



**Louisiana Children's Museum
After Hours Information Packet**

420 Julia St., New Orleans, LA 70130 -- Phone: (504) 523-1357 -- Fax: (504) 529-3666 -- www.lcm.org

Initial and Date Here: _____

When the kids have gone away... The grown-ups come to play!

Great events require great settings. From small, intimate gatherings of 100 to large, festive receptions for 1000, the Louisiana Children's Museum is the most unique venue in town! Let us help you capture the fun and excitement with more than 25 innovative, interactive exhibits. Our staff is well qualified to help you plan, organize and manage your event. And our space – from the exhibit floor to the 200-seat Times Picayune Theatre – can adapt easily to your needs.

What is included:

- ❖ Exclusive use of the specified area for up to four hours, plus one hour set-up and one hour breakdown
- ❖ Museum staff stationed at major exhibits throughout the Museum
- ❖ Louisiana Children's Museum Event Coordinator on hand to facilitate

What is not included:

- ❖ Food beverage, decorations, tables, chairs or table linens
- ❖ Security
- ❖ Entertainment
- ❖ Any additional labor required to set-up or breakdown your event

After Hours Rates:

- ❖ First Floor Only (up to 400 guests):
 - Three Hours \$1,300
 - Four Hours \$1,500
- ❖ Both Floors (Up to 1,000 guests):
 - Three Hours \$2,500
 - Four Hours \$3,000

Rental of the Times Picayune Theatre is an additional cost of \$100/hour

Please note that we create a custom package for each event. Supplemental charges will be incurred for late night events, additional staffing, cleaning services, etc. These fees do not include the \$500 deposit required to hold the event date. An invoice can be provided for your convenience.

Initial and Date Here: _____

Just a bit of information...

Thank you for considering the Louisiana Children's Museum as the venue for your event. In order to have an optimum level of clarity, we request that party hosts provide us with the name, contact information and other pertinent facts regarding any services that will be secured for the event. By communicating this with us, we will be able to best serve your needs.

Should you choose to hold your event at the Museum, a \$500 deposit is necessary to secure the date, a fee that will be refunded within a month after your event, pending no damages. The full rental cost must be received no less than two weeks prior to your scheduled event and can be paid in installments. Your deposit does not count toward the event's total rental fee. An on-site meeting between the LCM Events Coordinator, party host, caterer and/or entertainment must occur at least one week prior to the event.

Set-up can be initiated no earlier than one hour before the scheduled event unless arranged with the LCM Events Coordinator. All deliveries and pick-ups must be scheduled and approved by the LCM Events Coordinator and the Museum has no provisions for parking while making deliveries.

For an event to take place at the Museum, we request that the following information packet be filled out and returned with the signed contract. If you have any questions or concerns, please don't hesitate to contact us.

Thank you again for your consideration,

Lashon Daley

Marketing and Events Coordinator
Louisiana Children's Museum
420 Julia St.
New Orleans, LA 70130
(504) 266-2417
Fax: (504) 529-3666
ldaley@lcm.org

Initial and Date Here: _____

Entertainment Information

The Louisiana Children's Museum appreciates your compliance with the following policies:

1. Break-down must occur within one hour following completion of the scheduled event. Should musician/entertainer remain in the Museum later than the one hour allotted after event for breakdown, Sponsor shall pay an additional charge of \$200 per hour or portion of an hour that the musician/entertainer remains at the Museum. Such additional charges shall be deducted from the Sponsor's security deposit.
2. No equipment may block any stairwell, elevator or fire exit.
3. Sounds levels must be kept at a reasonable level for the Museum's neighbors.

Name of Entertainment:

Type of Entertainment:

Phone Number:

Name of Contact:

Initial and Date Here: _____

Catering Information

The Louisiana Children's Museum appreciates your compliance with the following policies:

1. *Caterer must have a liquor license if alcoholic beverages are to be served, and evidence of the same shall be forwarded to the Museum at least 14 days prior to the event.*
2. Caterers must provide the Museum with a copy of their current Certification of Liability Insurance, naming the Museum as an additional assured with a waiver of subrogation in favor of the Museum.
3. Under no circumstances can any doors or access to the Museum be blocked.
4. *All garbage shall be removed by caterer from the premises following the event and shall be placed on the Constance Street side of the building in tied bags or closed boxes.*
5. Smoking is not allowed in the Museum and no cooking equipment may be used in fire exits. *No open flames or excessive heat producing equipment may be used.* No alcohol produced flames are allowed. If there is smoke in the Museum, our highly sensitive fire alarms and emergency lights will go off and cannot be reset for at least an hour.
6. Food or drink is not allowed in certain areas of the Museum (ex. the Theatre and First Adventures). All service areas for food and drink must be approved in advance by the LCM Events Coordinator.
7. Access and egress for patrons must be maintained at all times. No equipment may block any stairwell, doors, elevator or fire exits.
8. All ice must be stored in leak-proof containers.
9. Popcorn is prohibited. A charge will be incurred if popcorn is brought in to the Museum.

Name of Restaurant or Catering Service:

Phone Number:

Name of Contact:

If there is no caterer, please lists which foods will be brought in:

Initial and Date Here: _____

Security Information

The Louisiana Children's Museum appreciates your compliance with the following policies:

1. As sponsor of an event at the Museum, you are responsible for all security in connection with the event.
2. You must retain at least two security officers for parties of two hundred or fewer guests, at least three security officers for parties of more than three hundred and at least four security officers for parties of more than four hundred guests.
3. *We require that at least one of the security officers is a member of the New Orleans Police Department.*
 Officer Kerman Perkins at (504) 235-1463
 Officer Roger J. Jones at (504) 301-7667, Email: rjjones@cityofno.com
 Or call the 8th District Police Department at (504) 658-6080 for assistance.

Additional contacts for security services are:

Fess Security at www.fessinc.com or call Michelle Demma at 504-905-7574

Number of Guests: _____

Number of Security Officers: _____

Names, Affiliations and Phone Numbers of Security Officers

(Please signify who is NOPD):

Initial and Date Here: _____

Proof of Insurance

In order to cover all liability risks, please present the Museum with proof of insurance that covers a minimum of one million dollars. If the event sponsor is an individual or group of individuals, this type of event insurance can be purchased through your home owner's and/or car insurance provider. It usually takes the form of a rider or binder to your current insurance account usually averaging out to less than \$200 for the year and can be cancelled and prorated after the event takes place. If the sponsor is a corporation or organization, this can most likely be added to or extended from your current policy. Please provide the Museum event coordinator with a copy of this type of insurance two weeks prior to the event. *Your event cannot take place without proof of insurance on file at the Museum.*

Underage Guests

The Museum is not liable for any guests leaving the event. As sponsor, you are responsible for guests' whereabouts. We are required by fire codes to leave all doors and exits unlocked. If you intend to have a lock-in style event where guests cannot leave without an adult or prior to a set time, you, as sponsor, are responsible for preventing their departure.

Party Rental Information

Name of Rental Service:

Phone Number:

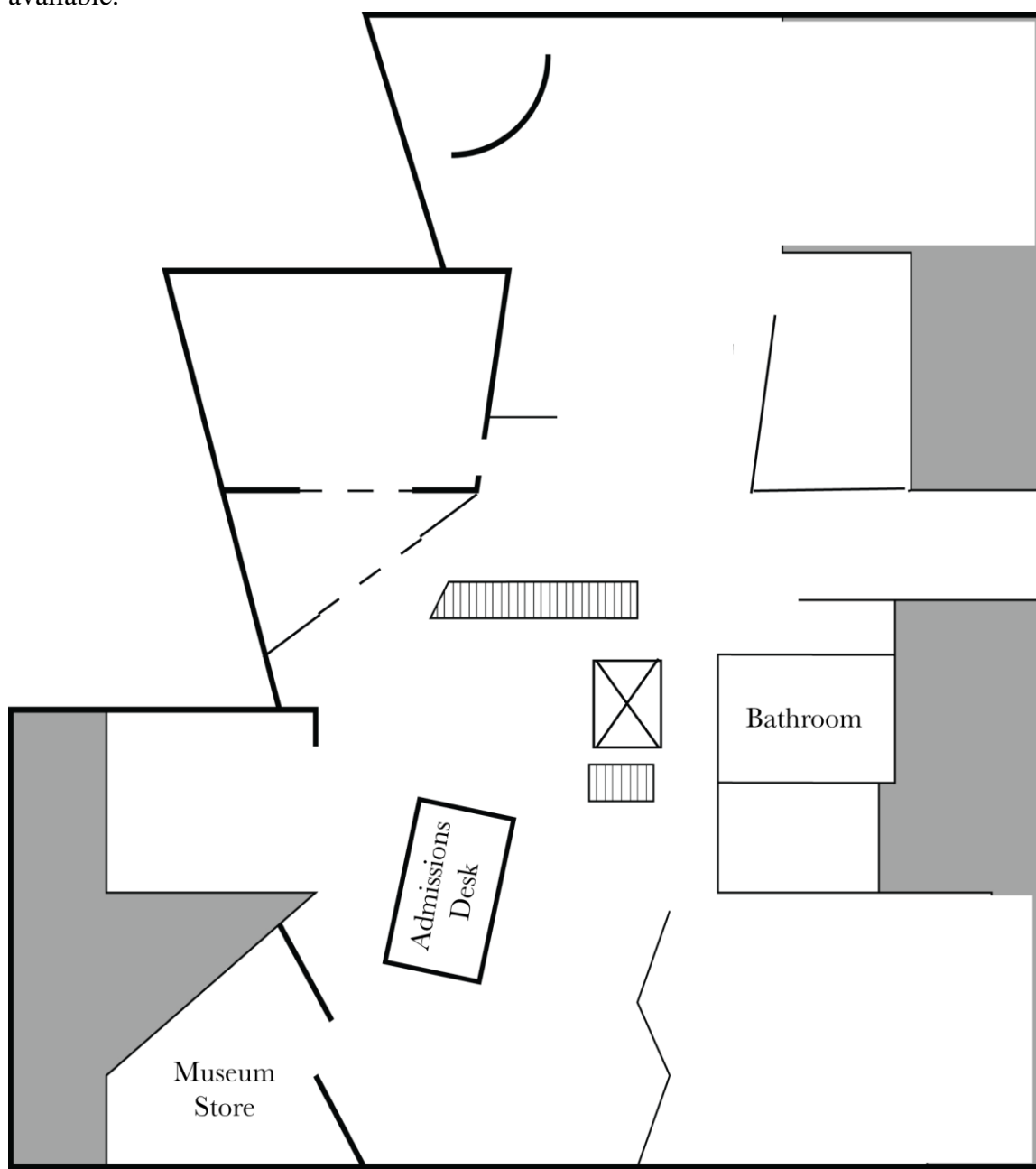
Name of Contact:

Items Being Rented and Quantity:

Initial and Date Here: _____

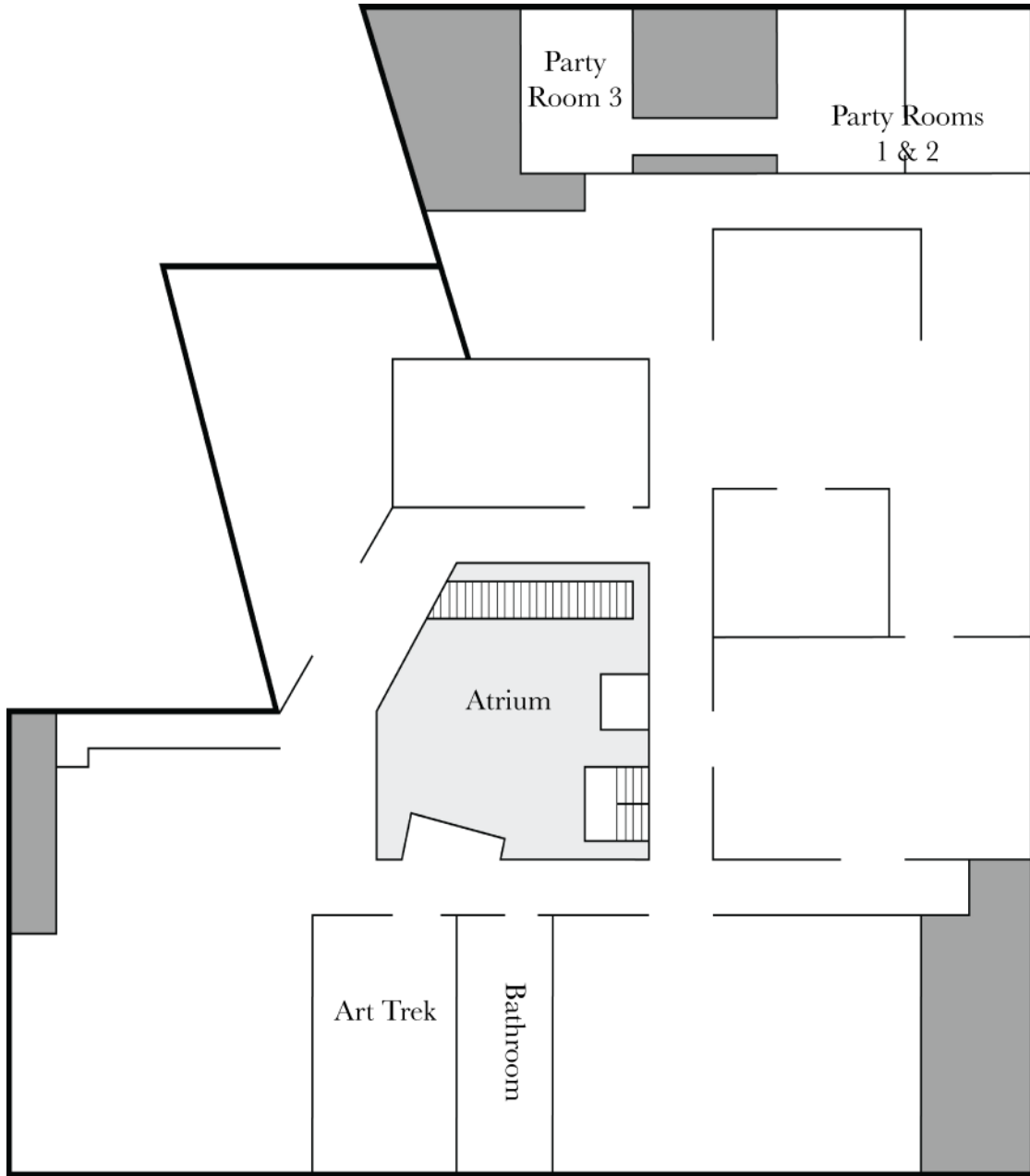
Floor Plans

Please mark the following blank floor plan(s) to distinguish where each rental item or service provider will be. Upon an advanced request, tables and chairs can be delivered after general admission (4:30 P.M.) to the Museum within two evenings prior to your event and stored behind the theatre. However, all rental items must be removed from Museum property within the one-hour breakdown time period after your event, no extended storage will be available.



First Floor

Initial and Date Here: _____



Second Floor

Initial and Date Here: _____

Acknowledgement of Responsibilities and Restrictions

I _____ acting as sponsor for the _____
(Sponsor's Name) (Sponsor's Organization/Event)
being held on _____ from _____ P.M. to _____ P.M.
(Weekday/Month/Day/Year) (Time) (Time)

acknowledge and accept the terms and policies laid out in the previous Proof of Insurance, Rental Information, Entertainment Information, Catering Information, Security Information, Underage Guests and Floor Plan sections. I have initialed each page and included all relevant information to ensure that my event will go forward without delay.

(Sponsor's Signature)

(Date Signed)

Initial and Date Here: _____