**FAQs**

**Conference Center**

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: What is the maximum capacity of the spaces?
A: The maximum capacity for the Conference Center is 120 persons.

Q: What does it cost to rent the outdoors area?
A: If you are renting the Conference Center, the front lawn is included in the price.

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: 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: Do you rent table linens?
A: The Conference Room tables have vinyl tablecloths on them that may be covered if needed.

**Orangerie**

Q: How large is the Orangerie?
A: The Orangerie is 29' x 43' and includes a smaller 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: What is the maximum capacity of the spaces?
A: The maximum capacity for the Orangerie is 100 persons.

Q: What does is cost to rent the outdoors area?
A: If you are renting the Orangerie the front and back lawn is included in the price.

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: 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 especially happens in our busy months.

Q: Can I hang things on the walls?
A: Yes, only using Command ® pull tab hangers. Nails, staples, and tape are not allowed.

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 lights up 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: 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: Are we allowed to take the Botanic Gardens tables and chairs outside the Orangerie?
A: Yes, if you are using the gray padded metal chairs they 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.

**The Pavilion**
Q: How large is The Pavilion?
A: It is approximately 40’ x 60’.

Q: What is the maximum capacity of the spaces?
A: The maximum capacity for The Pavilion is 100 persons.

Q: What does is cost to rent the outdoors area?
A: If you are renting The Pavilion the Memory Garden and lawn area around it is included in the price.

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: Can I hang lights in The Pavilion?
A: Yes, you may hang them from the beams. You must provide your own ladder to hang them. Nothing may be hung or attached to the fixtures on the brick columns.

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. There is also a hose attached to the back column of the Pavilion.

Q: Can I hang things on the walls?
A: Yes, only using Command ® pull tab hangers. Nails, staples, and tape are not allowed. There are metal rings already attached to the eves of the Pavilion. You may use these with zip ties.

**Children's Garden and Outside Green Areas**
Q: What does is 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 and last two (2) hours. This is a non-inclusive venue. You must bring everything for your event in with you and remove it when you leave. 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 from your security deposit. Access to restroom facilities may be limited.

**General (Applies to all Venues)**
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 starts at the same time as your setup time is for and not before. It is not to be used during early set-up of the Orangerie or the Pavilion.

Q: How late can I hold an event?
A: All events MUST END by 11:00 p.m. Do not schedule any activities such as the garter toss, bouquet or send off past 11:00 p.m. 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 a $400 hourly 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 by 10:00 a.m. the following day, if nothing else is scheduled. 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 in any buildings and surrounding areas. Although we have ashtrays at front entrances for use in that area, we are a smoke free campus.
b) Party confetti and glitter.
c) Wish lanterns and sparklers.
d) Double sided tape on any surface, especially on the tablecloths.
e) Candles - Only flameless candles are allowed in buildings.
f) Candles in the fireplace – only flameless candles are permitted.

g) Boiled crawfish - no boiled crawfish may be brought inside of 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 insurance policy TWO WEEKS before the event. See **Facility Policies** for more information. If you are just having food delivered this does not apply. The caterer is responsible for removing all trash to the dumpster area.

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. Sororities and Fraternities must follow the new guidelines for their event.

Q: Can I set up the morning of my event?
A: Yes, you may set up the morning of your event for $500 for a total time of 2½ hours. Example: Event is from 5 p.m. – 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. This is different from adding additional hours to your event. 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 or take down in lawn areas?
A: Only structural setup can occur outside of your paid rental time, if the setup does not disrupt another paid event and you have pre-approval from the Botanic Gardens. Structural setup includes tens, structural lighting and tables and chairs. Our tables and chairs will be arranged according to your layout plan. Due to limited staff, we are only able to do your first setup plan. If you need it changed between the wedding and the reception you will need to take care of the rearranging. If you are having chairs/tables delivered, it is possible if it does not interfere with another event. You may also have them picked up no later than 10:00 a.m. the next morning if it does not interfere with another event already booked. If a vendor leaves anything after that then we will charge a pickup fee of $30 and a storage fee of $10 a day until it is picked up.

Q: Do you rent tents?
A: No, you will need to arrange it with an outside source. We will be glad to tell you who is familiar with the property.

Q: Can I set my tent up early?
A: Yes, the tent may be set up the day before IF it does not interfere with another booked event 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 booked event in the same area. Again, all structural equipment must be taken down by 10:00 a.m. the next day. If a vendor leaves anything after that then we will charge a pickup fee of $30 and a storage fee of $10 a day until it is picked up.

Q: Can I recycle during my event?
A: Yes, you may have dedicated trash cans for aluminum and glass. We have a recycle bin right next to the trash bin.

Q: Do you rent table linens?
A: No, they will need to be brought in for your event. The Conference Room tables have vinyl tablecloths on them that may be covered.

Q: How big is the parking lot?
A: The parking lot between the Conference Center and the Orangerie has 26 regular spaces and 3 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.

**Photography Sessions**
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 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 buildings first. That way it can end by 5:00 p.m. so the building may be secured. Then you may have as much outside time as you need. If you schedule the building for after hours, weekend rates will apply. If you have your event booked with us, you may schedule a photography session at no charge.