For more information on Louisiana State Museum’s French Quarter properties—the Cabildo, Presbytère and Old U.S. Mint—contact 504.568.6968 or toll-free at 1.800.568.6968
For centuries, presidents, paupers, kings and kingfish have all fallen under the spell of the incomparable brand of New Orleans’ Southern hospitality. The Louisiana State Museum carries on this tradition by offering a collection of special event spaces at three of our historic properties: the Cabildo, Presbytère and Old U.S. Mint.

The Cabildo and Presbytère rise from the heart of the architectural beauty of the Vieux Carré. Providing an unparalleled view of the dazzling life of Jackson Square and a backdrop of exhibits chronicling Louisiana’s rich history and culture, these majestic structures offer a distinctive atmosphere for your event. The Old U.S. Mint’s 1835 Greek Revival structure, standing on oak-lined Esplanade Avenue, includes palatial grounds and a state-of-the-art performance space with perfect acoustics that would tickle Satchmo’s soul.

These three National Historic Landmarks are among the largest spaces available in the French Quarter and offer an ambiance sure to make a special event uniquely yours. *Bienvenue en Louisiane*—we welcome you to become a part of our history.
Built in 1799 as the seat of the Spanish colonial rule in New Orleans, the Cabildo is perfect for large receptions or events. The Louisiana Purchase was signed on the second floor in 1803. It 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*
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. Like the Cabildo, this building also showcases a window-filled gallery overlooking Jackson Square, providing the perfect space for your ceremony, reception or dinner.

*Maximum capacity: 500 cocktail reception, 100 seated dinner*
The Old U.S. Mint

400 Esplanade Ave., adjacent to the French Market

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. 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, fundraisers and festivals.

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

Dickie Brennan’s Tableau Restaurant
504.521.8310
www.tableaufrenchquarter.com

Fleur de Lis Catering
504.833.0871
www.fdlcatering.net

New Orleans Catering Company Inc.
504.837.1075
www.nocatering.com

Food Art
504.524.2381
www.foodartinc.com

Rommel’s
504.888.6229

Galatoire’s
504.335.3933
www.galotoires.com

Pigeon Caterers
504.262.0412
www.pigeoncaterers.com

Southern Hospitality Catering
504.897.0477
www.SouthernHospitalityCatering.com

Capdebsocq Catering
504.341.8890
www.capdebsocqcatering.com

Dakota-Cuvee Events
504.782.1841
www.dceventsnola.com
**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.

**Contribution**

<table>
<thead>
<tr>
<th>Building</th>
<th>Std. Rate (1 - 3 Hrs.)</th>
<th>Each Add’l Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabildo</td>
<td>$3,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Presbytère</td>
<td>$3,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>U.S. Mint</td>
<td>$3,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Room**

<table>
<thead>
<tr>
<th>U.S. Mint Performing Venue</th>
<th>Std. Rate (1 - 3 Hrs.)</th>
<th>Each Add’l Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,500</td>
<td>$1,500</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rock ‘n’ Roll Hall of Fame</th>
<th>Std. Rate (1 - 3 Hrs.)</th>
<th>Each Add’l Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,500</td>
<td>$1,500</td>
<td></td>
</tr>
</tbody>
</table>

**Donation Fees**
Time will be rounded to the next quarter hour to determine donation requirements after the initial 3 hours.

**Building Usage Fees**

<table>
<thead>
<tr>
<th>Number of Guests</th>
<th>Std. Rate (1st Hour)</th>
<th>Each Add’l Hr. (1st Hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 200</td>
<td>$600</td>
<td>$150</td>
</tr>
<tr>
<td>201 - 300</td>
<td>$700</td>
<td>$200</td>
</tr>
<tr>
<td>301 - 500</td>
<td>$800</td>
<td>$250</td>
</tr>
</tbody>
</table>

After 5:30 p.m. only
Maximum: 500 guests
Minimum time: 1 hour

**Other Fees**

- **Early Building Closure**: $250 per hour
- **An additional cleaning and repair fee of $200 during public hours and $300 during nonpublic hours will be charged for costs involved in preparation and post-function cleaning.**

**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 set up the Arsenal holds 50 people and the Old U.S. Mint holds 75.

**9 a.m. to 5 p.m.**

- 1 - 4 hours $400
- 4 - 8 hours $600

**After 5 p.m. (Minimum time: 1 hour)**

<table>
<thead>
<tr>
<th>Number of Guests</th>
<th>First Hour</th>
<th>Add’l Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 100</td>
<td>$400</td>
<td>$100</td>
</tr>
<tr>
<td>101 - 200</td>
<td>$650</td>
<td>$150</td>
</tr>
</tbody>
</table>

Maximum: 200 guests (Arsenal)

*Effective 2014*
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 shells. 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.
- 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 all 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.
- Rented tables and chairs must be fitted with felt-tipped legs to prevent damage to floors.
- 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 outfitted 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 for transporting the gifts home 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.

Thank you for your attention to these regulations, which are designed to protect Louisiana State Museum’s facilities and artifacts. If you have any questions contact 504.568.6968 or toll-free at 1.800.568.6968.

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