



LOUISIANA'S OLD STATE CAPITOL

Nancy Landry
Secretary of State

January 2026

Dear Potential Client:

Thank you for considering Louisiana's Old State Capitol for your next special event.

Our Mission

Louisiana's Old State Capitol educates the public on Louisiana's rich history and the democratic process through exhibits, programming and the arts. The museum is dedicated to inspiring engaged citizenship, advancing the collection and preserving this National Historic Landmark.

A Gothic architectural treasure, the Old State Capitol stands high on a bluff overlooking the Mississippi River. Since 1994, the former statehouse has served the people of Louisiana as a historical, cultural, civic and educational institution.

To help us protect, preserve and care for our beautiful historic building and its contents, we have enclosed guidelines and policies that explain the Museum's role and your role as the event host.

Please carefully review the following information and make all those affiliated with your event aware of their responsibilities. We must insist that these guidelines are strictly adhered to for the enjoyment and safety of all concerned.

Please keep a copy of the Special Event Guidelines and Policies for your reference and return the packet in its entirety with the completed Rental Application, Rental Care and Use Policy form along with the credit card authorization form.

Please feel free to contact us at any time if you need additional information or to schedule a consultation. We are happy to meet with you at your convenience.

Thank you for your interest in Baton Rouge's premier event venue. The Old State Capitol is a setting like no other and we look forward to working with you to create a unique and memorable event.

Sincerely,

Suzette Crocker

*Assistant Director and Event Coordinator, Louisiana's Old State Capitol
suzette.crocker@sos.la.gov*

**LOUISIANA'S OLD STATE CAPITOL (OSC)
SPECIAL EVENT GUIDELINES AND POLICIES**
Revised January 2026

INITIAL

FEE SCHEDULE

After Hours: Private events must be scheduled after regular business hours. Rental fees are not based on the number of attendees. No event shall run beyond 11:00 p.m.

\$6,000 Allows up to 300 guests for a three-hour gala, fundraising event, cocktail party, wedding reception or similar event with access to the Senate Chamber and the first and second floor Rotunda areas. These types of events may not be held during regular business hours and do not allow us to provide seating for all guests.

\$2,500 Allows up to 200 guests, 160 comfortably, for a three-hour seated banquet or rehearsal dinner (not a wedding reception, cocktail party or similar event) with access to the Senate Chamber and Rotunda areas.

\$1,500 Allows up to 200 guests seated in the House Chamber for a wedding ceremony, a seminar or conference. If also reserving the Senate chamber for a wedding reception or similar event, the price to reserve the House chamber is reduced and additional event time is allotted.

Daytime: Daytime events shall be held during regular business hours. The building shall remain open to the public during the scheduled event time. Wedding ceremonies, receptions or similar private events may not be held during regular business hours. We are unable to offer onsite parking for events held during regular business hours.

\$1,500 Allows up to 200 guests, 160 comfortably, for a seated luncheon or meeting of up to three hours in duration, with access to the Senate Chamber and Rotunda.

\$1,000 Allows up to 200 guests for a seminar, conference or general meeting to be held in the House Chamber. No food or beverage is allowed in this space.

All above fees include tables, chairs, janitorial service and set-up and breakdown of event.

\$300 Allows up to 18 guests, seated, for a meeting or business lunch in the 1882 Adjutant General's Office, the Old State Capitol's spacious board room.

\$200 Payment is required for all indoor photo sessions. See next page for more information.

The fees above do not include a damage deposit or special event insurance costs.

Photo Sessions:

Photo sessions are allowed inside the museum and on the grounds during regular business hours, 10:00 a.m. – 4:00 p.m., Tuesday through Friday. We do not allow indoor photo sessions after hours or on the weekends.

Sessions must be scheduled in advance and must be completed within a two-hour appointment. Appointment times are 10:00 a.m. until 12:00 p.m. or from 2:00 p.m. until 4:00 p.m. All indoor photo sessions will have a \$200 fee and payment arrangements must be made in advance. Our office will send a credit card authorization form that must be completed and returned to us prior to the appointment day.

Photographers and their clients will be required to work around visitors, exhibit items and items set up for events such as tables and chairs. We ask that items set up for events or on display not be moved. We do not allow flash photography in exhibit spaces but flash is allowed in the House and Senate chambers as well as the Rotunda areas.

Photos on Saturdays are allowed on the grounds only and must take place during the museum's regular business hours, 9:00 a.m. - 3:00 p.m. Sessions on the grounds must be scheduled in advance.

To schedule a photo session, please email Tatum at tatum.marchand@sos.la.gov or call the museum at 225-342-0500.

Photo Release:

The user hereby grants permission to the Secretary of State and the Old State Capitol to use photographs and/or video taken at the Old State Capitol during your event and during any period of early access, in publications, news releases, social media postings, online and in other communications related to the venue.

Events on the Grounds:

Each event held on the grounds of the Old State Capitol will have unique qualities. Fees and policies will be discussed on an individual basis.

Private use of the grounds will not be allowed during annual festivals and holidays or community related events. Usage during these times will be restricted to OSC sponsored functions. **The OSC reserves the right to cancel an outdoor event if the grounds are not in a favorable condition to hold the event.**

The OSC does not provide tents, flooring, tables, chairs, sound or lighting equipment, trash cans or portable toilets for outdoor events. Clients will also be responsible for providing security to ensure only invited guests are allowed admittance to the grounds.

**Indemnification:**

The user agrees to protect, defend, indemnify, save and hold harmless, the Secretary of State, the Old State Capitol, the State of Louisiana, all state departments, agencies, boards and commissions, its officers, agents, servants, employees and volunteers from and against any and all claims, damages, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of the user's use of the facilities or grounds, or any and all costs, expenses and/or attorney fees incurred by the user as a result of any claims, demands, suits or causes of action, except those claims, demands, suits or causes of action arising out of the negligence of the Old State Capitol, the State of Louisiana, all state departments, agencies, boards and commissions, its officers, agents, servants, employees and volunteers.

Insurance:

Users shall acquire a Tenants and Users Liability Insurance Policy (TULIP) or special event insurance, which names the Secretary of State/Old State Capitol, 100 North Blvd., Baton Rouge, LA 70801, as an additional insured.

A certificate or proof that the policy has been purchased must be submitted **a minimum of 60 days prior to the event**. Failure to provide a certificate will result in the immediate cancellation of the event.

The policy shall be in full force and effect on and throughout the event date(s), as well as any period of early access.

The policy will provide comprehensive and general liability insurance and will protect the user and Indemnities from claims and damages to any person or property arising in connection with the user's use of the Old State Capitol facility and grounds by the user, its vendors, agents, employees, guests and invitees. Such insurance will have a limit of not less than \$1 million per occurrence and \$1 million in the aggregate. The limits of such insurance shall not, however, limit the liability of the user for any damages.

Corporate clients – please ask about submitting an insurance certificate from your current carrier.



Payment Schedule: A **non-refundable** deposit of 20% of the total event fee and a completed rental application packet are required to confirm an event date. Deposit payments will be made to the **Louisiana Secretary of State**. Outstanding balances owed will be due **30 days prior to the event**. Payments may be made by personal check, credit card, cashier's check, certified check or money order. Half of the venue rental fee will be paid to the Secretary of State and half of the fee will be paid to the Old State Capitol Foundation. Separate checks/payments must be issued to each entity. Outstanding balances cannot be combined in one payment. A walk-through of the building **must be done** with an Old State Capitol event coordinator before a rental application packet and deposit will be accepted.

Damage Deposit and**Fee for Overtime:**

A damage deposit of \$1000 is required for all events and is due 30 days prior to the event. **This deposit must be in the form of a check made payable to the Louisiana Secretary of State**. This check will not be cashed and will be destroyed *once it is determined that no damages occurred, caterers removed all trash from the building and the event ended in a timely manner*. Please remember, as the event host, **you** are responsible for any and all damage caused by your guests and/or any vendor (band/DJ, caterer, florist, etc.) affiliated with your event. **It is also your responsibility to ensure that your family and guests exit the venue at the scheduled event end time. Failure to do so will result in a loss of your damage deposit.**

Film and Production**Companies:**

The fees above **do not** apply to film and production projects. Due to the unique nature of film shoots, fees for each production must be handled on an individual basis. In addition to completing our rental application, users must also complete our location agreement. The agreement further stipulates requirements that must be met and fees that may apply in order to film at the Old State Capitol. All fees must be paid in full prior to the film shoot.



Availability: The Museum is available on a limited basis to individuals or organizations for private functions. Individuals and organizations renting the facility will adhere strictly to the Museum's policies and pay all appropriate fees. There will be no exceptions.

The OSC provides all tables and chairs needed for indoor events but does not supply any linens or décor items.

Please note, there may be artwork or items on exhibit in the spaces the client has rented during the rental period. Remember, the event is being hosted in a museum and the exhibits and art shows may be changing several times throughout the year. Information about a specific exhibit or show that may be held in the space(s) reserved by the client can be provided by our event coordinator as soon as it becomes available.

Due to the historic nature of the Old State Capitol, renovation, restoration and repair work will occasionally have to be undertaken. **The Old State Capitol reserves the right to begin such work at any time, though every effort will be made to ensure that scheduled events are as unaffected as possible.**

Contact: The user must provide the name of a single contact person responsible for the event. Full plans for the event, including a floor plan showing the location of food stations, bars, bands, etc., must be decided upon no later than three weeks prior to the event. The event coordinator will work with you to design a floor plan showing the approximate location and number of tables and chairs needed for your event. **Adjustments to the layout will not be made during the event or the day of the event.**

Rental Hours:

The hours of the event will be determined at the initial meeting with the OSC Events Coordinator. Private events shall not be held during regular business hours and no event shall run later than 11:00 p.m. All guests must leave the premises at the event ending time. The caterer and/or family are responsible for scheduling the various activities and maintaining the time schedule. In most cases, we allow vendors to load in up to three hours prior to the event start time and they must load out within one hour following the event end time. Additional fees will apply if more time is needed for load in or load out.

Security

The Old State Capitol will provide on-site security during your event. The officers, along with other Museum staff, will ensure that all rules are being followed by event hosts, vendors and guests. Any individual(s) not adhering to the rules or ignoring the instructions of OSC security staff will be asked to leave and will be escorted off the property if necessary.

OSC SPECIAL EVENT GUIDELINES AND POLICIES -Continued

Revised January 2026

INITIAL



Prohibited: Following is a short list of some of the items that the Museum does not allow indoors. We strongly encourage speaking to the Museum's event director regarding any display or décor items not included on this list. Do this BEFORE placing any orders with outside vendors.

Food and beverage are not allowed in the House chamber or in the bride's room.
We do not allow hair and makeup to be done anywhere on the premises.
There is no open flame allowed at the Old State Capitol. This pertains to candles used for decorating and Sterno-type chafing dishes or warmers.
Portable bars, champagne walls and display shelving are not permitted in the building.
We do not allow stages, risers or platforms for bands or portable dance floors.
The use of sparklers or confetti, in or near the building or on the grounds, is strictly prohibited at the Old State Capitol.
Helium balloons are not permitted in the building.
Smoking is not permitted in any area of the Museum or near the building. Guests wishing to smoke may do so in the outdoor designated smoking areas only. Persons not abiding by this policy will be asked to leave.
The use of live, potted plants in the Museum is prohibited.
There is no taping (duct tape, masking tape, painters tape, etc.) or dragging of any items allowed on any floor surface.

The use of any prohibited items or the failure to abide by the rules and restrictions will result in forfeiture of the damage deposit.

Access to

Premises:

The user and vendors affiliated with the event will be allowed access to the premises **three hours prior to and one hour after** the function for setting up and for removing decorations, band equipment, flowers, linens and any other items brought into the building for use at the scheduled event. **If additional time is needed, arrangements may be made with the event coordinator to extend the rental contract. Appropriate fees for extending the contract hours will apply.**

Parking:

The Old State Capitol is not responsible for the parking of the user's guests. The OSC will provide 12 parking spots in our lot for the user's caterer and other designated vehicles for the duration of a scheduled after-hours event. Arrangements regarding these parking spaces must be made with OSC security staff. A form for the vendor list and the parking spaces will be provided and must be completed and returned to the OSC at least one week prior to the event. The OSC is unable to provide onsite parking for events hosted during regular business hours. Any questions regarding parking should be directed to the security office by calling (225) 342-0500 or (225) 342-1237.

Caterers:

The Old State Capitol does not provide catering. Event hosts must contract directly with a **single licensed and insured caterer for all food and beverage service**. The Museum reserves the right of final approval for all chosen vendors.

To be approved to provide food and beverage for an event, catering companies must provide \$1 million of liability insurance and statutorily required workers compensation insurance including employers' liability coverage with minimum limits of \$1 million per employee, accident or disease. Insurance certificates must name Louisiana's Old State Capitol as an additional insured and must be on file with the Museum a minimum of 30 days prior to the event. It is the responsibility of the event host to ensure that the Museum has received all required insurance information. It is the responsibility of the event host to ensure that the caterer has been made aware of the OSC's catering policies.

Food and beverage for events must be prepared and served by the approved caterer and that caterer's staff.

There can be no open flame of any kind, including Sterno and similar warmers, in the OSC. The catering room is equipped with an electric warming box for caterer use. All food items must be removed from the warmer and the warmer must be cleaned at the end of the event.

Red and blush wines and red drinks may not be served anywhere in the building. Kegs are prohibited at indoor events. Large ice chests must have wheels or must remain on carts during events. No dragging of ice chests on any floor surface is allowed.

Ice sculptures *may* be approved by special arrangement.

The Museum does not provide ice but does have a small refrigerator in the catering room for use during events. The refrigerator must be cleaned out at the end of the event.

Caterers must supply and use plywood under all equipment when preparing food on the grounds. All grease and liquid must be removed from the premises. There is no cooking allowed inside the Museum.

Caterers are responsible for maintaining cleanliness during an event, and must provide adequate staff to ensure that glasses, plates and litter are picked up promptly and are not allowed to accumulate in any area of the Museum. This includes emptying trash and sealing garbage bags before placing the bags inside the dumpster located outside the rear exit. No trash is to be left in the building or placed on the ground beside the dumpster. Failure to properly bag and dispose of trash will result in the forfeiture of the user's damage deposit.

OSC SPECIAL EVENT GUIDELINES AND POLICIES - Continued

Revised January 2026

INITIAL



Caterers: continued

All garbage cans in view of visitors must be covered or draped. Caterers are responsible for providing all trash bags and trash can covers. Bags must be strong enough to avoid spillage from food and beverages.

A freight elevator is available and should be used to transport food and beverage. The passenger elevator may be used to transport items to the first floor when necessary, however, no large metal carts are allowed on the passenger elevator and this elevator may not be used for bussing dirty dishes and glassware during events.

The area outside the second-floor elevator as well as the stairwells are off limits for storage of catering supplies and cannot be used as a prep area.

All serving tables for food and beverage require a tablecloth to the floor or a cloth and table skirting and must be placed away from the walls and over the floor electrical outlets designated by OSC staff. Event hosts must coordinate with the caterer regarding who will supply all tablecloths and table skirting.

All tables must be cleared and all surfaces must be cleaned. The Museum must be returned to its original state in order for our janitorial staff to clean floors and prepare for the next activity.

All glassware, serving pieces, food, beverages, equipment, etc., must be taken to the receiving area for pickup. All items must be removed at the conclusion of the event. The OSC is not responsible for items left on the premises for pickup by a rental company. This is the caterer's responsibility.

The Museum has only a small, non-industrial kitchen off the receiving area. The catering staff may use this area and another large room on the second floor for food preparation. The receiving area in the basement is available if needed for food preparation as well. **The catering staff must leave the kitchen and all preparation areas in good, clean order. All trash in these areas must be bagged, removed and brought to the dumpster. The tables, countertops, sink and floors must be clean upon departure.**

Many special traveling exhibitions have contractual restrictions on the serving of food or drink within the exhibition area. The Special Events Coordinator will furnish these restrictions, when applicable.

Please feel free to address any additional questions or concerns regarding catering or food and beverage needs with our Special Events Coordinator as each event has unique qualities and must be handled on an individual basis.

OSC SPECIAL EVENT GUIDELINES AND POLICIES - Continued

Revised January 2026

INITIAL



Alcoholic Beverages:

All alcoholic beverages must be provided by the event's catering firm and served by that caterer's licensed, insured bartenders which are pre-approved by the Old State Capitol. If a bartender is to be approved to work an event at the Museum, the OSC must have on file a copy of the bartender's current license and insurance information. Bars and beverage stations may not be set up on wood floors. Kegs, punch and champagne fountains are not allowed. Large ice chests must have wheels or must remain on carts during events. No dragging of ice chests on any floor surface is allowed. The caterer or bartender is responsible for checking proper identification of any person of questionable age and for refusing alcoholic beverage service if the person is either under age or cannot produce valid identification. The caterer or bartender is responsible for refusing alcoholic beverage service to any person who, in their judgment, appears intoxicated. **All bars and beverage stations will close 30 minutes prior to the end of the event. No beverages will be served during this time, including nonalcoholic beverages.**

Individuals and organizations renting the facility assume full responsibility for the conduct of guests, contractors, employees and other persons attending the scheduled function.

Florists:

Due to the fragile and unique nature of the Museum's infrastructure, absolutely nothing may be hung, nailed, stapled, wired or taped to any of the walls, ceilings, floors or furnishings. The floors in the Senate Chamber and Rotunda are especially susceptible to damage, so we must strictly prohibit any sliding or dragging of equipment on these surfaces. Florists are responsible for any cleanup necessary as a result of their setting up or removal of flowers and greenery. Any flower petals, branches and other debris must be removed and disposed of properly. Live, potted plants are not allowed in the Museum.

Flowers, greenery and ribbon may be placed on the posts at the base of the spiral staircase, light fixtures on second floor balcony area and on all tables. No decorations may be used on the railing around the balcony or stairway. Real flower petals may not be dropped or placed on the floor for decoration. Silk or artificial petals may be used as decoration or dropped by flower girls on the carpeted floor of the House chamber only.

No lit candles or helium balloons may be used for decoration. The museum has a strict policy against using open flame. There are no exceptions to this rule.

A freight elevator is available and should be used to transport floral arrangements and supplies. Large metal carts are not allowed on the passenger elevator. The area outside the second-floor passenger elevator is off limits for storage of supplies and cannot be used as a prep area.

The Museum cannot be responsible for any items left on the premises overnight. Breakdown and removal must occur immediately following the event.



Equipment: Any audio-visual programs must be approved and supervised by a member of the Museum staff. Any special requirements such as lecterns or microphones in the House Chamber or elsewhere must be identified no later than two weeks prior to the event. The Museum must be informed of the type of sound equipment which will be used. Musicians may not use equipment that requires more than one quad box and a single 20-amp circuit as the electrical system in the OSC is not designed for heavier output.

Vendors must provide appropriate dollies, hand trucks, or other moving equipment for the setup and removal of supplies. Special care must be given to the floors. The marble and wood flooring in the OSC are especially susceptible to damage, therefore sliding or dragging of equipment on its surface is strictly prohibited. All cords must be covered to prevent tripping hazards. **There will be no taping allowed to any floor surface.**

Any use of uplighting, gobos, etc., must be approved and supervised by a member of the Museum staff. Uplighting must be LED and battery-powered. Lighting vendors will not be allowed to plug uplighting units into receptacles.

The OSC does not allow stages, platforms, risers or dance floors in the Senate chamber. Bands and their equipment must be contained in the Senate's alcove area under the stained glass window. Care must be taken to prevent damage to the floors.

The Museum cannot be responsible for any items left on the premises overnight. Breakdown and removal must occur immediately following the event.

It is the responsibility of the event host to ensure that all vendors are made aware of the OSC's policies and guidelines.

Film and Production Companies, please note: Due to the unique nature of film shoots, Guidelines and Policies and fees for each production must be handled on an individual basis. In addition to completing our rental application, users must also complete our location agreement. The agreement further stipulates requirements that must be met and fees that may apply in order to film at the Old State Capitol. All fees must be paid in full prior to the film shoot.



LOUISIANA'S OLD STATE CAPITOL

RENTAL APPLICATION

Today's Date: _____

Name of Organization/Individual: _____

Name of Event: _____

Day and Date of Event: _____

Type of Event (Reception, Dinner, Seminar, etc.): _____

Number of Guests: _____ Starting Time: _____ AM/PM Ending Time: _____ AM/PM

Contact Address: _____

City: _____ State: _____ Zip: _____

Phone: Cell _____ Other _____

E-mail address: _____

If applicable, names of bride and parents: _____

If applicable, names of groom and parents: _____

If applicable, Groom's Address: _____

City: _____ State: _____ Zip: _____

Phone: Cell _____ Other _____

E-mail address: _____

Revised January 2026

Space(s) Requested:

Senate Chamber House Chamber Rotunda Grounds Board Room

1st Floor

2nd Floor

Caterer: _____

Contact Person: _____ Phone: _____

Email Address: _____

A full list of contact information for all vendors affiliated with the event will need to be provided to the OSC at least two weeks prior to the event.

I have read, I understand and I agree to the terms provided in the fee schedule and *Guidelines and Policies* for Louisiana's Old State Capitol. I understand that in order for my requested date(s) to be confirmed, I must schedule a walk-through appointment with the event coordinator and I must initial and return each page of this packet as well as the three-page rental application and the credit card authorization form. I understand that a **non-refundable deposit** of 20% of the total rental fee will be charged on the credit card submitted. The balance owed and a refundable \$1000 damage deposit are due 30 days prior to the event. I understand I must acquire a Tenants and Users Liability Insurance Policy (TULIP) or special event insurance which names the Secretary of State/Old State Capitol as an additional insured and that a certificate or proof that the policy has been purchased shall be submitted **a minimum of 60 days prior to the event**. Failure to provide a certificate will result in the immediate cancellation of the event. I understand that a certificate of insurance is to be submitted by the caterer and that it is my responsibility to ensure the Museum has this certificate on file a minimum of 30 days prior to the event. I understand that the *Guidelines and Policies* and the fee schedule are subject to change without notice. I understand that **all bars and beverage stations will close 30 minutes prior to the end of the event and that no beverages will be served during this time, including nonalcoholic beverages.**

Signed: _____ Date: _____

Please complete, sign and return to: Suzette Crocker
Louisiana's Old State Capitol
100 North Boulevard
Baton Rouge, LA 70801
Phone (225) 342-0500, Fax (225) 342-0316
suzette.crocker@sos.la.gov

FOR OFFICE USE ONLY

Fees/Deposits Collected Certificates of Insurance Received Final Payment Received

OSC Staff: _____

I have carefully read, I understand and I agree to the terms provided in the *Special Event Guidelines and Policies* for Louisiana's Old State Capitol. I understand that the policies and procedures have been developed in an effort to promote optimum usage of the Museum and to minimize potential misunderstandings. I understand that the *Special Event Guidelines and Policies* and the fee schedule are subject to change without notice. I understand it is my responsibility to forward the Guidelines and Policies packet to **all** vendors affiliated with my event.

I understand that due to the historic nature of the Old State Capitol, restoration and repair work will occasionally have to be undertaken and that the State of Louisiana and the Old State Capitol reserve the right to begin such work at any time, though every effort will be made to ensure that scheduled events are as unaffected as possible.

I understand that my event is being hosted in a museum and there may be artwork or exhibit items on the walls or in the spaces I have rented for my event at the time of my event. I understand that these items cannot be moved, altered, covered, etc., to accommodate my event.

I understand as the event host, I am responsible for any damage caused by my guests and/or any vendors (band, caterer, florist, decorator, etc.) affiliated with my event and that I will forfeit my damage deposit should any of my vendors fail to abide by the *Special Event Guidelines and Policies* for the Old State Capitol.

I understand that the Museum cannot be responsible for any items left on the premises overnight and that breakdown and removal of all items, equipment, etc., should occur immediately following the event. I understand that items left behind will be discarded by the staff of the Old State Capitol.

I understand that there may be area construction projects or community-sponsored events that could hinder access to the building for my vendors and my guests but that every effort will be made to accommodate my event.

I hereby grant permission to the Secretary of State and the Old State Capitol to use photographs and/or video taken at my event or during any period of early access to promote the venue.

Signature _____

Event Name _____

Date of Event _____

Please return signed and completed form to:

Suzette Crocker
Louisiana's Old State Capitol
100 North Boulevard
Baton Rouge, LA 70801
Phone (225) 342-0500 Fax (225) 342-0316
suzette.crocker@sos.la.gov



LOUISIANA'S OLD STATE CAPITOL

CREDIT CARD AUTHORIZATION FORM

Return via Email to: suzette.crocker@sos.la.gov or via Fax to: 225-342-0316.

If you experience difficulty sending this completed form via email, please let us know. You may need to leave off the card's security code and provide that information over the phone.

I, _____ / _____ / _____
Printed Name _____ Today's Date _____

Check only one: _____ / _____ / _____
Event Date _____

As the individual cardholder, I hereby authorize this card to be used for the payment required.

As the company representative, I hereby authorize this card to be used for the payment required.

Name as it appears on credit card: _____

Cardholder or Company Representative Signature: _____

Type of card: VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Credit Card Number: _____ Exp: _____

Security Code BACK of VISA, MASTERCARD or DISCOVER (3 digit code): _____

Security Code FRONT of AMERICAN EXPRESS (4 digit code): _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

I hereby authorize this card to be used for future payments and/or the final payment.

Sign here to authorize future charges: _____

No future charges will be run on this card without prior communication from our office.
January 2026



LOUISIANA'S OLD STATE CAPITOL – TABLE/CHAIR INVENTORY
DO NOT COMPLETE THIS FORM - SAMPLE ONLY

To be completed by the Special Events Coordinator at a later date

AREA	TABLE REQUEST Tables and chairs provided by OSC							CHAIR REQUEST	
	36" Round	48" Round*	60" Round	6' Banquet*	8' Banquet	30" Highboy	White	Gold	
1 st Floor Rotunda									
2 nd Floor Rotunda									
Senate Chamber									
House Chamber									
Tablecloth Size Needed	108" Round	108" Round	120" Round	90" x 132"	90" x 156"	120" or 132" Round	* Limited # available		

FOR OFFICE USE ONLY

Event Date: _____

Event Starting Time: _____ Event Ending Time: _____

Name of Event: _____

Setup to be completed by: _____

Take down to begin promptly at: _____

Notes/Special Needs: _____
