

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

Garden Rental

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 *40	_____	

person maximum

Bride and Groom Contact

Names _____ Emails _____

Address _____

City, State, Zip _____

Area of Usage

Rose Garden	Children's Garden
Orangerie Lawn	Memory Garden
Barton Arboretum	Other _____

Base Rental Fee	\$200.00	\$	\$200.00
Deposit for Reservation			
Security Deposit	\$100.00	\$	\$100.00
Deposit Total		\$	_____
5% Credit Card Fee		\$	_____
Add-ons			
Additional Hours	\$200.00/hr	\$	_____
Additional Rentals		\$	_____
5% Credit Card Fee		\$	_____
Total		\$	_____

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. 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: _____