



EVENT VENUES

1150 LAKELAND DRIVE. JACKSON. MISSISSIPPI 39216
 (601) 432-4500 / FAX (601) 982-4292 / 1-800-844-TOUR

Building/Facility	Square Footage	Capacity Theatre	Capacity Classroom	Capacity Banquet	Mon-Thurs 8am-5pm	Mon-Thurs 5pm-11pm	Fri-Sat 9am-11pm
Sparkman Auditorium*	5035	400	150	325	\$500	\$1000	\$1250
Forestry Building*	4435	400	150	300	\$450	\$900	\$1150
Ethnic Heritage Center*	3764	200	100	175	\$350	\$700	\$950
Education Center	1580	75	30	75	\$300	\$500	\$650
Masonic Lodge	850	60	30	60	\$200	\$350	\$450
Rose Garden**	-	50	-	-	\$100	\$100	\$200
Small Town Pavilion	1000				\$250	\$250	\$250
Field***					\$500	\$500	\$500

*Sparkman, Forestry, and Ethnic have microphone, podium, and wi-fi available.

**Rose Garden can only be rented if booked with another facility on the grounds.

***Field can only be rented if booked with the Sparkman Auditorium.

Rental clients are required to complete a request for use permit before signing a contract. Fees must be paid in full when signing the contract. Purchase orders for state and federal government agencies are accepted. Cash, cashier checks, money orders, Visa and Master Card are accepted. No personal checks.

All events must end no later than 11pm in order to clean and vacate the premises by 12am.

PRICES INCLUDE:

- Clean facility furnished with a limited number of 8 foot rectangular tables and chairs, depending on the facility. The customer is responsible for completing a setup sheet provided by the museum that will allow the customer to draw the way they would like to have the building arranged. The museum must have setup sheet 14 days prior to the event.
- Usage of the facility for times specified on the contract; all events must end no later than 11pm in order to be cleaned and vacate the premises by 12am; a microphone and podium.
- After 5pm, the museum provides security-

Round tables (60in.) @ \$12 each

Parking: Parking for all rental facilities is located in Smith-Wills Stadium parking lot. Exceptions are parking for the Sparkman Auditorium, which is located in front of the auditorium. Handicap parking is available inside the Museum Complex.

Clean-up: Customer is responsible for removal of all food and decorations brought in the building. It must be put in garbage cans provided or be removed at the end of the agreed scheduled time on the day of the rental. Excessive spills will be accessed a clean-up fee determined by Museum.

Alcohol: Permitted after 5:00 p.m. If selling alcohol, the seller must provide a liquor license. NO KEG BEER IS ALLOWED.

Customer must provide: Media/sound equipment for disc jockey or band; setup equipment such as ladders, extension cords, etc.

FOR MORE INFORMATION REGARDING RENTALS. PLEASE CALL THERESA LOVE @ (601) 432-4500 OR EMAIL: THERESA@MDAC.MS.GOV