



## Event Information: Weekend Shower Special

**Museum Hours: Sat 10:00-4:00 Sun 12:00-4:00**

The event must be booked 3 months out or sooner.

The rate for this special is \$450.00 and requires a refundable deposit of \$500.00. You have full use of the Event room, bathroom facilities, and kitchen area. Bathrooms will be stocked, and trash receptacles lined. You and your guests are also able to tour our museum that day during our operating hours.

Staff will set-up and take down tables and chairs for you.

Events must fall during the Museums open hours.

You are allotted 2 hours prior to the event to set up and decorate and 1 hour following event to clean up. Saturday events would need to be from 12:00-3:00 to allow you your set up and clean up time. Sunday showers would be from 1:00-4:00 and we will open the Museum for you at 11:00.

Your event must end on time. If you need to extend set up or clean up time, there will be an additional charge of \$50.00 per hour and this request must be made 2 weeks in advance of event.

Children must be supervised! No children under 12 in the museum without adult supervision.

No food or drinks allowed in the museum portion, only in the event room.

Please be mindful that we are a museum. Do not use display cases or exhibits in any way.

### **Clean up after your event.**

All tables, chairs countertops etc.... must be wiped down. We will Return all tables and chairs to storage location.

Remove all items you brought in. Decorations, food, drinks etc....

All trash must be removed by you following your event. There is a trash receptacle on balcony out of the lighthouse exhibit room. This receptacle can then be taken to the large dumpster in the parking garage and emptied. Then return receptacle to balcony area.

Failure to clean up after your event may result in loss of part or all of damage deposit.

Patron signature \_\_\_\_\_ Date: \_\_\_\_\_

*“Bringing Louisiana’s Maritime History to Life”*