



Mission San Luis Rental Fees

Thank you for your interest in having your event at Mission San Luis!



To schedule an event at Mission San Luis, please contact:

Janelle Willingham, Visitor Services Manager, Mission San Luis

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We will work to make your special event *historic!*

MISSION ROOM & COURTYARD

The Mission Room seats 250 in banquet seating and 300 in conference seating.

- ✦ Monday-Thursday 8 A.M. – 2 P.M. \$750
- ✦ Monday-Thursday 3 – 9 P.M. \$1,000
- ✦ Friday-Sunday \$1,250

(above fees are for 6 hours, add \$250 for each additional hour)

VISITOR CENTER MAIN LOBBY

This grand entrance space includes a first floor lobby and a second floor balcony.

- ✦ Weekdays 5 – 10 P.M. \$400 per hour
- ✦ Weekends 5 – 10 P.M. \$500 per hour

SUNTRUST THEATRE

The facility offers theater-style seating for 125 people, with four spaces for wheelchairs.

The number of wheelchair spaces can be increased if needed by removal of two rows of seats.

- ✦ Weekdays 8 A.M. – 4 P.M. \$125 per hour
- ✦ Weekends & Evenings 4 – 9 P.M. \$200 per hour

During times of large site visitation, the theater is not available for rental pending the discretion of staff.

Removal and replacement of seats is \$100 per hour for labor if not for ADA accommodation.

Projection equipment can only be operated by Mission San Luis staff.

JAY I. KISLAK CLASSROOMS

Two classrooms that each seat 30. Can be used separately or combined into one large room.

- ✦ One Classroom 8 A.M. – 4 P.M. \$50 per hour
- ✦ Two Classrooms 8 A.M. – 4 P.M. \$100 per hour
- ✦ Weekends & Evenings 4 – 9 P.M. \$100/\$150 per hour

If used in conjunction with an event scheduled in the Mission Room, the rental of both classrooms will be \$50 per hour.

BOARDROOM

This space is ideal for small meetings or bridal dressing and has a large table that seats 12.

- ✦ Weekdays/Weekends \$50 for first hour
\$25 for each subsequent hour, or fraction thereof

PICNIC TABLES

Mission San Luis has a limited number of picnic tables that can be reserved for your use.

- ✦ There is no charge for the tables, but groups must pay admission to the site.
- ✦ Tables are only available from 10 A.M.– 4 P.M. , Tuesday – Sunday (closed Monday)
- ✦ The group is responsible for cleaning and removing trash.

OTHER FEES

Renters can decorate the venue during Mission San Luis business hours (9:00 A.M. to 5:00 P.M.) if the space is not rented by another party. Any hours needed past 5:00 P.M. must be negotiated in advance; a fee of \$100 per hour will be added to the rental fee. Please see the document *Mission San Luis Site Use and Rental Fee Requirements* for more information on decorations.

CLEANING & DAMAGE DEPOSIT

We require a credit card number on file for events scheduled at Mission San Luis. In the event that the facility needs cleaning or repairs beyond normal event usage, two estimates for cleaning/repairs will be solicited and the lower estimate will be accepted.

HISTORIC GROUNDS AND RECONSTRUCTIONS

At the current time, we do not rent our historic grounds and reconstructed buildings unless it involves an event catered by our exclusive provider. In addition to site rental fees, there will be charges for chair rentals and set up/break down. If the renter requests to have the grounds or the reconstructions open beyond public hours (9:00 A.M. to 4:00 P.M.), additional fees will be negotiated. Any event scheduled during public hours cannot deny access to on-site visitors.

AV EQUIPMENT

Mission San Luis does not rent equipment for events not held on site. For events where the renter/user provides their own equipment, they must either provide their own technical staff or contract with an outside vendor for services. The following items are available for \$200 for each piece of equipment with the rental of space in the Mission San Luis Visitor Center:

Microphones: *(Can be used in SunTrust Theatre or Mission Room)*

- ✦ Handheld wireless microphone (with optional microphone stand)
- ✦ Microphone with stand (wired)

Podium: *(Can be used in SunTrust Theatre or Mission Room)*

- ✦ Podium with a wired microphone, lighted surface, and electrical outlets.

Audio Visual Carts:

MISSION ROOM *(Two AV carts available)*

- ✦ Sanyo PLC-XU300 Projector (Mission Room)
- ✦ DVD Player
- ✦ Dell Laptop

CLASSROOMS *(Two AV carts available)*

- ✦ Sanyo PLC-XU75 Projectors (Classrooms)
- ✦ DVD Player
- ✦ Dell Laptop

PLEASE NOTE THAT ALL FEES ARE SUBJECT TO CHANGE IN ACCORDANCE WITH RULE 1A-37.001, F.A.C.