

LSU AgCenter Botanic Gardens at Burden

Facility Use Policy

2017 Rentals

Venue Options:

1. Ione E. Burden Conference Center
2. Steele Burden Memorial Orangerie
3. The Pavilion
4. Garden Area Rental

Scheduling and Reservations:

1. Scheduling Burden facilities is on a first-come, first-served basis. "Tentative" reservations are not permitted. Reservations made more than 12 months in advance may be subject to a rate change.
2. A \$500 (per venue) 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 4 weeks prior to the event.
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.

Cancellation and Refunds:

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.

Use of Multiple Buildings

Rental rates for the Pavilion and Conference Center are discounted when rented with the Orangerie.

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, 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.

Garden Area Rentals

Outside events in the Rose Garden, Barton Arboretum or on the general grounds are \$200.00 per event (2 hours) and are limited to parties of less than 40 people. No tables, chairs or garbage cans are provided. All trash must be removed and the area left as you found it. NOTE: These areas may have limited or no restroom availability.

Weekday Events:

These are events occurring Monday through Friday from 8:00 a.m. until 5:00 p.m. You may rent a facility 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 make a request 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. Weddings and Private Parties cannot exceed 75 guests. Parties exceeding 75 guests will automatically be bumped to Evening and Weekend Rates.

Evening and Weekend Events

These are events occurring after 5:00 p.m. on weekdays and all day on Saturdays and Sundays.

There are 3 options to choose from.

Option 1: 4 hour maximum: **1-hour set-up, 2-hour event, and 1 hour take down.**

Option 2: 6 hour maximum: **2-hour set-up, 3-hour event, and 1 hour take down.**

Option 3: 8 hour minimum (with the option of adding extra hours at \$200/hr): **3-hour set-up, 4-hour event, and 1 hour take down.**

All activities must end and take down must begin by 11:00 p.m. You must allot at least 1 hour for take down and clean-up. Everyone must be off the property by 12:00am midnight. In the event that your time extends past midnight, you will be billed \$400 for each 30 minutes.

Included:

- ✓ Set-up of our equipment, tables, and chairs
- ✓ Garbage cans, double lined
- ✓ Public restrooms in Visitor Information Lobby
- ✓ Staff person on duty
- ✓ Mosquito abatement (when necessary)
- ✓ Security officer (Evening and Weekends only)
- ✓ Take down of our equipment, tables, and chairs
- ✓ Disposal of garbage that is in our garbage cans once the event is complete *excludes Catering garbage
- ✓ Complimentary photography session (\$75 value) that can be used separately from your event. Please schedule with Katie Guitreau at kguitreau@agcenter.lsu.edu.
- ✓ One year membership to Friends of the Botanic Gardens at Burden newsletter and Reflections Lecture Series

Add-Ons:

- Stage (8ft x 16ft)
- Catering prep Kitchen
- Live greenery, trees and shrubs
- Early morning set-up (available for Option 2 and Option 3 only)
- Extra hours (available for Option 3 only)

250 RULE: Events of 250+ guests

1. Must rent both the Orangerie and the Pavilion.

2. Must cover the cost of a 2nd security officer at the rate of \$50/hour

3. Must provide additional restrooms by renting a restroom trailer or portable toilets

Facility Policies and Guidelines

The following are PROHIBITED in all buildings:

- Smoking inside any buildings and surrounding areas. Although we have ashtrays at front entrances, we are a smoke-free campus.
- Party confetti and glitter.
- Wish lanterns.
- Tape on any surface, including tablecloths.
- Candles - Only flameless candles are allowed in buildings.
- Candles in the fireplace – only dripless candles in appropriate holders or flameless.
- 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. You or your caterer must remove all crawfish trash at the end of your event. No boilers or dumping hot water on the grounds

Set-up Guidelines:

- Only structural set-up can occur outside of your paid rental time if this set-up does not disrupt another paid rental and only if you have gotten pre-approval from the Botanic Gardens. Structural setup includes tents, structural lighting, tables and chairs.
- Detailed setup cannot occur until your paid time begins. Detailed setup includes decorations, candles, linens, flowers, catering, DJ or Band, photography and other items.
- Extra setup time can be added to your event. Early morning setup is available for \$500 and includes 2 hours of time that can be used between 8:00am and 12:00pm on the day of your event. Early morning setup cannot attach to your rental time. Should you wish to have the extra hours link directly with your rental time, the price is \$200/hr/facility.

Takedown Guidelines:

- Only structural takedown can occur outside of your paid rental time if the takedown does not disrupt another paid rental and only if you have gotten pre-approval from the Botanic Gardens. When approved, next-day cleanup of structural items must be complete by 10:00am the following morning. Structural takedown includes tents, structural lighting, tables and chairs.
- Detailed takedown must occur during your paid time. Detailed takedown includes decorations, candles, linens, flowers, catering, DJ or Band, photography and other items that do not belong to the Botanic Gardens.

Lighting:

- There are pathway lights along the main walkways from the parking lot to the Pavilion and the crapemyrtle trees are equipped with up-lighting. The Event Coordinator at the Botanic Gardens can turn on these lights upon request.
- The interstate lights provide light for the grass parking lot.
- Additional lighting can be installed by a professional rental company to the Orangerie, Pavilion or the grounds in the form of Café/Festoon Lighting, chandeliers, spotlights or lamps.
- Candles: Only dripless candles that are inside containers are allowed outside of the buildings and in the fireplace. Spilled wax inside the fireplace or on the facility grounds will result in a deduction of the security deposit to cover cleaning and repair.

Electricity:

- Power station: located under the trees between the Orangerie and Pavilion. 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 2- 110 volt outlets.
- Landscape electricity: There are 3 outlets located in the gardens in front of the Orangerie to use for low voltage landscape lights
- Pavilion lighting: each brick pillar is equipped with outlets.

Fire:

- The pavilion rental includes the use of the fireplace and the fire pit. You must provide your own wood and a responsible adult must tend to the fire at all times. The fire(s) must be extinguished immediately following the end of the event before cleanup begins to ensure there are no burning embers left over. A hose is provided at the pavilion for this purpose.

Parking:

- There are 3 parking areas provided for you and your guests to utilize.
 - a. Main concrete/gravel lot (40 spots) – located between the Orangerie and Visitor's Center
 - b. Grass lot (125 spots)- Located behind the Visitor's Center with a pathway leading to the venues
 - c. Gravel lot (100 spots)- Located behind the rose garden with a pathway through the rose garden leading to the main road next to the Pavilion

Installing, Hanging and fastening:

- Prohibited: Staples, nails, screws, and tape
- Allowed: Rope, string, fishing line, and Command pull-tab hangers

Rehearsal:

- Wedding rentals are allowed to hold a 1-hr rehearsal at the facility prior to the event. Rehearsals can only be booked during a time that does not interfere with another paying event. Rehearsals that need access to the venue and restrooms should be held before our facility closes at 5:00pm each day.

Rain Plan:

- It is always a good idea to have a back-up rain plan in case of poor weather.
- The LSU AgCenter Botanic Gardens will work with you and your vendors should you decide to add tents and additional supplies during the final week of your wedding.
- The plan must be in place by the Wednesday before your event in order to make it on the schedule for the weekend. No changes allowed after this time.

Visiting the Botanic Gardens after Booking:

- When you need to make a payment or discuss your event, please call or email Katie Guitreau ahead of time to book a meeting.

LSU AgCenter Facility Policy: 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. One security officer is required for parties under 250 guests and two security officers are required for parties of over 250 guests. The LSU AgCenter Botanic Gardens will secure the necessary security officer(s) for the length of the event and will cover the cost of the first officer. The cost of the second security officer must be paid by the renter 4 weeks before the event.

Security Deposit

A \$500 (per venue) refundable security/damage deposit is due at the time of booking. 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 20-45 days after your event.

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:

	Weekday		
	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
	Weekday Evening & Weekend		
	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
	Weekday Evening & Weekend		
	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		

LSU AgCenter Botanic Gardens at Burden

Event Reservation Form

For more information contact Katie Guitreau
kguitreau@agcenter.lsu.edu
Phone (225) 763-3990 Ext.2 Fax (225) 763-3993
LSU AgCenter Botanic Gardens, 4560 Essen Lane, Baton Rouge, LA 70809

Orangerie

Pavilion

Orangerie and Pavilion

Name	First _____	Last _____	
Organization	_____		
Address	_____		
City/State/Zip	_____		
Email	_____		
Primary Phone	() - _____	Date of Event	Month Day Year
Secondary Phone	() - _____	Set up Time	_____
Type of Event	_____	Times of Event	_____
Open to Public?	Yes No	Clean-Up Time	_____
Will alcohol be served?	Yes No	Total Time	_____
Number of Guests	_____		

Bride and Groom Contact

Names _____ Emails _____

Address _____

City, State, Zip _____

Security Deposit Refund *Can take up to one month for processing

Name _____ Email _____

Address, City, State, Zip _____

Base Rental Fee	\$	
Deposit for Reservation		
Rental Fee Charges	50% of Base Rental Fee	\$ _____
Security Deposit	\$500.00/facility	\$ _____
Deposit Total	\$	\$ _____
5% Credit Card Fee	\$	\$ _____
Add-ons		
Early Morning Set-up 2 ½ hours	\$500.00	\$ _____
Additional Hours	\$200.00/hr/facility	\$ _____
Kitchen Rental	\$200.00	\$ _____
Additional Rentals		\$ _____
5% Credit Card Fee		\$ _____
Remainder of Base Rental Fee	\$	\$ _____
Balance (Add-ons plus Remainder of Base Rental Fee) *Due one month prior to event	\$	\$ _____
Total	\$	\$ _____

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 and/or forfeiture of the security deposit.

Signed: _____ Date: _____

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Conference Center

Name	First	Last	
Organization			
Table Configuration	Presentation	U-shape	Block Classroom Other
Address			
City/State/Zip			
Email			
Primary Phone	() -	Date of Event	Month Day Year
Secondary Phone	() -	Set up Time	
Type of Event		Times of Event	
Open to Public?	Yes No	Clean-Up Time	
Will alcohol be served?	Yes No	Total Time	
Number of Guests			

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

- ☐ LCD Projector and Screen
- ☐ Laptop
- ☐ Podium/Microphone

Security Deposit Refund *Can take up to one month for processing

Name _____ Email _____
 Address, City, State, Zip _____

Base Rental Fee		\$	
Deposit for Reservation		\$	
Rental Fee Charges	50% of Base Rental Fee	\$	
Security Deposit	\$500.00/facility	\$	
Deposit Total		\$	
5% Credit Card Fee		\$	
Add-ons			
Early Morning Set-up 2 ½ hours	\$500.00	\$	
Additional Hours	\$200.00/hr	\$	
Additional Rentals		\$	
5% Credit Card Fee		\$	
Remainder of Base Rental Fee		\$	
Balance (Add-ons plus Remainder of Base Rental Fee) *Due one month prior to event		\$	
Total		\$	

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: _____

Vendor Contact Information

Event Coordinator: _____ Phone: _____

E-mail: _____

Photographer: _____ Phone: _____

E-mail: _____

Tent Company: _____ Phone: _____

Contact Name: _____

E-mail: _____

Caterer: _____ Phone: _____

Contact Name: _____

E-mail: _____

Rental Company: _____ Phone: _____

Contact Name: _____

E-mail: _____

Main Point of Contact (before, during and after event): _____

Phone: _____ E-mail: _____

I understand that I am responsible for the actions of my hired vendors and will cover the cost of cleaning and/or repairs if needed. A representative from my wedding party will stay until the end of my clean-up time to ensure the facility is cleaned to the correct specifications.

Signature: _____ Date: _____

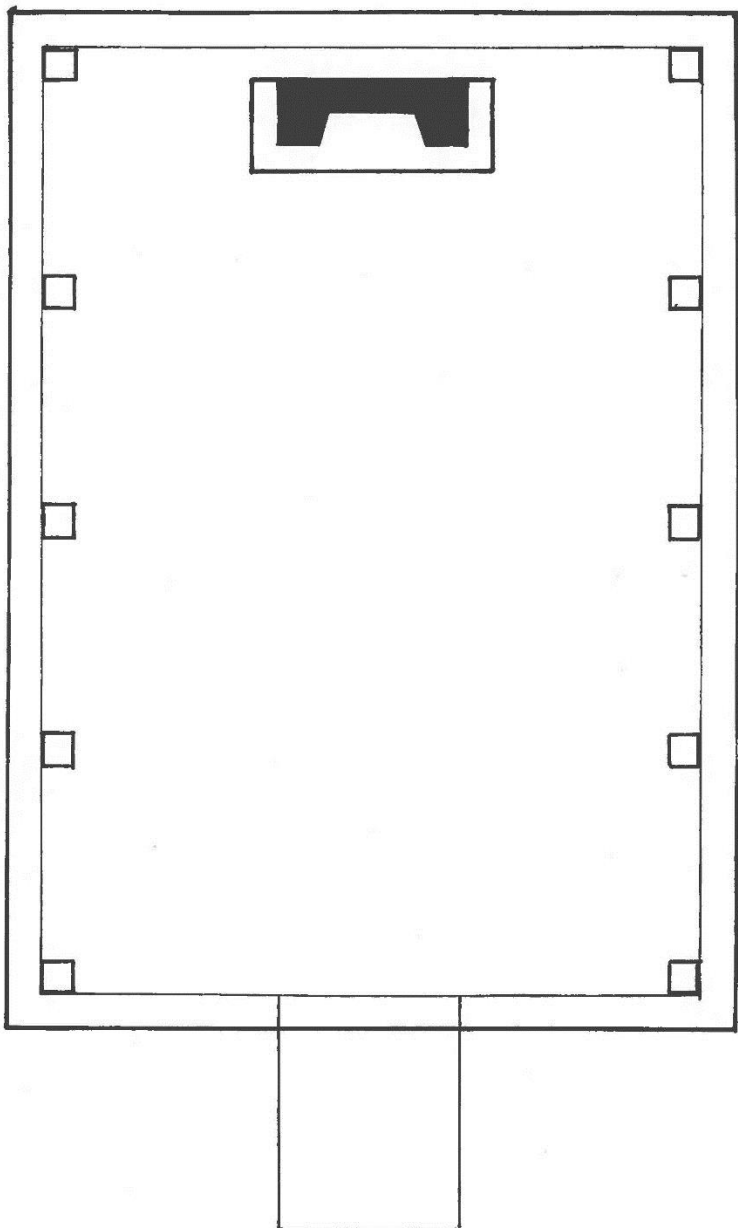
Important points:

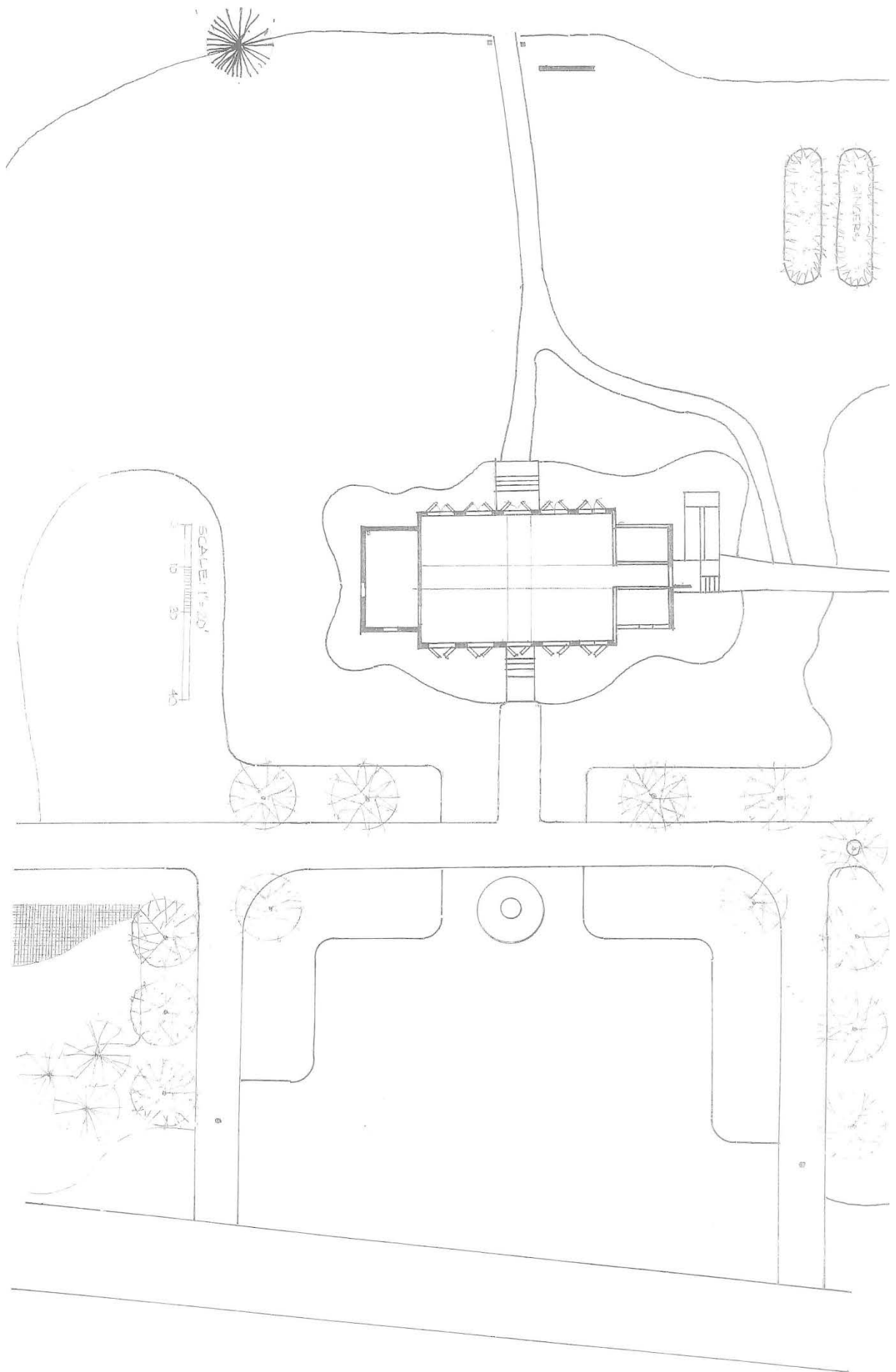
- After the event, the client is responsible for making sure that the facility and surrounding area are undamaged. If extraordinary cleaning services are required or the property is damaged, the cost of those services/repairs will be deducted from the security deposit.
- TRASH and TRASH CONTAINERS should 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. 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. 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 _____

THE PAVILION





Equipment Provided

	Dimensions	Quantity	Picture
Rectangular tables	72'' L x 30''W	30	
Round table	72''	20	
White chairs		250	
Grey padded chairs		80	