
LOUISIANA STATE MUSEUM

Natchitoches

Rental Information



*Louisiana Sports Hall of Fame &
Northwest Louisiana History Museum*
Louisiana State Museum System
800 Front Street, Natchitoches, Louisiana 71457
(318) 357-2493 Event Scheduling

The Louisiana Sports Hall of Fame and Northwest Louisiana History Museum is an exquisite and impressive contemporary venue set among Louisiana's sporting legends and the rich history of the Cane River region. The Louisiana Sports Hall of Fame gallery on the ground floor honors the achievements of the state's greatest athletes while the second floor gallery explores the dynamic history of sports in Louisiana and the unique history of Northwest Louisiana. From the stunning staircase and beautifully curved, cast stone walls to our vibrant exhibits the Louisiana Sports Hall of Fame and Northwest Louisiana History Museum is the perfect place for your event gatherings.

Rental Information

Donation Fees

Applicants will **donate a gift (where applicable)** to the Louisiana Museum Foundation fund designated for use by the State Museum for endowment, education, acquisitions, publications, conservation, and building function support purposes. Expenditures of monies in the fund generated by these donations shall be subject to approval of the Joint Legislative Committee on the budget prior to expenditure.

The **donation** for the Natchitoches facility is **\$350 per hour**.

Base Service/Usage Fees

Base Service/Usage fees go to the Louisiana State Museum and the production of your event. The fee covers a member of the Museum staff to manage your event, and coordinate with vendors, utility services, maintenance during the event to ensure the venue is in the best condition, custodian service to freshen the restrooms and public spaces and security. However, the Museum may, at its discretion, make additional charges based on the nature of the function. Such additional charges must be specified in the rental agreement.

Business Meetings, Lectures, Presentations

Daytime (9am-4pm)

<u>Guests</u>	<u>1st hour</u>	<u>Each Additional Hour</u>
25 guests maximum classroom style	\$200	\$100
45 guests maximum theater style		

An **additional cleaning and repair fee** of **\$200** during *public hours* and **\$300** during *non-public hours* will be charged for costs involved in preparation and post-function cleaning, set-up and take-down.

Receptions and Similar Functions

Receptions will be held after public business hours only

<u>Guests</u>	<u>1st Hour</u>	<u>Each Additional Hour</u>
1-200	\$200	\$150
200-300	\$250	\$200
300+	\$300	\$250

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

Banquet Seating Dinners

Dinners will be held after public business hours only

<u>Guests</u>	<u>1st Hour</u>	<u>Each Additional Hour</u>
1-100	\$400	\$350

An **additional cleaning and repair fee of \$500** will be charged for costs involved in preparation and post-function cleaning. All dinners must be catered to include waiters serving to each table

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

Planning Guidelines

Because this is a very special occasion and our properties are very special places, a few special requirements apply to your event at the Louisiana State Museum. The museum staff will be happy to answer any questions you have. Meanwhile, please take a moment to review these guidelines and share them with your caterers or professional planner. **The caterer and other vendors may begin set-up one hour before the event.** This, however, does not include public areas of the museum. Set-up for public areas of the facility, including the Lobby, are not permitted until after public business hours. **All vendors must clear the Museum within one hour after the closing of the function.** Any time over the allotted hour will result in extra charges to the host organization in accordance with the Museum's hourly rate.

Special Displays/Equipment

The museum does not supply any special equipment such as podiums or AV equipment. Special displays, decorations, or equipment are permitted only if approved by the Museum Director and finalized ten days in advance in a written agreement with the Louisiana State Museum.

The Museum will not remove its own exhibitions or collections to accommodate building use by the host organization and/or caterer.

Tables/Chairs

The Museum does not provide tables or chairs for receptions and similar functions. All tables and chairs brought into the museum and to be placed on wood floors/non-carpeted floors must be outfitted with felt pads on the end of each leg to prevent scratching and scuffing of the floors.

Catering and Vendor Information

Louisiana State Museum does not provide catering services. Host organizations must make arrangements with the caterer of their choice. The Museum reserves the right to reject caterers that do not comply with the Museum's instructions concerning proper care of its facilities.

The following rules regarding event catering have been established to protect the Museum's facilities and the artifacts. The host organization will designate an authorized representative who will be present at the function and will be responsible for all coordination with the Museum.

This individual must have decision-making authority for the organization. The Museum and Security staff will expect the cooperation and assistance of that representative.

1. Smoking is strictly prohibited in all areas of the Museum, including outside courtyards and balconies. Persons not abiding by this policy will be asked to leave.
2. Caterers must use electrical appliances to heat food. No sterno or open flames may be used in the Museum building. Please check with Museum Staff for outdoor lighting and food heating requirements. **IMPORTANT:** The museum has a highly sensitive fire alarm and sprinkler system. Absolutely **NO OPEN FLAMES** of any type is allowed on the museum property.
3. All **banquet sit-down dinners** must be catered to include waiters serving dinners to each table. The **ratio of waiters to diners** must be at least **1 to 10**.
4. Cooking or frying in the Museum is prohibited, including the kitchen. Warming of food in electrical appliances is permitted.
5. Seafood served in the shell is strictly prohibited. (Oysters on the half shell, crawfish, shrimp or crabs that require shucking or shelling on site are not allowed.) Peeled shrimp and crawfish, lump crabmeat, and oyster dishes are all permitted.
6. **Red wine may not be served;** champagne and white wines are permitted.
7. Potted plants or any other display that requires dirt or soil are not permitted in the building. Cut flowers will be allowed.
8. Any containers used for holding ice must be properly insulated (for example, Igloo style ice chests) or wrapped in newspaper and plastic to prevent moisture on the floors. Containers not properly insulated will not be allowed in the building.
9. It is the caterer's responsibility to bus guest areas and to pick up glasses and/or food containers. Nothing is to be placed on the front lobby desk, display cases, pedestals, ledges, or any other exhibition pieces. This includes placing a bus tray near the entrance to the galleries (if the galleries are open for the event) to prevent food or drinks from going into the museum galleries.
10. It is the caterer's responsibility to remove all trash from the Museum. A dumpster is available in the back of the museum for catering staff to place all garbage. Trash will not be placed on adjacent sidewalks for city pick-up.
11. **The caterer and other vendors may begin set-up one hour before the event.** This includes dropping off alcohol or bar items. This, however, does not include public areas of the museum. Set-up for public areas of the facility, including the Lobby, are not permitted until after public business hours. **All vendors must clear the Museum within one hour after the closing of the function.** Any time over the allotted hour will result in extra charges to the host organization in accordance with the museum's hourly rate.

12. All tables and chairs brought into the museum and to be placed on wood floors/ non-carpeted floors must be outfitted with felt pads to prevent scratching and scuffing of the floors.
13. The museum will not remove its own exhibitions or collections to accommodate building use by the host organization and/or caterer.
14. No special displays, decorations, or equipment are permitted unless approved by the Museum director and finalized ten days in advance in a written agreement with the Louisiana State Museum.
15. The museum is not responsible for gifts brought to the event.
16. Coat check is not provided. Please arrange these services with your caterer.
17. Additional security may be required for your event. Please speak with the museum staff regarding this issue.

Please be advised that caterers and vendors who do not comply with these rules will not be allowed to cater future events at the Louisiana State Museums. The host organization is responsible to ensure that the caterer complies with these instructions.

Thank you in advance for your cooperation.

LOUISIANA STATE MUSEUM

Natchitoches

Wedding Reception Rules and Regulations

Weddings are very special events and demand attention to a few extra details. The specific regulations listed below are in addition to those outlined in the Rental Information Packet.

- The wedding cake may be displayed and served only in the first floor Lobby.
- Tossing of anything (including bouquets, garters, and rice) is prohibited inside the Museum. These activities may take place outside the building.
- All picture taking, going-away activities, cake-cutting, etc., is to take place during the time frame for which the Museum is scheduled. The caterer and/or family are responsible for scheduling the various activities and maintaining the time schedule. Any overage of time or guests will be charged at the rates specified in the rental agreement.
- The Museum cannot be responsible for wedding gifts brought to the reception. The caterer or the family should make arrangements to receive and store gifts during the reception and for transporting the gifts home immediately following the reception.
- The State Museum does not provide materials or personnel for coat checks. These should be arranged in advance with the caterer.
- Because the Museum exhibits many historically important, priceless works of art and artifacts, certain considerations are given to excessive movement, loud music, and congestion. Therefore, musical accompaniment may need approval by the museum staff.
- All outside organizations and individuals holding events in the State Museum properties are required to sign an Indemnification Agreement and provide proof of insurance with the Louisiana State Museum (LSM) listed as an additional insured party. 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.

Thank you for your attention to these regulations, which are designed to protect the State Museum's facilities and artifacts. **For any other questions, please contact the Branch Director, Jennae Biddiscombe at: (318) 357-2493**

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Natchitoches

INSURANCE REQUIREMENTS FOR LESSEES (NO AUTO RISKS)

Lessee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of such insurance shall be borne by the Lessee.

All outside organizations and individuals holding events in State Museum properties are required to sign an Indemnification Agreement and provide proof of insurance, with the Louisiana State Museum (LSM) listed as an additional insured. The host 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.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence form" shall not have a "sunset clause."
2. Worker's Compensation insurance as required by the Labor Code of the State of Louisiana and Employers Liability Coverage.

B. MINIMUM LIMITS OF INSURANCE

Lessee shall maintain limits no less than:

1. Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Workers' Compensation and Employers Liability: \$500,000 Workers' Compensation Limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials and employees; or the Lessee shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability

- a. The Agency, its officer, officials, employees and volunteers are to be covered as “additional insured’s” as respects: liability arising out of premises owned, occupied, or used by the Lessee. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, its officials, employees or volunteers.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Agency, its officers, its officials, employees or volunteers.
- c. Coverage shall state that the Lessee’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

2. Workers’ Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, its officials, employees and volunteers for losses arising from the leased premises.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Agency.

4. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best’s rating of no less than A:VI. This requirement will be waived for worker’s compensation coverage only for those contractors whose workers’ compensations coverage is placed with companies who participate in the State of Louisiana Worker’s Compensation Assigned Risk Pool or Louisiana Workers’ Compensation Corporation.

5. VERIFICATION OF COVERAGE

Lessee shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before the lease commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

ACTION NECESSARY AND PAYMENT POLICY

All requests must be submitted in writing prior to the anticipated function in sufficient time to allow for proper planning, coordination, and completion of the necessary written agreement.

All **rentals** will be based on a written agreement signed at least **1 (ONE) month** in advance of the event by the authorized representative of the Museum and the organization or group renting the space.

The host organization will designate an authorized representative who will be present at the function and will be responsible for all coordination with the Museum. This individual must have decision-making authority for the organization.

Please be informed that the Louisiana State Museum reserves the right to deny the use of our facilities to any person or organization at any time.

All rental contracts must be fully completed, signed and returned to the Museum immediately, along with any additional paperwork in order to accommodate scheduling.

A **deposit of 50%** of the cost indicated in the written agreement is **required** with the **signed rental agreement**, or **no later than one month** prior to the date of the event. The **balance** will be **payable one week prior** to the date of the function.

Checks should be made payable to:

The Louisiana Museum Foundation (donation fees-where applicable)

The Louisiana State Museum (base service charge/usage fees)

If additional information is required, please contact the museum Branch Director:
Jennae Biddiscombe (318) 357-2493