

**LSU AGCENTER BOTANIC GARDENS AT BURDEN**  
**FACILITY USE POLICY**  
**2017 RENTALS**  
(Updated 10/18/2016)

**Facilities Usage:**

Use of the Ione E. Burden Conference Center, Steele Burden Memorial Orangerie, the Pavilion and Windrush Gardens are subject to the approval of the LSU AgCenter.

The **Ione E. Burden Visitor Information and Conference Center** was built in memory of Miss Ione and her love for education. Facility use charges include the use of lobby and/or foyer space, conference room with exposed beams and stained glass, tables (12) and chairs (85), catering kitchen and outdoor cooking space. The conference room has a maximum capacity of 120 people.

The **Steele Burden Memorial Orangerie** was designed by A. Hays Town in memory of Steele Burden. Facility use charges include the use of the conference/catering room (maximum 15 person capacity, table and chairs for 10 people provided), atrium (maximum 100 person capacity), and outdoor space immediately in front of and behind the building. Tables and chairs are also provided. (Table sizes: 20 – 6’ round and 30 – 6’ rectangular. Chairs: 100 - light grey padded metal and 250 – white folding).

The **Pavilion** is a large open-air structure with exposed beams and a handsome fireplace that overlooks the Burden Woods. Facility use charges include the use of the covered pavilion (approximately 40’ x 50’) and the outdoor space immediately in front of and behind the building.

**Scheduling and Reservations for Ione E. Burden Conference Center, Steele Burden Memorial Orangerie, the Pavilion and Windrush Gardens:**

1. Scheduling Burden facilities is on a first-come, first-served basis. “Tentative” reservations are not allowed. Reservations made more than 12 months in advance may be subject to a rate change.
2. A \$500 refundable security deposit plus 50% of the rental fee is required at the time of booking to secure the reservation for the venue. Reservations should not be considered confirmed until the Director or Assistant Director at the Botanic Gardens has acknowledged receipt and approval of the required deposit and paperwork. If the deposit and forms are submitted by mail, an email will be sent to the sponsoring group/individual confirming the reservation once the deposit is received.
3. The total amount due for the rental must be paid in full 4 weeks prior to the event. Refunds will be granted up to 30 days prior to the event with a 25% cancellation fee (based on total rental price). Refunds will not be issued for cancellations less than 30 days prior to event. A \$25.00 processing fee will be charged if an event is rescheduled to another date.
4. After the event, the client is responsible for making sure the facility and surrounding area are undamaged. If the facility is left in the same condition as when it was rented, the security deposit will be refunded. Processing of the refund can take up to 30 days.

## **Ione E. Burden Conference Center:**

### *Weekday Events*

These are events that occur Monday through Friday from 8:00 a.m. until 5:00 p.m. The conference center can be rented for a half day (8:00 a.m. – noon or 1:00 p.m. – 5:00 p.m.) or for a full day (8:00 a.m. – 5:00 p.m.). Events must end at 5:00 p.m. unless other arrangements are made in advance. If you need set-up time before your event starts, you will need to request it in advance; additional hour charges will apply. If events are permitted to extend past 5:00 p.m., an additional fee will be charged on an hourly basis.

### *Evening and Weekend Events*

These are events that occur after 5:00 p.m. on weekdays and all day on Saturdays and Sundays. These events are charged a 3 hour maximum, which includes: **1 hour for set-up, 1 hour for the event, and 1 hour for take down** or a 6 hour minimum, which includes: **2 hours for set-up, 3 hours for the event, and 1 hour for take down**. All activities for the event must end by 11:00 p.m. Take down must begin by 11:00 p.m. so that everyone can leave the premises by midnight. A 2 ½ hour early set-up option is available at a flat rate of \$500. Time after midnight is billed at twice the hourly rate.

## **Steel Burden Memorial Orangerie:**

### *Weekday Events*

These are events occurring Monday through Friday from 8:00 a.m. until 5:00 p.m. The Orangerie can be rented for a half day (8:00 a.m. – noon or 1:00 p.m. – 5:00 p.m.) or for a full day (8:00 a.m. – 5:00 p.m.). Events must end by 5:00 p.m., unless other arrangements are made in advance. If you need set-up time before your event starts, you will need to request it in advance; additional hour charges will apply. If events are permitted to extend past 5:00 p.m., an additional fee will be charged on an hourly basis. The Orangerie Conference Room can be rented separately on weekdays only.

### *Evening and Weekend Events*

These are events occurring after 5:00 p.m. on weekdays and all day on Saturdays and Sundays. These events are charged a 3 hour maximum, which includes: **1 hour for set-up, 1 hour for the event, and 1 hour for take down** or a 6 hour minimum, which includes: **2 hours for set-up, 3 hours for the event, and 1 hour for take down**. Use of the Orangerie Conference Room is included in the rental price. All activities for the events must end by 11:00 p.m. Take down must begin by 11:00 p.m. so that everyone can leave the premises by midnight. A 2 ½ hour early set-up option is available at a flat rate of \$500 if you would like additional time to set up for your event. Additional hours may be added to the 6 hour minimum package at \$200 per hour. These hours must be added to your contract before the day of the event. Time after midnight is billed at twice the hourly rate.

## **The Pavilion:**

### **Weekday Events**

These are events that occur Monday through Friday, from 8:00 a.m. until 5:00 p.m. The Pavilion can be rented for a half day (8:00 a.m. – noon or 1:00 p.m. – 5:00 p.m.) or for a full day (8:00 a.m. – 5:00 p.m.). Events must end by 5:00 p.m. unless other arrangements are made in advance. If you need set-up time before your event starts, you will need to request it in advance. Additional hour charges will apply. If events are permitted to extend past 5:00 p.m., an additional fee will be charged on an hourly basis.

### **Evening and Weekend Events**

These are events that occur after 5:00 p.m. on weekdays and all day on Saturdays and Sundays. These events are charged a 3 hour maximum which includes: **1 hour for set-up, 1 hour for the event, and 1 hour for take down** or a 6 hour minimum, which includes: **2 hours for set-up, 3 hours for the event, and 1 hour for take down**. All activities for the events must end by 11:00 p.m. Take down must begin by 11:00 p.m. so that everyone can leave the premises by midnight. A 2 ½ hour early set-up option is available at a flat rate of \$400 if you would like additional time to set up for your event. Additional hours may be added to the 6 hour minimum package at \$200 per hour. These hours must be added to your contract before the day of the event. Time after midnight is billed at twice the hourly rate.

TRASH and TRASH CONTAINERS should not be left outside the building at the end of your event. A Botanic Gardens staff member will give you directions to the dumpsters which are available for your use and located in a well-lit area.

## **Use of Multiple Buildings**

Rental rates for the Pavilion and Conference Center are discounted when rented for use with the Orangerie. You may contact the Director or Assistant Director at the Botanic Gardens for more information on the discounted rates.

## **Burden Related Organizations**

Horticulture-based organizations such as Burden Horticulture Society, Camellia Society, American Herb Society – Baton Rouge Unit, Master Gardeners, Baton Rouge Orchid Society, Capital Area Beekeepers, Baton Rouge Green, and Bonsai Society are charged a special rate. There is a two hour minimum for these events. General Public and University events may take precedence for booking. You may contact the Director or Assistant Director at the Botanic Gardens for more information.

## **Fees for Events held on the Botanic Gardens Grounds**

Outside events in the Rose Garden, Barton Arboretum or on the general grounds are \$200.00 per event (2 hours) and are limited to small groups. All trash must be removed and the area left as you found it. NOTE: These areas may have limited or no restroom availability.

## **Photography at the Botanic Gardens**

### **Photography Policy and Etiquette for Media and Commercial Photographers**

A \$75 session fee is required for each photographic shoot at the Botanic Gardens. If a photographer has more than one client on the same day, a session fee is required for each client. Appointments should be scheduled at least one week in advance. You will be given a pass for your appointed time. This pass should be worn in full view while shooting and returned after the shooting.

If a bride has her wedding booked at our venue, we will include a photography session at no additional charge. Please call our office to schedule the appointment time.

The photography/videography guidelines outlined here include all wedding, family, engagement, prom, graduation, holiday, children or similar events and situations. Those who have rented the facility for a function may take photographs during their rental time at no additional fee.

If you want to set up a photo shoot inside the buildings, you may do so only during working hours of 8:00 a.m. to 5:00 p.m. Monday – Friday (excluding holidays). If you want to shoot inside and outside the building, we suggest you schedule the inside of the building first to end at 5:00 p.m. so the building may be secured. You may then have as much outside time as you need.

#### **Photography Etiquette:**

- Do not enter flowerbeds, plant displays, mulched areas or ravines.
- Remain on the pathways and grassy turf at all times.
- Do not injure, disturb, damage or deface any plant, feature or animal.
- Alcoholic beverages may not be brought in.
- Do not block access to the entrance, pathways, or garden areas.

Please remember that any party who has booked a private event in a particular location of the Botanic Gardens has the exclusive right to that reserved area. The Botanic Gardens reserves the right to refuse admittance for photography/videography and/or to change its photo policy without advance notice.

#### **Fees for Events at Windrush Gardens:**

Windrush Gardens has seating for 200 + guests. Chairs, tables, podium and tents must be provided. Please contact Elizabeth McInnis at Rural Life Museum, (225) 765-2437 or [rurallife@lsu.edu](mailto:rurallife@lsu.edu) for more information. There is also a photography fee for Windrush Gardens. Photography sessions for Windrush Gardens are booked through the Rural Life Museum.

## **FACILITY POLICIES**

Facilities are available on a non-discriminatory basis, without regard to socioeconomic level, race, color, sex, religion, disability, or national origin and may not be used by any individual or organization that discriminates in membership or in practice against any of the above mentioned. The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment.

### **ALCOHOL USE POLICY**

The serving, possessing, and consuming of alcoholic beverages at the Botanic Gardens is allowed only in accordance with the provisions of state and local laws and ordinances and within the context of LSU AgCenter regulations and procedures. This policy is specifically designed to govern the use of alcohol on the Botanic Gardens property and is in compliance with Policy Statement 12 of the LSU Agricultural Center. When alcohol is to be consumed at an event, the Botanic Gardens reserves the right to have a representative on the premises with authority to contact appropriate authorities as to misuse of this policy.

### **SECURITY POLICY**

All events must have an LSU Police Officer or other approved security officer on the grounds during the contracted length of the event. The LSU AgCenter Botanic Gardens will secure the necessary security officer for the length of the event.

### **ALL EVENTS REQUIRE A REFUNDABLE SECURITY/DAMAGE DEPOSIT**

A \$500 (per venue) refundable security/damage deposit is due at the time of booking your event. This deposit covers small damages incurred during the event (including setup and cleanup) such as, but not limited to, dings in the wall, tape/string left on the rafters or ceilings, sparklers on the ground, or the need for excess janitorial duties. If damages occur in excess of the security deposit, you will be required to reimburse the LSU AgCenter Botanic Gardens for those damages.

After your event, your security deposit will be refunded less any charges for damages. It will be mailed from LSU Accounting Services to the address listed on your reservation form and may take up to 30 days for processing.

### **GENERAL LIABILITY INSURANCE**

The USER of the facility who employs anyone, directly or indirectly, for their services to the user is to provide the LSU AgCenter Botanic Gardens with a Certificate of Insurance from the employed entity's insurance agent or agents indicating the coverage outlined as follows at least ten business days (10) before the scheduled event.

The GENERAL LIABILITY INSURANCE must be in the amount of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.

**Rental rates effective January 1, 2017 will be as follows:**

	<b>Weekday</b>		
	Monday – Friday, 8:00 am – 5:00 pm		
	Options		
	Half Day 4 hours	Full Day 8 hours	Additional Hours Per Hour Rate
Ione E. Burden Conference Center	450	825	100
Ione E. Burden Conference Center Kitchen	100	100	
Steele Burden Memorial Orangerie	350	675	100
Steele Burden Memorial Orangerie Conference Room	50	100	
Pavilion	300	600	100
	<b>Weekday Evening &amp; Weekend</b>		
	Monday – Friday 5:00 pm – Midnight Saturday – Sunday 8:00 am – Midnight		
	Options		
	6 Hour Minimum	Early Morning Setup (2 ½ Hours)	Additional Hours Per Hour Rate 9 Hour Maximum
Ione E. Burden Conference Center	1,900	500	200
Ione E. Burden Conference Center Kitchen	200		
Steele Burden Memorial Orangerie	2,500	500	200
Pavilion	2,200	400	200
Steele Burden Memorial Orangerie & Pavilion	3,900	500	400
	<b>Weekday Evening &amp; Weekend</b>		
	Monday – Friday 5:00 pm – Midnight Saturday – Sunday 8:00 am – Midnight		
	3 hour maximum		
	Ione E. Burden Conference Center	950	
Ione E. Burden Conference Center Kitchen	200		
Steele Burden Memorial Orangerie	1,250		
Pavilion	1,100		
Steele Burden Memorial Orangerie & Pavilion	1,950		

**Equipment:**

The following equipment is available upon request:

20 round tables 72" across x 30" tall	
30 rectangular tables 72" long x 30" wide	
250 white folding chairs	
100 gray metal padded chairs	
LCD projector and screen (Conference Center only)	
Laptop (Conference Center only)	

## FAQs

Q: When can I get in my venue?

A: The Event Coordinator will open your venue at the contracted time. Please do not schedule family, friends or deliveries to arrive before the contracted time. Other Botanic Garden staff should not be asked to open the buildings as they are not in a position to do so and are not familiar with your contract. If for any reason you are inside before or after the contract time, additional hours will be charged for that time.

Q: How large is the Conference Center?

A: The Conference Center is 30' x 60' and includes a full kitchen. Inside the conference room are 12 rectangular tables 8' long x 3.5' wide x 2.5' tall. There are 85 large padded chairs. The kitchen includes a double refrigerator (may have limited space), stove/oven with 6 burners, two large warmer ovens and small ice machine. If you will be using the stove and/or oven, please let us know in advance so we can light them. There is a large ice machine located outside the side door.

Q: How large is the Orangerie?

A: The Orangerie is 29' x 43' and includes a small conference room with seating for 10. Optimum seating in the Orangerie is 8 tables with 8 chairs for a total of 64 or 100 chairs with no tables. Ceiling fans are 10' off the ground. Decorative iron pipe is 14' off the ground. The sidewalk leading to the Orangerie is 97' 7".

Q: How large is the Pavilion?

A: It is approximately 40' x 50'.

Q: What is the maximum capacity of the spaces?

A: The maximum capacity for the Conference Center is 120 persons. The maximum capacity for the Orangerie is 100 persons. The maximum capacity for the Pavilion is 100 persons.

Q: Can I rent multiple facilities?

A: Certainly! If renting the Orangerie, the Conference Center and/or the Pavilion can also be rented at a discount. When renting the Orangerie or the Pavilion, the kitchen attached to the Conference Center can be rented for an additional \$200.00. The kitchen rental is for use during the event time only and not during early set-up of the Orangerie or the Pavilion.

Q: Do you have a diagram of the facilities?

A: Two schematics - one of the Orangerie and another of the Conference Center, Orangerie and Pavilion area - are available on our website and by request.

Q: What does it cost to rent the outdoors area?

A: Outdoor areas of the Botanic Gardens property rent for \$200.00 per event. This rental option is only available for small groups. You must remove all trash and leave the area as you found it. If the area is left unclean, a clean-up fee will be assessed and billed. Access to restroom facilities may be limited. If you are renting the Orangerie, the front and back lawns are included in the price. If you are renting the Conference Center, the front lawn is



included in the price. If you are renting the Pavilion, the area surrounding is included in the price.

Q: How late can I hold an event?

A: All events **MUST END** by 11:00 p.m. Do not schedule any activities past 11:00 p.m. such as the garter toss, bouquet or send off. Take down and clean-up must begin by 11:00 p.m. and end by midnight. If your event extends past midnight, you will be charged twice the additional hour rate.

Please notify the caterer, florist and any other service provider that they are responsible for collection of all of their items and any clean up by the event end time. They must leave the facility by the end time or you will be billed for the additional time. The exception to this is for items left outside of the building (tables, chairs, and tents) for pick up the next day. Delivery and pick-up times will be based on other events scheduled so please check before you schedule.

Q: Is there anything that isn't allowed in the buildings?

A: The following are **PROHIBITED** in all buildings:

- a) Smoking inside any buildings and surrounding areas. Although we have ashtrays at front entrances, we are a smoke free campus.
- b) Party confetti and glitter.
- c) Wish lanterns.
- d) Double sided tape on any surface, including tablecloths.
- e) Candles - Only flameless candles are allowed in buildings.
- f) Candles in the fireplace – only dripless candles in appropriate holders or flameless.
- g) Boiled crawfish - no boiled crawfish may be brought inside the buildings or left in the trash cans. Crawfish are permitted outside of buildings, provided proper cleanup is done after the event. All trash must be removed by you at the end of your event.

Q: Can I bring in my own caterer?

A: You may bring in your own caterer; however, they must hold a General Liability insurance policy and we must receive a copy of their certificate of insurance **TWO WEEKS** before the event. See **Facility Policies** for more information. If you are only having food delivered, this does not apply.

Q: Can I have alcohol at my event?

A: Yes, in accordance with the alcohol policy. See **Facility Policies** for more information. A responsible adult must monitor individuals under 21 or you may hire a bartender.

Q: Can I set up the morning of my event?

A: Yes, you may set up the morning of your event for \$500 (Conference Center), \$500 (Orangerie) and \$400 (Pavilion) for a total time of 2½ hours. Example: Event is from 4 p.m. until 10 p.m. You may come in between 8 a.m. and 10:30 a.m. to set up the building. At that time, the building will be locked until your event time. We are not responsible for any items left unattended.

Q: Can I attach my early setup time to my event?

A: No, you may purchase additional hours to extend your event time, but early setup is not designed to extend your event time.

Q: Can I set up on the lawn areas before my event time?

A: Not before your contracted time. You may have chairs/tables delivered if it does not interfere with another event. You may also have them picked up the next morning if it does not interfere with another event.

Q: Can I hold my rehearsal before my wedding?

A: Yes, you may. Please schedule the rehearsal Monday – Thursday as there may be another event booked the night before your event. This may need to be scheduled to end by 5 p.m.

Q: Do you rent tents?

A: No, you will need to arrange the rental with an outside source. We will be glad to tell you who is familiar with the property.

Q: Can I set up my tent early?

A: Yes, the tent may be set up the day before if it does not interfere with another event booked in the same area.

Q: Can I have my tent taken down the next day?

A: Yes, the tent may be taken down the next morning if it does not interfere with another event booked in the same area.

Q: Can I run power from the Orangerie to a tent outside? What about power for my band?

A: The Orangerie cannot facilitate electrical needs outside of the building. There is a separate designated power source for outdoor purposes. This includes one 110 volt outlet on a 20 amp breaker and a 220 volt outlet on two 30 amp breakers. There is a pigtail that can be used on the 220 volt outlet to convert to two 110 volt outlets.

Q: Can I put up lights for an evening event?

A: Up lighting has been installed in several of the Orangerie flowerbeds and around the building. They will automatically be turned on by your Event Coordinator. The walkways leading to the Orangerie have pathway lighting but you may light up the walkways with twinkle lights, flameless candles or lanterns.

Q: Can I have a fire in the pit beside the Pavilion?

A: Yes. A responsible adult must be in charge of it at all times. The pit must be extinguished at the end of the event. You must provide your own wood to burn. The best way to put out the fire is to dump the ice and water from your ice chests after the event.

Q: Can I use the fireplace in the Pavilion?

A: Yes. A responsible adult must be in charge of it at all times. The fire screen must be used at all times.

Q: Is the Orangerie air conditioned or heated?

A: Not at this time. Portable air conditioners do not work well in this building, but portable heaters may be brought in. We do not rent them here at our facility.

Q: Can I recycle during my event?

A: Yes, you may have dedicated trash cans for aluminum and glass. We will dispose of it in our recycle bin.

Q: Do you rent table linens?

A: No, they will need to be brought in for your event. The Conference Center tables have vinyl tablecloths on them that may be covered.

Q: Can I hang things on the walls?

A: Yes, only using Command ® pull tab hangers. Nails, staples, and tape are not allowed.

Q: Are we allowed to take the Botanic Gardens tables and chairs outside the Orangerie?

A: Yes, but all items must be stacked neatly inside the Orangerie at the end of the event. You are not required to use our equipment but may use an outside vendor of your choice.

Q: Can the tables and chairs in the Conference Center be moved out of the building?

A: No, they may not be moved out of the building. They can be moved in any arrangement you require inside the Conference Center.

Q: How big is the parking lot?

A: The parking lot between the Conference Center and the Orangerie has 26 regular spaces and 2 handicap spaces.

Q: Is there additional parking?

A: Yes, there is additional parking on the right side of the Conference Center in the grass lot.

Q: Is there a charge for professional photography sessions?

A: The Botanic Gardens at Burden charges \$75 for professional photography shoots. If you want to set up a photo shoot inside the buildings, you may do so during our working hours of 8:00 a.m. and 5:00 p.m. Monday – Friday (excluding holidays). If you want to shoot inside and outside the building, we suggest you schedule the inside of the building first. That way it can end by 5:00 p.m. so the building may be secured. You may then have as much outside time as you need. If you have your event booked with us, you may schedule a photography session at no charge.

Q: Why don't I see my event on the calendar?

A: DiscoverBurden.com is for all events held here that are open to the public. Your event will show up on our internal calendar at <http://www.lsuagcenter.com/calendar/burdenreservation.aspx>

**LSU AGCENTER BOTANIC GARDENS AT BURDEN  
EVENT RESERVATION FORM (CONFERENCE CENTER)**

Call Mary Coco at (225) 763-3990 Option 6 to inquire about available dates.  
Complete and return reservation form – Mail to Botanic Gardens, 4560 Essen Lane,  
Baton Rouge, LA 70809, Fax to (225) 763-3993 or Email to [Mcoco@agcenter.lsu.edu](mailto:Mcoco@agcenter.lsu.edu)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Open to Public Yes No  
Phone Day: \_\_\_\_\_ Phone Evenings: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Times of Event: \_\_\_\_\_  
Set-Up Time: \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_

Number of People: \_\_\_\_\_ Table Configurations: \_\_\_\_\_  
Presentation, U-shape,  
Block, Classroom, Other

Please indicate if you will require any of the following equipment:

\_\_\_\_\_ LCD Projector and Screen  
\_\_\_\_\_ Laptop  
\_\_\_\_\_ Podium/Microphone

Using a Caterer Yes No Name \_\_\_\_\_ Insurance \_\_\_\_\_

Notes:

Conference Center Rental Fee Charges (50% required for deposit)	\$	_____
Additional Hours (Before or after the event @ \$200/hour)	\$	_____
Early morning set-up (\$500 for 2 ½ hours) Time: _____	\$	_____
Security Deposit	\$	500.00
Subtotal	\$	_____
5% Add'l Fee for Credit Card Payments (American Express, Visa, MasterCard)	\$	_____
Total	\$	_____
Amount Required for Reservation	\$	_____
Balance Due ( <b>4 weeks prior to event</b> )	\$	_____

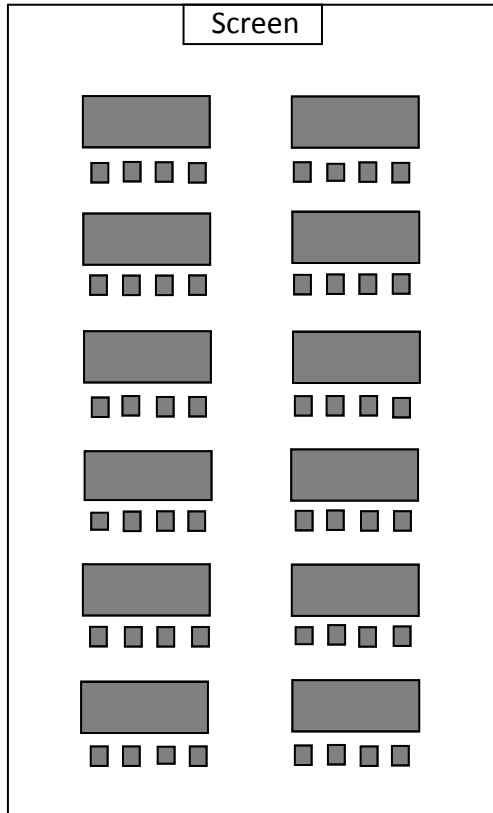
Account Number for Internal Transactions

DT \_\_\_\_\_ DT \_\_\_\_\_

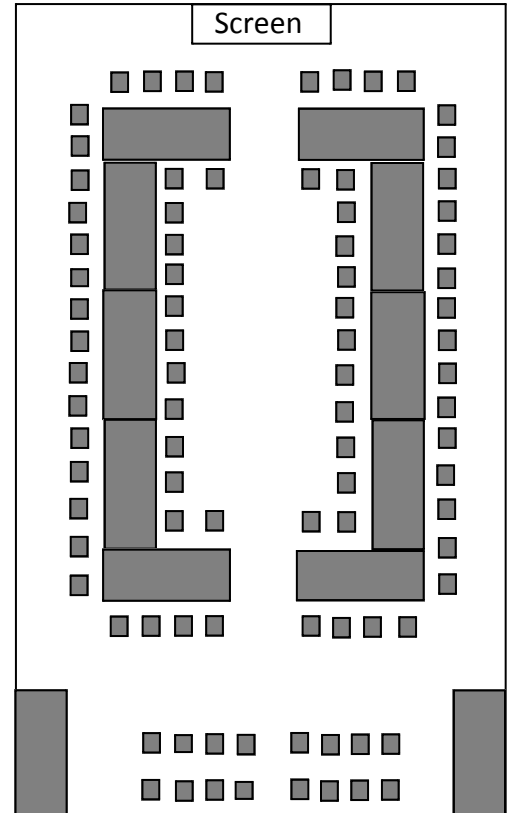
I, the undersigned, have read and understand the provisions of the Botanic Gardens Facilities Usage Policy and will comply with these provisions. I understand that non-compliance with the said provisions may exclude me from present or future use of the Botanic Gardens facilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

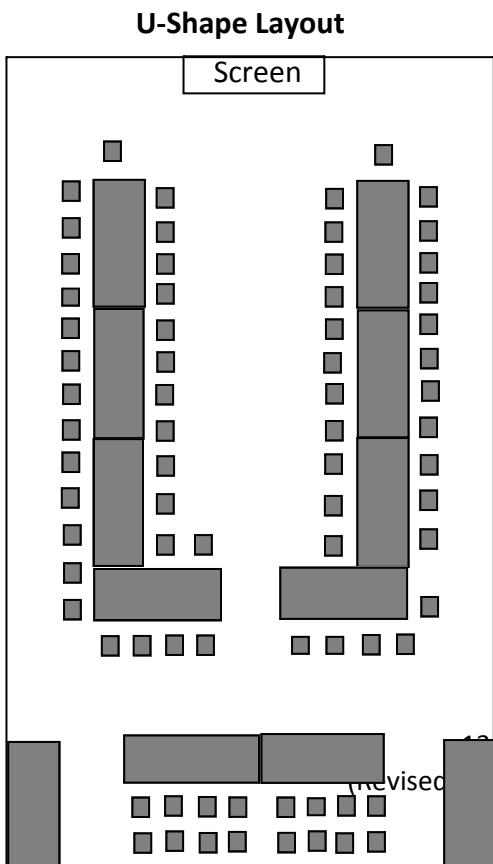
## Conference Room Table Layouts



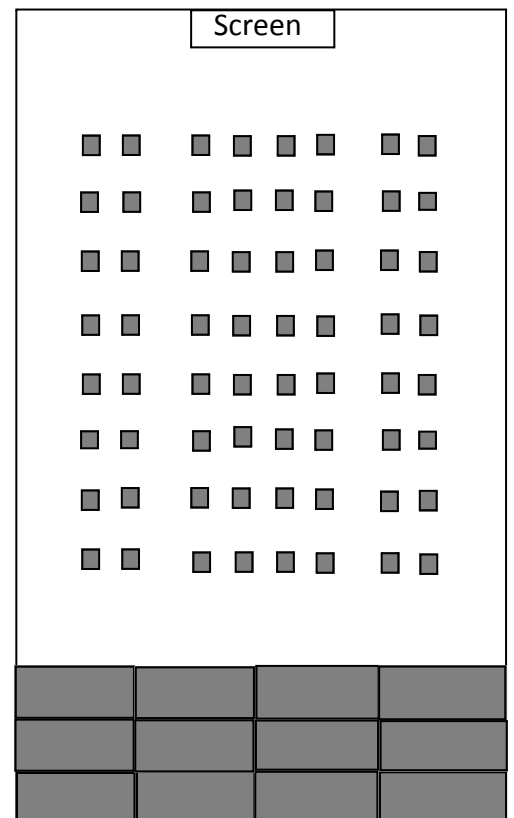
**Classroom Layout**



**Block Layout**



**U-Shape Layout**



**Presentation Layout**

**LSU AGCENTER BOTANIC GARDENS AT BURDEN  
EVENT RESERVATION FORM - ORANGERIE**

Call Katie Guitreau at (225) 763-3990 Option 2 to inquire about available dates.  
Complete and return reservation form – Mail to Botanic Gardens, 4560 Essen Lane,  
Baton Rouge, LA 70809, Fax to (225) 763-3993 or Email to [kguitreau@agcenter.lsu.edu](mailto:kguitreau@agcenter.lsu.edu)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Open to Public Yes No  
Phone Day: \_\_\_\_\_ Phone Evenings: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Set up Time: \_\_\_\_\_  
Total Time: \_\_\_\_\_ Times of Event: \_\_\_\_\_  
Number Guests \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_

Please indicate if you will require any of the following equipment:  
\_\_\_\_\_ Tables (20 round) # of Tables \_\_\_\_\_  
\_\_\_\_\_ Tables (30 rectangle) # of Tables \_\_\_\_\_  
\_\_\_\_\_ Chairs (100 grey) # of Chairs \_\_\_\_\_  
\_\_\_\_\_ Chairs (250 white) # of Chairs \_\_\_\_\_

Using a Caterer? Yes No Name \_\_\_\_\_ Insurance \_\_\_\_\_

Notes:

Orangerie Rental Fee Charges (50% required for deposit)	\$	_____
Early Morning Set-up (2 ½ hours \$500.00)	\$	_____
Additional Hours (\$200.00 per hour)	\$	_____
Kitchen Rental (\$200.00 – for use during event times only)	\$	_____
Security Deposit	\$	500.00
Subtotal	\$	_____
5% Add'l Fee for Credit Card Payments (American Express, Visa, MasterCard)	\$	_____
Total	\$	_____
Amount Required for Reservation	\$	_____
Balance Due (4 weeks prior to event)	\$	_____

Account Number for Internal Transactions \_\_\_\_\_  
DT DT

I, the undersigned, have read and understand the provisions of the Botanic Gardens Facilities Usage Policy and will comply with these provisions. I understand that non-compliance with the said provisions may exclude me from present or future use of the Botanic Gardens facilities.
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**LSU AGCENTER BOTANIC GARDENS AT BURDEN  
EVENT RESERVATION FORM – ORANGERIE & PAVILION**

Call Katie Guitreau at (225) 763-3990 Option 2 to inquire about available dates.  
Complete and return reservation form – Mail to Botanic Gardens, 4560 Essen Lane,  
Baton Rouge, LA 70809, Fax to (225) 763-3993 or Email to [kguitreau@agcenter.lsu.edu](mailto:kguitreau@agcenter.lsu.edu)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Open to Public Yes No  
 Phone Day: \_\_\_\_\_ Phone Evenings: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Set up Time: \_\_\_\_\_  
 Total Time: \_\_\_\_\_ Times of Event: \_\_\_\_\_  
 Number Guests \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_

Please indicate if you will require any of the following equipment:  
 \_\_\_\_\_ Tables (20 round) # of Tables \_\_\_\_\_  
 \_\_\_\_\_ Tables (30 rectangle) # of Tables \_\_\_\_\_  
 \_\_\_\_\_ Chairs (100 grey) # of Chairs \_\_\_\_\_  
 \_\_\_\_\_ Chairs (250 white) # of Chairs \_\_\_\_\_

Using a Caterer? Yes No Name \_\_\_\_\_ Insurance \_\_\_\_\_

Notes:

Rental Fee Charges (50% required for deposit)	\$	_____
Early Morning Set-up (2½ hours \$500.00)	\$	_____
Additional Hours (\$400.00 per hour)	\$	_____
Kitchen Rental (\$200.00 – for use during event times only)	\$	_____
Security Deposit	\$	<u>1,000.00</u>
Subtotal	\$	_____
5% Add'l Fee for Credit Card Payments (American Express, Visa, MasterCard)	\$	_____
Total	\$	_____
Amount Required for Reservation	\$	_____
Balance Due ( <b>4 weeks prior to event</b> )	\$	_____

Account Number for Internal Transactions  
 DT \_\_\_\_\_ DT \_\_\_\_\_

I, the undersigned, have read and understand the provisions of the Botanic Gardens Facilities Usage Policy and will comply with these provisions. I understand that non-compliance with the said provisions may exclude me from present or future use of the Botanic Gardens facilities.
--

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Tent Company \_\_\_\_\_ Phone \_\_\_\_\_  
Contact \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_  
Contact \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_ Phone \_\_\_\_\_  
Contact \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_  
Contact \_\_\_\_\_

Point of Contact during Wedding \_\_\_\_\_ Phone \_\_\_\_\_  
2<sup>nd</sup> Contact \_\_\_\_\_ Phone \_\_\_\_\_

Early Set-Up Time \_\_\_\_\_ To \_\_\_\_\_

Event Set-Up Time \_\_\_\_\_ To \_\_\_\_\_

Event Time \_\_\_\_\_ To \_\_\_\_\_

Clean-Up Time \_\_\_\_\_ To \_\_\_\_\_

Wedding on Lawn YES NO Time: \_\_\_\_\_  
(Detour traffic)

Photography Date \_\_\_\_\_ Time: \_\_\_\_\_

Contact information after the event:

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mail Security Deposit Refund To Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



Important points:

- After the event, the client is responsible for making sure that the facility and surrounding area are undamaged. If extraordinary cleaning services are required or the property is damaged, the cost of those services/repairs will be deducted from the security deposit.
- TRASH and TRASH CONTAINERS should not be left outside the building at the end of your event. A Botanic Gardens staff member will give you directions to the dumpsters which are available for your use and located in a well-lit area.
- Clean-up must begin by 11:00 p.m. and be completed by midnight. All event activities must conclude by 11:00 p.m. If your event extends past midnight, you will be charged double the additional hour rate. The late fee also includes your contracted vendors.
- As per the rental contract with the Botanic Gardens, your Event Coordinator will arrive at the appropriate time to open the building. If you enter the building or begin before or remain after your event other than the contracted time, you will be charged accordingly. (See Opening Building under Q&A). Please do not request any other Botanic Gardens staff to open the buildings as they are not in a position to do so or familiar with your contract.
- The kitchen rental is available during your scheduled event time. This does not apply to early morning set-up times of the Orangerie or the Pavilion.

I have read and understand the Botanic Gardens policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**LSU AGCENTER BOTANIC GARDENS AT BURDEN  
EVENT RESERVATION FORM - THE PAVILION**

Call Katie Guitreau at (225) 763-3990 Option 2 to inquire about available dates.  
Complete and return reservation form – Mail to Botanic Gardens, 4560 Essen Lane,  
Baton Rouge, LA 70809, Fax to (225) 763-3993 or Email to [kguitreau@agcenter.lsu.edu](mailto:kguitreau@agcenter.lsu.edu)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Open to Public Yes No  
 Phone Day: \_\_\_\_\_ Phone Evenings: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Set up Time: \_\_\_\_\_  
 Total Time: \_\_\_\_\_ Times of Event: \_\_\_\_\_  
 Number Guests \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_

Please indicate if you will require any of the following equipment:

_____ Tables (20 round)	# of Tables	_____	_____
_____ Tables (30 rectangle)	# of Tables	_____	_____
_____ Chairs (100 grey)	# of Chairs	_____	_____
_____ Chairs (250 white)	# of Chairs	_____	_____

Using a Caterer      Yes   No   Name \_\_\_\_\_ Insurance \_\_\_\_\_  
 Notes: \_\_\_\_\_

Pavilion Rental Fee Charges (50% required for deposit)	\$	_____
Additional Hours (\$200.00 per hour)	\$	_____
Kitchen Rental (\$200.00 during event times only)	\$	_____
Security Deposit	\$	500.00
Subtotal	\$	_____
5% Add'l Fee for Credit Card Payments (American Express, Visa, MasterCard)	\$	_____
Total	\$	_____
Amount Required for Reservation	\$	_____
Balance Due ( <b>4 weeks prior to event</b> )	\$	_____

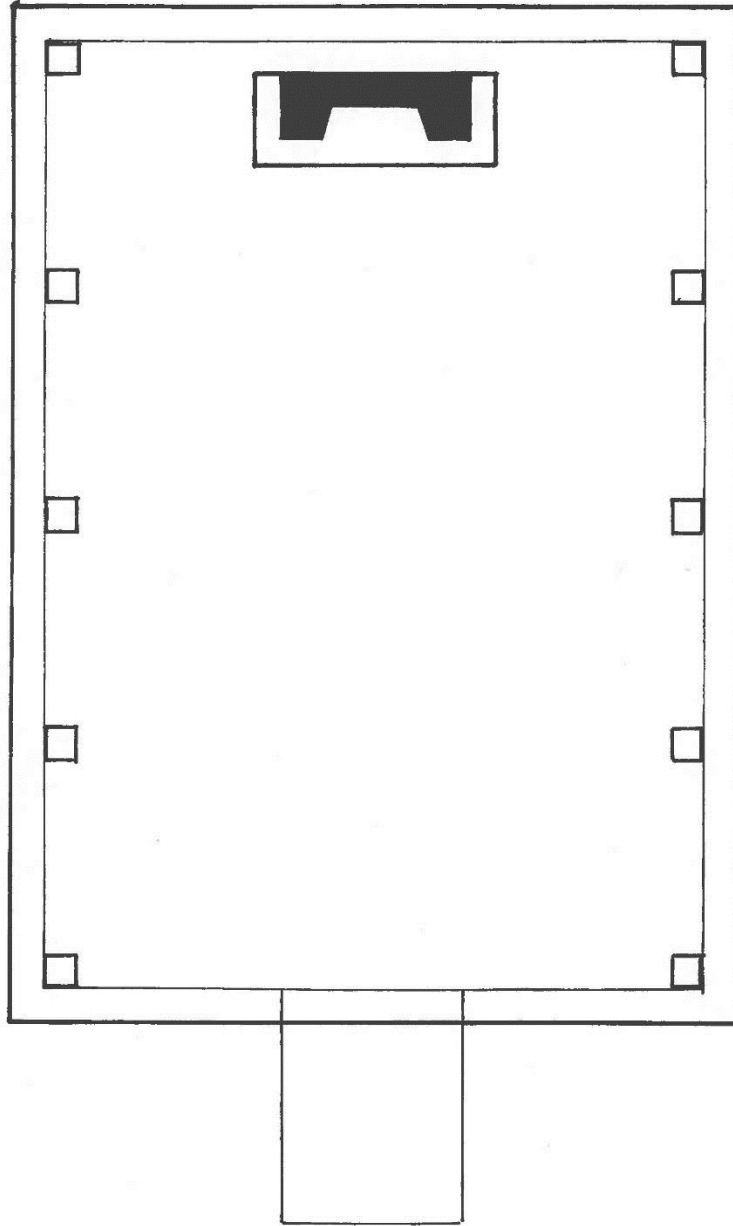
Account Number for Internal Transactions

DT \_\_\_\_\_ DT \_\_\_\_\_

I, the undersigned, have read and understand the provisions of the Botanic Gardens Facilities Usage Policy and will comply with these provisions. I understand that non-compliance with the said provisions may exclude me from present or future use of the Botanic Gardens facilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# THE PAVILION



**LSU AGCENTER BOTANIC GARDENS AT BURDEN  
PHOTOGRAPHY RESERVATION FORM**

Contact Katie Guitreau at (225) 763-3990 Extension 2 or [kguitreau@agcenter.lsu.edu](mailto:kguitreau@agcenter.lsu.edu) to inquire about available dates.

Complete and return reservation form – Mail to Botanic Gardens, 4560 Essen Lane, Baton Rouge, LA 70809, Fax to (225) 763-3993 or Email to [kguitreau@agcenter.lsu.edu](mailto:kguitreau@agcenter.lsu.edu)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Day: \_\_\_\_\_ Phone Evenings: \_\_\_\_\_  
Type of Event: \_\_\_\_\_ Times of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Number of People: \_\_\_\_\_

Area of Usage:  
Rose Garden \_\_\_\_\_  
Orangerie Area \_\_\_\_\_  
Barton Arboretum \_\_\_\_\_  
Other \_\_\_\_\_  
Photography Fee (per session due at time of booking) \$ 75.00  
Date Event Booked \_\_\_\_\_  
Transaction/DT Number \_\_\_\_\_

- ✓ Do not enter flowerbeds, plant displays, mulched areas or ravines.
- ✓ Remain on the pathways and grassy turf at all times.
- ✓ Do not injure, disturb, damage or deface any plant, feature or animal.
- ✓ Alcoholic beverages may not be brought in.
- ✓ Do not block access to the entrance, pathways, or garden areas.

Please remember that any party who has booked a private event in a particular location of the Botanic Gardens has the exclusive right to that reserved area. The Botanic Gardens reserves the right to refuse admittance for photography/videography and/or to change its photo policy without advance notice.

I, the undersigned, have read and understand the provisions of this agreement, as stated in Botanic Gardens Facilities Usage Policy and will comply with these provisions. I understand that non-compliance with the said provisions may exclude me from present or future use of the Botanic Gardens facilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**LSU AGCENTER BOTANIC GARDENS AT BURDEN  
OUTSIDE AREA RESERVATION FORM**

Call Katie Guitreau at (225) 763-3990 Option 2 or [kguitreau@agcenter.lsu.edu](mailto:kguitreau@agcenter.lsu.edu) to inquire about available dates.

Complete and return reservation form – Mail to Botanic Gardens, 4560 Essen Lane, Baton Rouge, LA 70809, Fax to (225) 763-3993 or Email to [kguitreau@agcenter.lsu.edu](mailto:kguitreau@agcenter.lsu.edu)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Open to Public Yes No

Phone Day: \_\_\_\_\_ Phone Evenings: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Times of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of People: \_\_\_\_\_

Area of Usage:

Rose Garden \_\_\_\_\_

Orangerie Area \_\_\_\_\_

Barton Arboretum \_\_\_\_\_

Other \_\_\_\_\_

Outside Area Fee	\$	200.00
5% Add'l Fee for Credit Card Payments (American Express, Visa, MasterCard)	\$	_____
Total	\$	_____
Amount Required for Reservation	\$	_____
Balance Due ( <b>4 weeks prior to event</b> )	\$	_____

After the event, the client is responsible for making sure that the outside area is clean and undamaged. All lawn areas must be left free of debris. If the area is not left in its original condition, a clean-up fee will be assessed. NOTE: May have limited restroom availability.

I, the undersigned, have read and understand the provisions of the Botanic Gardens Facilities Usage Policy and will comply with these provisions. I understand that non-compliance with the said provisions may exclude me from present or future use of the Botanic Gardens facilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_