

# 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

|  |  |
|--|--|
| <input type="checkbox"/> Rose Garden<br><input type="checkbox"/> Orangerie Lawn<br><input type="checkbox"/> Barton Arboretum | <input type="checkbox"/> Children's Garden<br><input type="checkbox"/> Memory Garden<br><input type="checkbox"/> 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      |             | \$        | _____        |
| <b>Total</b>            |             | <b>\$</b> | <b>_____</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. 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: \_\_\_\_\_

I authorize that all information provided on this application, including any and all personal data may be shared with the LSU AgCenter Botanic Gardens and the LSU AgCenter Botanic Gardens Friends Group for outreach and marketing. This data will be retained indefinitely. To learn more about privacy at LSU, please see the LSU Privacy Statement.