and their clients will be required to work around visitors, exhibit items and items set-up for events. Photos must be taken during regular operating hours and must be completed during a 2-hour appointment. Photographs taken only on the grounds are free of charge but must be scheduled in advance and must be taken during regular business hours.



FEE SCHEDULE – Revised December 2016

Continued

Grounds: Each event held on the grounds of the Old State Capitol will have unique qualities. Fees and policies will be discussed on an individual basis.

Private use of the grounds will not be allowed during annual festivals and holidays, and usage during these times will be restricted to OSC sponsored functions.

The OSC does not provide tables, chairs or trash cans for outdoor events.

Payment Schedule: A **non-refundable** deposit of 10% of the total event fee is required to confirm an event date. Checks should be made payable to the **Louisiana Secretary of State**. The event **balance is due 30 days prior to the event**. Payments may be made by personal check, credit card, cashier's check, certified check or money order. Half of the venue rental fee will be paid to the Secretary of State and half of the fee will be paid to the Old State Capitol Foundation. A walk-through of the building **must be done** with an Old State Capitol event coordinator before a rental application and deposit will be accepted.

Damage Deposit and Fee for Overtime: A damage deposit of \$500 is required for all evening events and is due 30 days prior to the event. This deposit should be in the form of a personal check made payable to the **Louisiana Secretary of State**. This check will not be cashed and will be destroyed *once it is determined that no significant damage has occurred and the event ended in a timely manner*. Please remember, as the event host, **you** are responsible for any and all damage caused by your guests and/or any vendor (band/DJ, caterer, florist, etc.) affiliated with your event. **It is also your responsibility to ensure that your family and guests exit the venue at the scheduled event end time. Failure to do so may result in a loss of your damage deposit.**

*Please Note: **The fees above do not apply to film and production crews.** Due to the unique nature of film shoots, fees for each production must be handled on an individual basis. It may also be necessary to complete a location agreement that further stipulates requirements that must be met in order to film at the Old State Capitol.*

**LOUISIANA'S OLD STATE CAPITOL (OSC)
SPECIAL EVENT GUIDELINES AND POLICIES**

Revised December 2016

Availability: The Museum is available on a limited basis to individuals or organizations for private functions. Individuals and organizations using the facility will adhere strictly to the Museum's policies. There will be no exceptions.

Please note, there may be artwork or items on exhibit in the spaces the client has rented during the rental period. Remember, the event is being hosted in a museum and the exhibits and art shows may be changing several times throughout the year. Information about a specific exhibit or show that may be held in the space(s) reserved by the client can be provided by our event coordinator as soon as it becomes available.

Due to the historic nature of the Old State Capitol, restoration and repair work will occasionally have to be undertaken. **The Old State Capitol reserves the right to begin such work at any time, though every effort will be made to ensure that scheduled events are as unaffected as possible.**

Contact: The client must provide the name of a single contact person responsible for the event. **Full plans for the event**, including a floor plan showing the location of food stations, bars, bands, etc., must be made available **no later than three weeks prior to the event.** The event coordinator will work with you to design a floor plan showing the approximate location and number of tables and chairs needed for your event.

The caterer, florist and others employed by the client must contact the OSC Special Events Coordinator. There are no exceptions to this rule.

Rental Hours: The hours of the event will be determined at the initial meeting with the OSC Events Coordinator. No event shall run later than 11:30 p.m. **All guests must leave the premises at the event ending time.** The caterer and/or family are responsible for scheduling the various activities and maintaining the time schedule.

Prohibited: The use of sparklers, in or near the building or on the grounds, is strictly prohibited at the Old State Capitol. Smoking is not permitted in any area of the Museum or near the building. Guests wishing to smoke may do so in the outdoor designated smoking areas only. Persons not abiding by this policy will be asked to leave.

Access to Premises: The client and vendors affiliated with the event will be allowed access to the premises three hours prior to and one hour after the function for setting up and for removing decorations, band equipment, flowers, linens and any other items brought into the building for use at the scheduled event. **If additional time is needed, arrangements may be made with the event coordinator to extend the rental contract. Appropriate fees for extending the contract hours will apply.**

Parking: The Old State Capitol is not responsible for the parking of the client's guests. The OSC will provide 12 parking spots in our lot for the client's caterer and other designated vehicles for the duration of a scheduled event. Arrangements regarding these parking spaces must be made with OSC security staff by calling (225) 342-0500 or (225) 342-1237.

Caterers: If a caterer is to be approved to work an event at the Museum, the OSC Special Events Coordinator must have on file a copy of the catering company's current business license, certificate of insurance and proof of workman's compensation. Food for events must be prepared and served by the approved caterer and that caterer's staff. In addition, below are some general guidelines and restrictions for caterers.

There can be no open flame of any kind, including Sterno, in the OSC.

Red and blush wines may not be served anywhere in the building.

Ice sculptures *may* be approved by special arrangement.

Caterers must supply and use plywood under all equipment when preparing food on the grounds. All grease and liquid must be removed from the premises.

Caterers are responsible for maintaining cleanliness during an event, and must provide adequate staff to ensure that glasses, plates and litter are picked up promptly and are not allowed to accumulate in any area of the Museum. This includes emptying trash and sealing garbage bags before placing them inside the dumpster located outside the rear exit. No trash is to be placed on the ground beside the dumpster.

All garbage cans in view of visitors must be covered or draped. **Caterers are responsible for providing all trash bags and trash can covers.** Bags must be strong enough to avoid spillage from food and beverages. All trash cans must be emptied by the catering staff at the end of the event. No trash is to be left in the building.

A freight elevator is available and should be used to transport food and beverage. The passenger elevator may be used to transport items to the first floor when necessary, however, no large metal carts are allowed on this elevator and this elevator may not be used for bussing dirty dishes and glassware during events.

The area outside the second floor elevator as well as the stairwells are off limits for storage of catering supplies and cannot be used as a prep area.

All serving tables for food and beverage require a tablecloth to the floor or a cloth and table skirting and must be placed away from the walls and over the floor electrical outlets designated by OSC staff. Event hosts must coordinate with the caterer regarding who will supply all tablecloths and table skirting.

All tables must be cleared and all surfaces must be cleaned. The Museum must be returned to its original state in order for our janitorial staff to clean floors and prepare for the next activity.

Caterers: *Continued*

All tables, glassware, serving pieces, food, beverages, equipment, etc., must be taken to the receiving area for pickup. Special arrangements must be made with the event coordinator for any items not leaving the premises when the event ends. The OSC is not responsible for equipment left on the premises for pickup by a rental company. This is the caterer's responsibility.

The Museum has only a small, non-industrial kitchen off the receiving area. The catering staff may use this area and another large room on the second floor for food preparation. The receiving area in the basement is available if needed for food preparation as well. The catering staff must leave the kitchen and all preparation areas in good order. All trash in these areas must be removed, bagged and brought to the dumpster. The tables, countertops, sink and floors must be clean.

The Museum does not provide ice or refrigeration space.

Many special traveling exhibitions have contractual restrictions on the serving of food or drink within the exhibition area. The Special Events Coordinator will furnish these restrictions, when applicable.

Please feel free to address any additional questions or concerns regarding catering or food and beverage needs with our Special Events Coordinator as each event has unique qualities and must be handled on an individual basis.

Alcoholic Beverages:

All alcoholic beverages must be served by a licensed, insured bartender approved by the Old State Capitol. If a bartender is to be approved to work an event at the Museum, the OSC must have on file a copy of the bartender's current license and insurance information. Punch and champagne fountains are not allowed. The caterer or bartender is responsible for checking proper identification of any person of questionable age and refusing alcoholic beverage service if the person is either under age or cannot produce valid identification. The caterer or bartender is responsible for refusing alcoholic beverage service to any person who, in their judgment, appears intoxicated. **All bars and beverage stations will close 30 minutes prior to the end of the event. No beverages will be served during this time, including nonalcoholic beverages.**

Individuals and organizations renting the facility assume full responsibility for the conduct of guests, contractors, employees and other persons attending the scheduled function.

Florists:

Due to the fragile and unique nature of the Museum's infrastructure, absolutely nothing may be hung, nailed, stapled, wired or taped to any of the walls, ceilings, floors or furnishings. The floors in the Senate Chamber and Rotunda are especially susceptible to damage, so we must strictly prohibit any sliding or dragging of equipment on these surfaces. Florists are responsible for any cleanup necessary as a result of their setting up or removal of flowers, plants, and greenery. Any flower petals, branches and other debris must be removed and disposed of properly. Plants must have plastic trays on the base of the pots to prevent water leakage on floors.

Flowers, greenery and ribbon may be placed on the posts at the base of the spiral staircase, light fixtures on second floor balcony area and on all tables. No decorations may be used on the railing around the balcony or stairway.

No candles or helium balloons may be used for decoration.

A freight elevator is available and should be used to transport floral arrangements and supplies. Large metal carts are not allowed on the passenger elevator. The area outside the second floor passenger elevator is off limits for storage of supplies and cannot be used as a prep area.

The Museum cannot be responsible for any items left on the premises overnight. Breakdown and removal should occur immediately following the event. Special arrangements must be made with the event coordinator for any items not leaving the premises when the event ends.

Equipment:

Any audio-visual programs must be approved and supervised by a member of the Museum staff. Any special requirements such as lecterns or microphones in the House Chamber or elsewhere must be identified no later than two weeks prior to the event. The Museum must be informed of the type of sound equipment which will be used. Musicians may not use equipment that requires more than one quad box and a single 20 amp circuit as the electrical system in the OSC is not designed for heavier output.

The client must provide appropriate dollies, hand trucks, or other moving equipment for the setup and removal of supplies. Special care must be given to the floors. The marble and long leaf pine flooring in the OSC are especially susceptible to damage, therefore sliding or dragging of equipment on its surface is strictly prohibited. Cords must be covered to prevent tripping hazards. There will be no taping allowed to any wooden floor surface.

Any use of uplighting, gobos, etc., must be approved and supervised by a member of the Museum staff. Uplighting must be LED and battery-powered. Lighting vendors will not be allowed to plug uplighting units into receptacles.



RENTAL APPLICATION

Today's Date: _____

Name of Organization/Individual: _____

Name of Event: _____

Day and Date of Event: _____

Type of Event (Reception, Dinner, Seminar, etc.): _____

Number of Guests: _____ Starting Time: _____ AM/PM Ending Time: _____ AM/PM

Contact Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Work _____ Cell _____

E-mail address: _____

If applicable, name of bride and parents: _____

If applicable, name of groom and parents: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Work _____ Cell _____

E-mail address: _____

Revised December 2016

Space Requested:

- Senate Chamber House Chamber Rotunda Grounds Board Room
- 1st Floor
- 2nd Floor

Caterer: _____

Contact Person: _____ Phone: _____

A full list of contact information for all vendors affiliated with the event will need to be provided to the OSC at least two weeks prior to the event.

I have read and I understand the fee schedule and *Guidelines and Policies* for Louisiana’s Old State Capitol. I understand that in order for my requested date(s) to be confirmed, I must submit a **non-refundable deposit** of 10% of the total rental fee made payable to Secretary of State **and** do a walk-through of the building with the Special Events Coordinator. The balance and refundable \$500 damage deposit (if applicable) are due 30 days prior to the event. I understand that a certificate of insurance is to be submitted by the caterer. I understand that the *Guidelines and Policies* and the fee schedule are subject to change without notice.

Signed: _____ Date: _____

Please complete, sign and return to: Suzette Crocker
Louisiana’s Old State Capitol
100 North Boulevard
Baton Rouge, LA 70801
Phone (225) 342-0500, Fax (225) 342-0316
suzette.crocker@sos.la.gov

FOR OFFICE USE ONLY	NOTES/COMMENTS
<input type="checkbox"/> Fees/Deposits Collected	
<input type="checkbox"/> Certificate(s) of Insurance	
<input type="checkbox"/> Final Payment Received	



RENTAL CARE AND USE POLICY – Revised December 2016

I have carefully read and I understand the *Special Event Guidelines and Policies* for Louisiana's Old State Capitol.

I understand that the policies and procedures have been developed in an effort to promote optimum usage of the Museum and to minimize potential misunderstandings.

I understand that due to the historic nature of the Old State Capitol, restoration and repair work will occasionally have to be undertaken and that the State of Louisiana and the Old State Capitol reserve the right to begin such work at any time, though every effort will be made to ensure that scheduled events are as unaffected as possible.

I understand that my event is being hosted in a museum and there may be artwork or exhibit items on the walls or in the spaces I have rented for my event at the time of my event. I understand that these items cannot be moved, altered, covered, etc., to accommodate my event.

I understand as the event host, I am responsible for any damage caused by my guests and/or any vendor (band, caterer, florist, decorator, etc.) affiliated with my event.

I understand that there may be area construction projects that could hinder access to the building for my vendors and my guests but that every effort will be made to accommodate my event.

I understand that the Special Event Guidelines and Policies and the fee schedule are subject to change without notice.

Signature _____

Event Name _____

Date of Event _____

Please return signed and completed form to:

Suzette Crocker
Louisiana's Old State Capitol
100 North Boulevard
Baton Rouge, LA 70801
Phone (225) 342-0500 Fax (225) 342-0316
suzette.crocker@sos.la.gov

Individuals and organizations using the facility assume full responsibility for the conduct of guests, contractors, vendors, employees and other persons attending the scheduled function



**LOUISIANA'S OLD STATE CAPITOL
EVENT LAYOUT**

To be completed with the Special Events Coordinator

AREA	TABLE REQUEST				CHAIR REQUEST	
	36" Round	60" Round	8' Banquet	30" Highboy	White	Gold
First Floor Rotunda						
Second Floor Rotunda						
Senate Chamber						
House Chamber						
Tablecloth Size Needed	96" or 108" Round	120" Round	90" x 156"	108" or 120" Round		

FOR OFFICE USE ONLY

Event Date: _____

Event Starting Time: _____ Event Ending Time: _____

Name of Event: _____

Setup to be completed by: _____

Take down to begin promptly at: _____

Notes/Special Needs: _____



CREDIT CARD AUTHORIZATION FORM

I, _____ /_____/_____
Printed Name Today's Date

Check only one: _____ /_____/_____
Event Date

- As the individual cardholder, I hereby authorize this card to be used for the payment required.
- As the company representative, I hereby authorize this card to be used for the payment required.

Name as it appears on credit card: _____

Cardholder or Company Representative Signature: _____

Type of card: VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Credit Card Number: _____ Exp: _____

Security Code BACK of VISA or MASTERCARD (3 digit code): _____

Security Code FRONT of AMERICAN EXPRESS (4 digit code): _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

I hereby authorize this card to be used for future payments and/or the final payment.

Sign here to authorize future charges: _____

No future charges will be run on this card without prior communication from our office.