

# CAPITOL PARK



MUSEUM



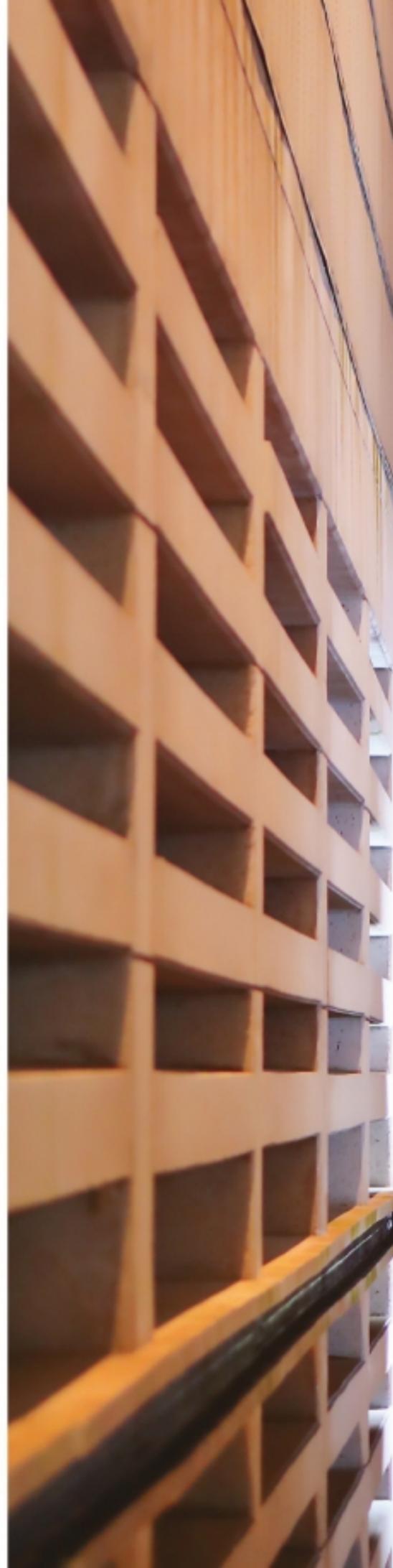


# welcome

TO THE CAPITOL PARK MUSEUM,

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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

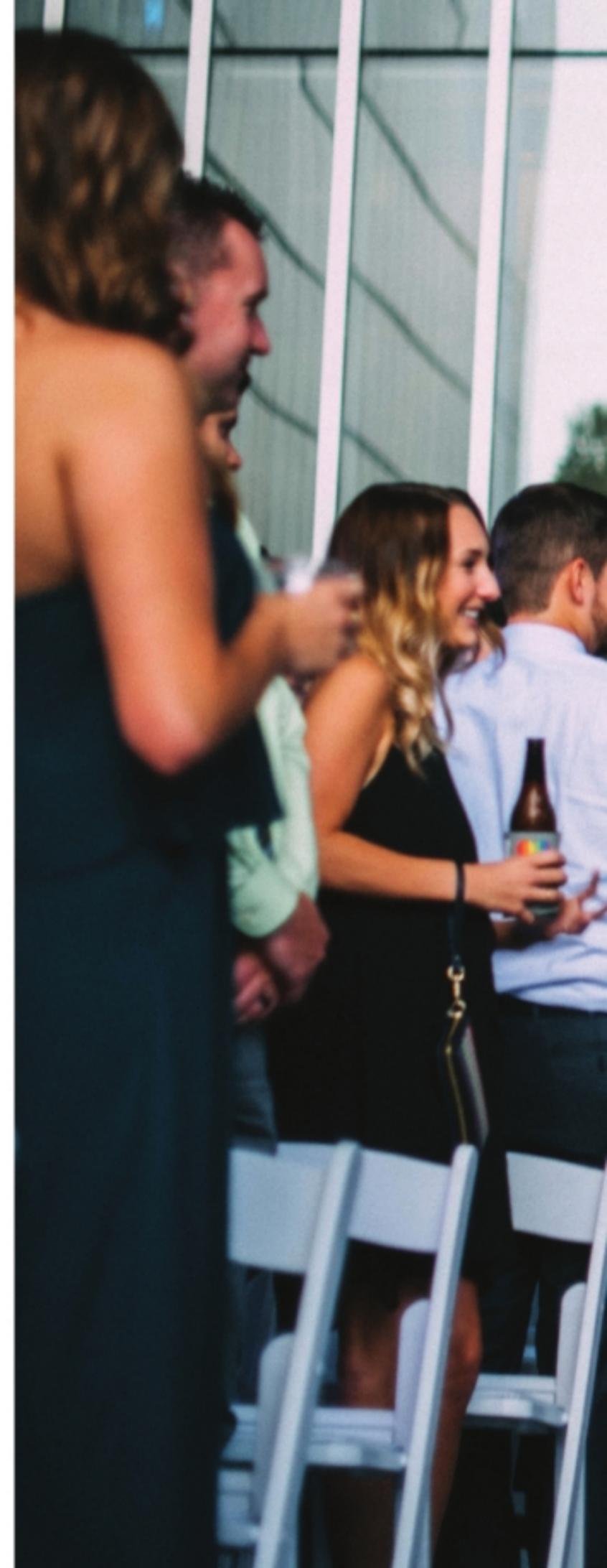
200 seated, 400 reception

### SIZE

2,840 square feet

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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-square-foot piece is the largest Albrizio mosaic in Louisiana.









CELEBRATION &  
*love*

## MUSEUM LOBBY

### CAPACITY

350 reception

### SIZE

2,340 square feet

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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

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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

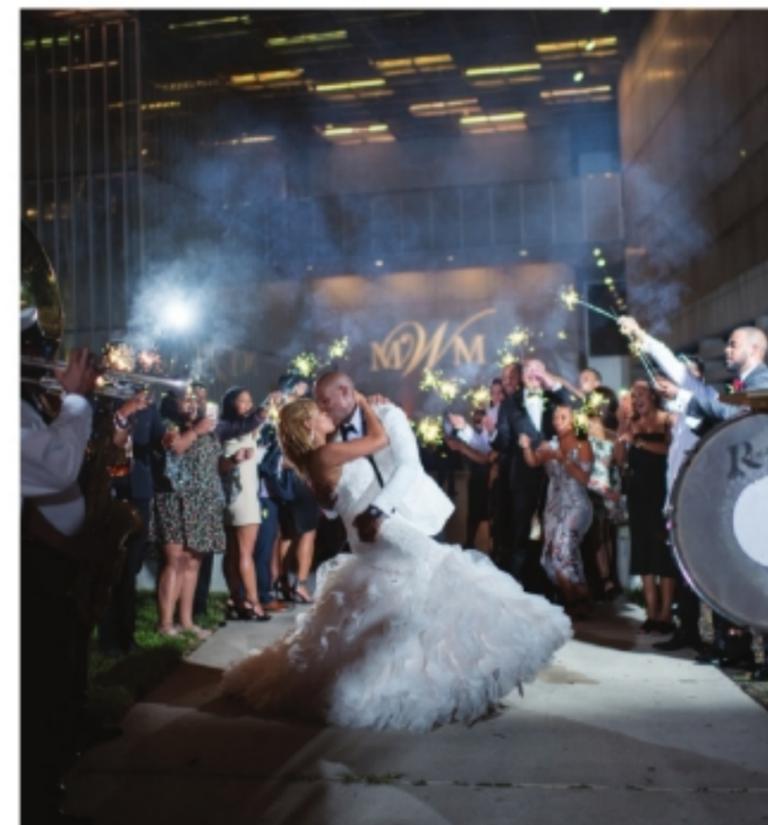
Guests	1st Hour	Each Additional Hour
1-200	\$700	\$200
201-300	\$800	\$250
301-500	\$900	\$300
501-775	\$1,000	\$350

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.



# 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](http://www.abstractproductions.net)

*Details on page 12*

### **Montoto Productions**

225.302.8023

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

*Details on page 14*

## CATERING

### **Chef John Folse Events**

225.751.1882

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

*Details on page 14*

### **Drakes Catering**

225.343.2588

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

*Details on page 12*

### **The Gilded Artichoke Catering Co.**

225.938.2587

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

*Details on page 15*

### **Heirloom Cuisine, LLC**

225.784.0535

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

*Details on page 13*

## CATERING (CONT'D.)

### **Louisiana Bayou Bistro**

225.749.6354

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

*Details on page 14*

## DECOR & DESIGN

### **Element**

504.433.2624

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

*Details on page 14*

### **Truly Haute Candle & Decor Rentals**

225.223.4393

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

*Details on page 14*

## DINING & REHEARSAL DINNERS

### **Drakes Catering**

225.343.2588

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

*Details on page 12*

### **The Gilded Artichoke Catering Co.**

225.938.2587

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

*Details on page 15*

## EVENT PLANNING

### **Chef John Folse Events**

225.751.1882

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

*Details on page 14*

### **The Pixure Booth**

225.395.9724

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

*Details on page 12*

## LIGHTING

### **Abstract Productions**

225.297.2595

[www.abstractproductions.net](http://www.abstractproductions.net)

*Details on page 12*

## LIQUOR & BEVERAGES

### **Heirloom Cuisine, LLC**

225.784.0535

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

*Details on page 13*

## PHOTO BOOTH

### **The Pixure Booth**

225.395.9724

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

*Details on page 12*

## PHOTOGRAPHY

### **Geauxgarcia Photography**

985.870.2462

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

*Details on page 14*

### **Montoto Productions**

225.302.8023

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

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## RENTALS

### **Element**

504.433.2624

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

*Details on page 14*

### **Truly Haute Candle & Decor Rentals**

225.223.4393

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

*Details on page 14*

## WEDDING RESOURCE

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

*Details on page 14*



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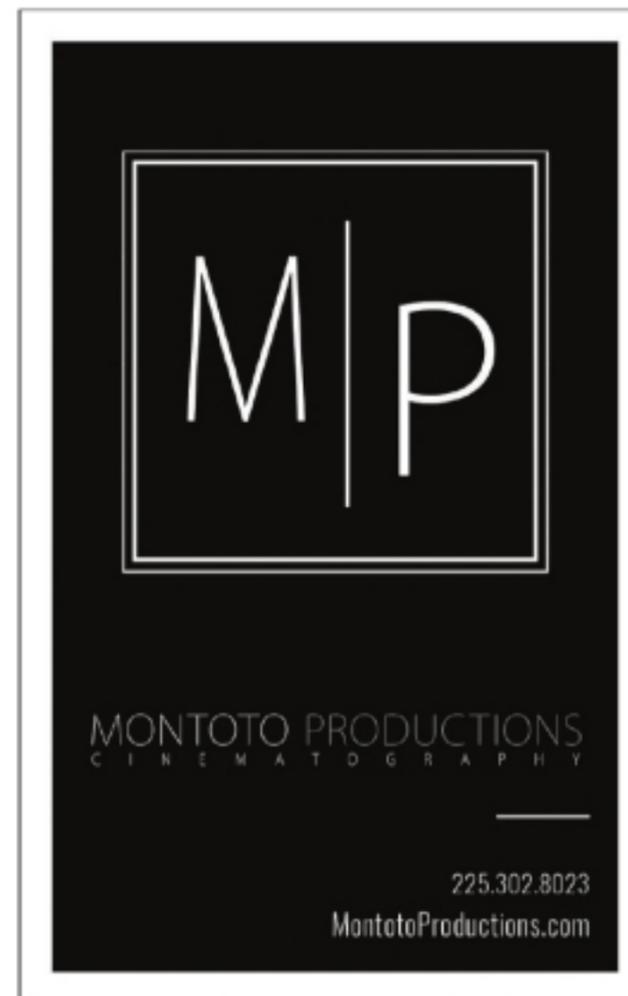
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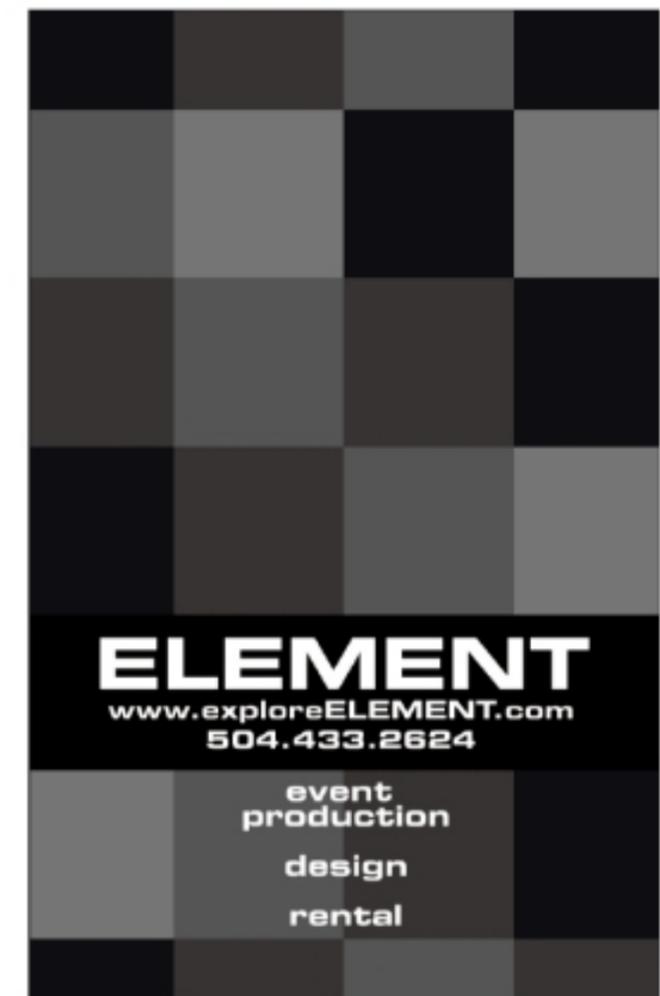
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CINEMATOGRAPHY

225.302.8023  
[MontotoProductions.com](http://MontotoProductions.com)



**ELEMENT**  
[www.exploreELEMENT.com](http://www.exploreELEMENT.com)  
 504.433.2624

event production  
design  
rental

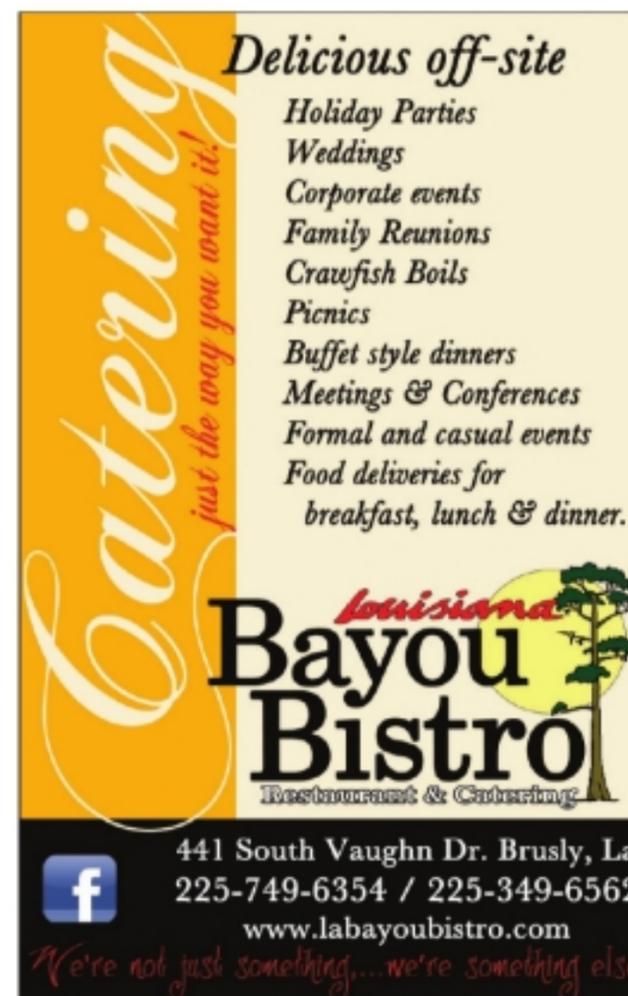


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# CAPITOL PARK MUSEUM

## 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](mailto:apierce@crt.la.gov)

**W** [LouisianaStateMuseum.org](http://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.