



After Hours Events 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 intimate gatherings to festive receptions, 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 and 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 Times-Picayune Theatre – can adapt easily to your needs.

What is included:

- ✓ Exclusive use of the specified area for up to three hours, plus one-hour each for set-up and breakdown
- ✓ Museum staff stationed at major exhibits throughout the Museum
- ✓ Louisiana Children's Museum Event Coordinator on hand for planning and facilitation of the event

What is not included:

- Food, beverage, decorations, tables, chairs, and table linens
- Security (mandatory)
- Entertainment
- Any additional labor required to set-up or breakdown your event
- Access to First Adventures and Art Trek exhibits

After Hours Rates

First Floor

Capacity: 400 people

Base Price: \$1,500 for up to three hours

First and Second Floors

Capacity: 800 people

Base Price: \$3,000 for up to three hours

The Times-Picayune Theatre

By Itself: \$200/hour

As an addition: \$100/hour

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. This fee that will be refunded within a month after your event, pending no damages. The full rental cost must be received no later 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. 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,

Halle Kaplan-Allen
Marketing & After Hours Events Coordinator
Louisiana Children's Museum
O: (504) 266-2417
F: (504) 529-3666
hkaplanallen@lcm.org

Initial and Date Here: _____

Proof of Insurance

In order to cover all liability risks, you are required to 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 LCM Events 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.**

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 fees in connection with the event (in addition to the base rental price).
2. The LCM Events Coordinator will arrange for a security detail with a specified number of NOPD officers based on the size of your event.

# of guests	# of Officers	Cost per hour
0-100	One	\$39
100-250	Two	\$78
250-400	Three	\$117
400+	Four	\$156

3. The security detail must be present beginning no later than the Event Commencement Time and must stay until the last guest has left the premises.

Initial and Date Here: _____

Entertainment Information

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

1. Equipment delivery and event set-up will begin no earlier than one hour before the scheduled event commencement time. If more set-up time or an earlier delivery time is needed, the Sponsor may be subject to an additional fee.
2. Breakdown must occur within **one hour** following completion of the scheduled event. Should the entertainer(s) remain in the Museum later than the one hour allotted after the event for breakdown, Sponsor shall pay an additional charge of \$200 per hour or portion of an hour that the entertainer(s) remain at the Museum. Such additional charges shall be deducted from the Sponsor's security deposit.
3. No equipment may block any stairwell, elevator or fire exit.
4. Sounds levels must be kept at a reasonable level for the Museum's neighbors. The appropriate level will be determined by the LCM Events Coordinator and security.

Name of Entertainment:

Type of Entertainment:

Name of Contact:

Phone Number:

Entertainment Arrival Time:

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. In addition, the Sponsor may be required to obtain a Special Event Permit from the Louisiana Office of Alcohol and Tobacco Control. Any individual serving alcohol must have a Responsible Vendor's Permit. All permits must be presented to the LCM Events Coordinator at least seven days prior to the event.
<http://www.nola.gov/onestop/events/special-event-permit/>
<http://www.atc.rev.state.la.us/responsible-vendor-info.php>
2. Under no circumstances can any doors or access to the Museum be blocked.
3. 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 dumpsters or disposal boxes.
4. Smoking is not allowed in the Museum and no cooking equipment may be used in fire exits. The following are not allowed: open flames, alcohol-produced flames or equipment that produces excessive heat, smoke, steam, etc. Smoke may trigger our highly sensitive fire alarms and emergency lights.
5. All ice must be stored in leak-proof containers.
6. Food or drink is not allowed in certain areas of the Museum. 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.**

Name of Restaurant or Catering Service:

Name of Contact:

Phone Number:

Caterer Arrival Time:

Initial and Date Here: _____

Party Rental Company Information

Name of Rental Service:

Phone Number:

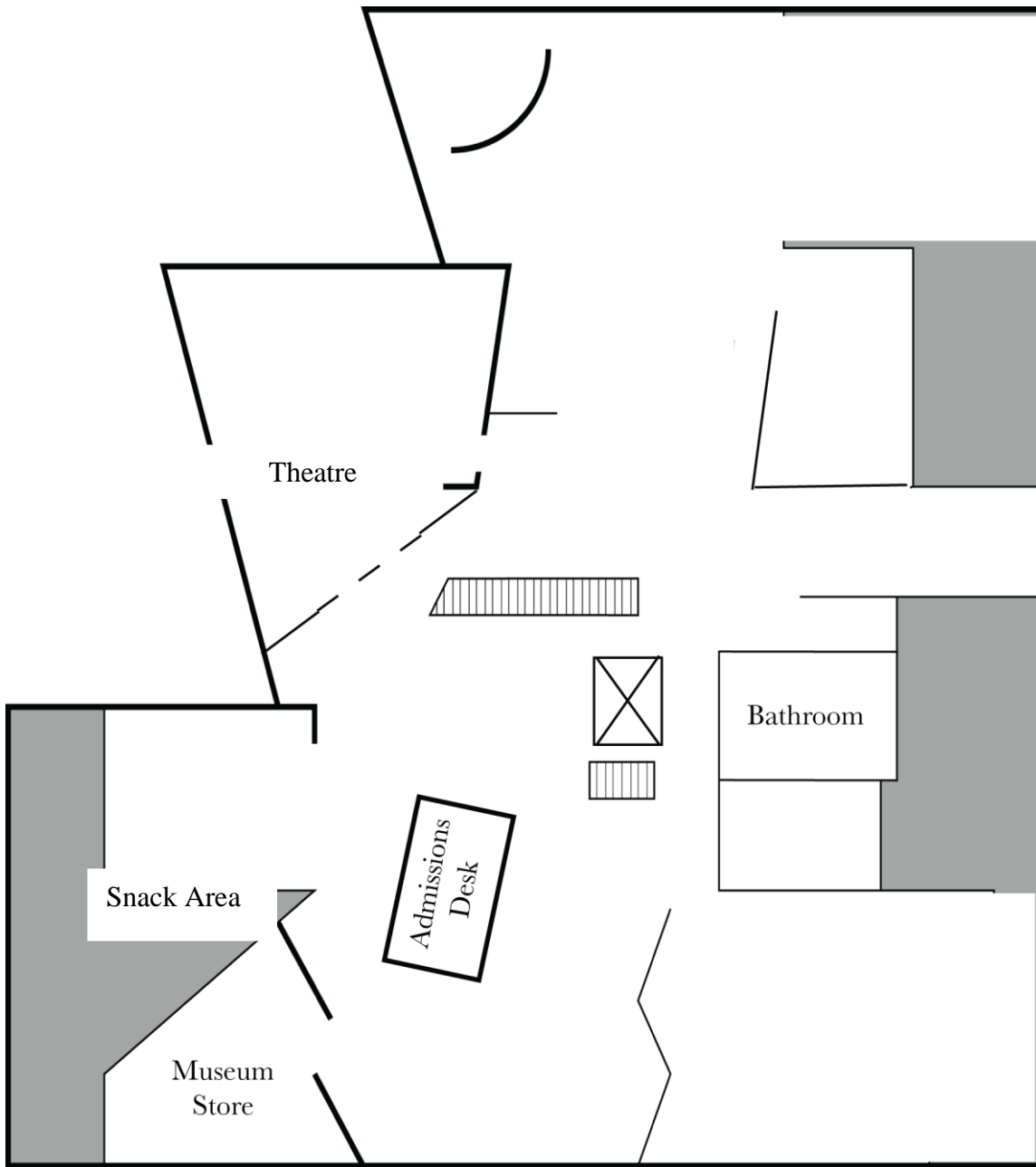
Name of Contact:

Type and Quantity of Items Being Rented:

Initial and Date Here: _____

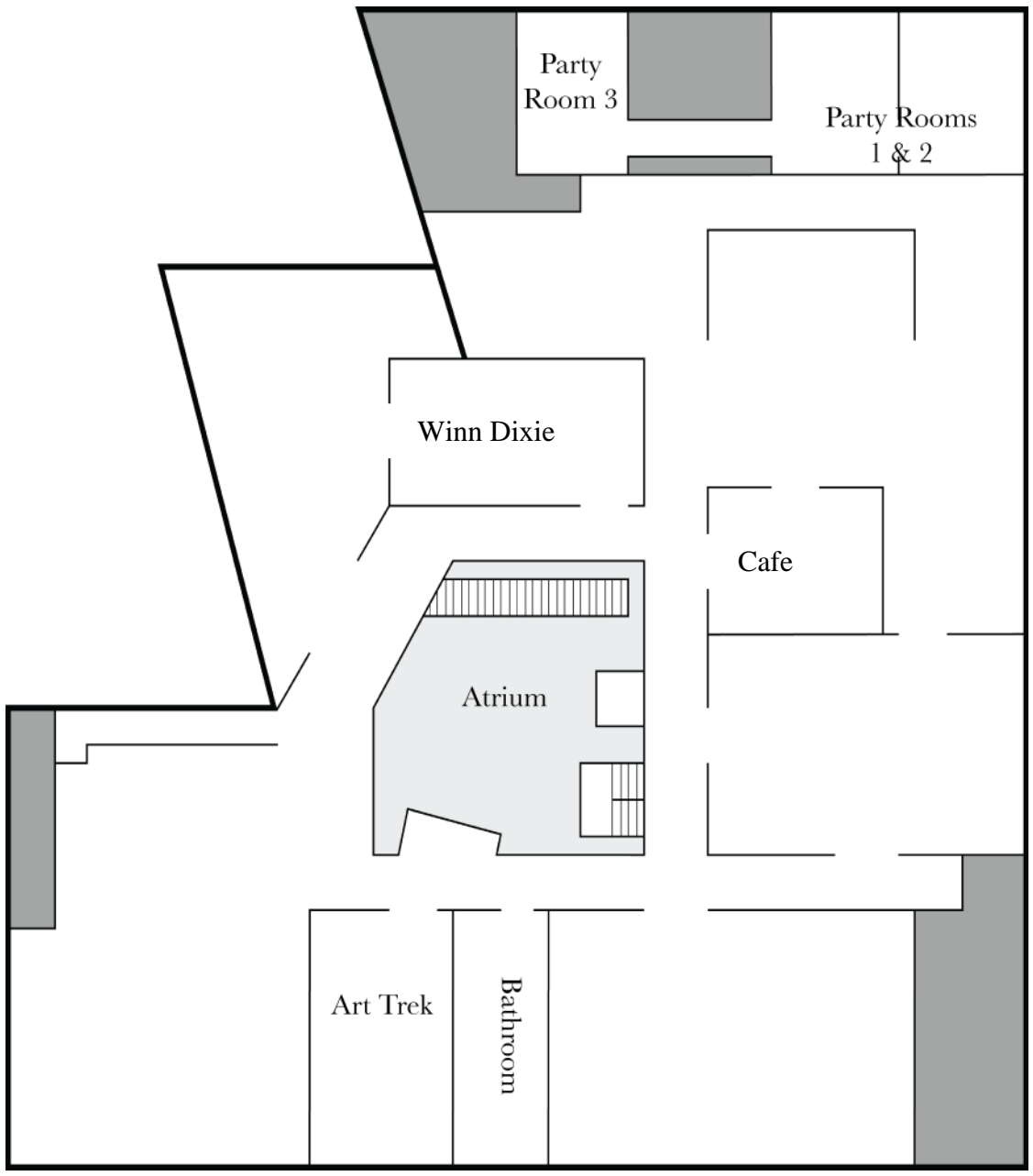
Floor Plans

Please mark the following blank floor plan(s) to distinguish where each rental item or service provider will be.



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, Security Information, Entertainment Information, Catering Information, Party Rental Company Information, 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: _____