



Mission San Luis Rental Rates

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

Your guests will enjoy our beautiful spaces that have the heritage of Spain and Apalachee with the charm of the South.

Contact us to schedule your site visit.

We look forward to helping you make your special event *historic!*

850.245.6406 | rentals@missionsanluis.org

2100 WEST TENNESSEE STREET, TALLAHASSEE FL

www.missionsanluis.org

Preferred Caterers

Andrew's

Catering Capers

Klassic Katering

Real Paella

Social Catering & Events

Preferred Bartending Services

On The Rocks Bartending

Top Shelf Events



DELUXE WEDDING PACKAGE

Saturday: \$3450* | Sunday-Friday: \$2950*

Day of Event:

- ✦ Use of Mission Room Banquet Hall & Entry Hall
 - ✦ Use of indoor tables and chairs
 - ✦ Use of Outdoor Enclosed Courtyard
- ✦ Use of Portal Paseo outdoor area or inside Main Lobby for ceremony
 - ✦ Main Lobby as backup for Portal Paseo in the event of rain
 - ✦ Use of Classroom, Boardroom, and Theatre
 - ✦ Use of golf cart with driver for photos during event
 - ✦ Set up and reset of MSL items in rental spaces

Before/After Event

(During normal museum hours, Tuesday–Sunday, 10 am–4 pm)

- ✦ Engagement photo time onsite
- ✦ Rehearsal time *(One hour, week of the event. Subject to scheduling & availability)*
 - ✦ Complimentary museum passes for all guests

** Certain items may be discounted if not used.*

** Plus \$500 refundable damage deposit for events without alcohol
OR \$1000 refundable damage deposit for events with alcohol.*



RECEPTION-ONLY PACKAGE

Saturday: \$2950* | Sunday-Friday: \$2450*

- ✦ Use of Mission Room Banquet Hall & Entry Hall
 - ✦ Use of indoor tables and chairs
 - ✦ Use of Outdoor Enclosed Courtyard
- ✦ Use of golf cart with driver for photos during event
 - ✦ Set up and reset of MSL items in rental spaces
- ✦ Complimentary museum passes for all guests *(for use during museum hours)*

** Plus \$500 refundable damage deposit for events without alcohol
OR \$1000 refundable damage deposit for events with alcohol.*



ADDITIONAL AMENITIES

- ♦ **Additional Evening Hours (until 2 am): \$250/hr beyond six hours on premises.**
In addition, additional security officer hours will also be needed.
- ♦ **Additional Morning Hours (starting at 8 am): \$150/hr**
- ♦ **Decorating Reserve Day(s): \$875/day before event (10 am - 4 pm) for Mission Room only**
 - ♦ **Outdoor Chair Service: \$350**
 - ♦ **Storage of Rental Items: \$250/day up to 48 hours after event**
 - ♦ **Prefunction Lobby Furniture Storage: \$250/day**
 - ♦ **Event Security (see next page)**
 - ♦ **Classroom AV Equipment (contact us)**

AMENITIES FROM OTHER VENDORS

Valet Parking / Linens & Placesettings / Dance Floor / AV Equipment



INDIVIDUAL ROOM RATES (for weddings, see packages)

MISSION ROOM BANQUET HALL & OUTDOOR COURTYARD

The Mission Room is a beautiful, equipped banquet hall which accommodates up to 250 seated guests. The adjacent courtyard is perfect for cocktail receptions or outdoor lounges.

- ♦ Monday–Wednesday: 10 am–4 pm \$1000* | 10 am–11 pm \$1500*
- ♦ Thursday: 10 am–4 pm \$1000* | 10 am–11 pm \$2,000*
- ♦ Sunday–Friday: \$2,450* for six hours
- ♦ Saturday: \$2,950* for six hours

VISITOR CENTER MAIN LOBBY (5-10 PM)

The Visitor Center Lobby is open to a second story balcony and is adjacent to the Truist Theatre. This space is ideal for wedding ceremonies, cocktail receptions, and smaller events.

- ♦ Monday –Thursday: \$400/hr* ♦ Friday –Sunday: \$500/hr*

TRUIST THEATRE (5-9 PM)

The Truist Theatre has a projection room and screen as well as 126 comfortable upholstered seats.

- ♦ Monday –Sunday: \$200/hr*

JAY I. KISLAK CLASSROOMS

The two Jay I. Kislak Classrooms each seat 30. They can be used separately or combined into one large room for meetings or a place to prepare for your special event.

- ♦ Monday –Thursday: \$50/hr per classroom* (8 am – 5 pm)
- ♦ Friday –Sunday: \$100/hr per classroom* (8 am – 9 pm)

When used in conjunction with an event scheduled in the Mission Room, the rental of both classrooms is only \$50 per hour.

BOARDROOM

Our executive Boardroom accommodates up to 12 people and offers an intimate professional environment or space for bridal dressing.

- ♦ Daily: \$50/hr for the first hour & \$25 for each subsequent hour or fraction of an hour*

* Plus \$500 refundable damage deposit for events without alcohol
OR \$1000 refundable damage deposit for events with alcohol



SECURITY SERVICES

Mission San Luis is a National Historic Landmark and public preservation treasure. Protection of your safety and our property is a priority. Certain events will require Tallahassee police officers to ensure all laws are enforced. Additional fees will be required for security services. Please contact us for pricing.

Make your special event historic with us!
missionsanluis.org

Please note that all fees are subject to change.