

LSU AgCenter Botanic Gardens at Burden

Facility Use Policy

2021 Rentals

Venue Options:

1. Ione E. Burden Conference Center
2. Steele Burden Memorial Orangerie (30' x 50')
3. The Pavilion (40' x 55')
4. Garden Rental (included if you rent Pavilion or Orangerie)

Scheduling and Reservations:

1. Scheduling Botanic Gardens 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 Rentals Department 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 1 month prior to the event.
4. Immediately after the event, the client is responsible for making sure the facility and surrounding area are clean and undamaged. If the facility is left in the same condition as when it was rented, the security deposit will be refunded and can take up to 45 days to process.

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.

Event Coordinator

Coordinators are required for all events on site. The Botanic Gardens is not responsible for hiring a coordinator for you but will provide staff and security on the day of the event to ensure the facility meets expectations.

Burden Related Organizations

Horticulture-based organizations such as Friends of the LSU AgCenter Botanic Gardens, 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 Children's Garden, Rose Garden, Barton Arboretum or on the general grounds are \$200.00 for 2 hours. Two hours includes setup, event, and cleanup, 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 Thursday from 8:00 a.m. until 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. Weekday weddings cannot exceed 75 guests.

Evening and Weekend Events

These are events occurring after 5:00 p.m. on weekdays and all day on Fridays, 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./facility): **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. Your coordinator/ point person must complete the checklist with the staff before departure. Everyone must be off the property by 12:00 midnight. In the event that your time extends past your agreed upon rental time, you will be billed \$400 for each additional 30 minutes.

Rentals Include:

- ✓ Set-up of our equipment, tables, and chairs
- ✓ Garbage cans, double lined
- ✓ Public restrooms
- ✓ Staff person on duty
- ✓ Mosquito abatement (when necessary)
- ✓ Security officer (evening and weekends only)
- ✓ Take down of our equipment, tables, and chairs
- ✓ Complimentary photography session (\$80 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 a personalized brick in the Memory Garden (Options 2 & 3 evening and weekend rentals only)

Add-Ons: (optional)

Catering prep kitchen	\$200
Early morning set-up (9am-11am only and available for Option 2 and Option 3 only)	\$500
Extra hours (Note: For all weddings, evening, and weekend rentals- available for <i>Option 3 only</i>)	\$200 per facility, per hour
Orangerie Changing Room (Only available as an add-on to Pavilion rentals)	\$500
Parking attendants (required for events with 200+ guests)	\$25/hr./parker

200 RULE: Events of 200+ 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. For events 201-400 guests, there is an additional \$400 charge.
4. For events over 400 guests, there is an additional \$800 charge.
5. Parking attendants required (1 parker for every 100 guests after 200)

Facility Policies and Guidelines

The following are PROHIBITED on site:

- 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 and sparklers.
- Tape on any surface, including tablecloths.
- Candles - Only flameless candles are allowed.
- Boiled crawfish* - Crawfish are permitted outside of buildings ONLY, provided proper cleanup is done after the event. You must provide your own garbage cans and liners. You or your caterer must remove all crawfish trash at the end of your event. No boilers or dumping hot water on the grounds. No dumpster availability. *Botanic Gardens approval is required.

Set-up Guidelines:

- Only structural setup 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 Rentals Department. Structural setup includes tents, structural lighting, tables, and chairs. NOTE: We do not supply ladders for lighting setup. They must be provided by your vendor.
- Detailed setup cannot occur until your paid time begins. Detailed setup includes decorations, candles, linens, flowers, catering, DJ or band, photography, and other items.
- The kitchen rental starts at the same time as your setup start time and not before.
- Extra setup time can be added to your event. Early setup from 9 a.m. – 11 a.m. is available for \$500. Early setup *cannot* attach to your rental time.

Takedown Guidelines:

- Only structural take-down can occur outside of your paid rental time *if* the take-down does not disrupt another event and only *if* you have gotten pre-approval from the Rentals Department. When approved, next-day cleanup of structural items must be complete by 10:00 a.m. the following morning. Structural take-down includes tents, structural lighting, tables, and chairs.
- Detailed take-down must occur during your paid time. Detailed take-down 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. 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 at the Orangerie, Pavilion or the grounds in the form of café/festoon lighting, chandeliers, spotlights, or lamps.
- Candles: Only flameless candles or fully sealed oil lamp candles that are approved by the Botanic Gardens are allowed.

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: each brick pillar is equipped with outlets.
- Please have your vendors come to the site and test the area before the day of your event to ensure we have enough power for the rentals you have selected.

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 beside 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 (must be removed after event)
- Nothing may be hung or attached to the lights on the Pavilion columns.

Rehearsal:

- Wedding rentals are allowed to hold a 1-hour 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 5:00 p.m. 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 are 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 [The Rentals Department](mailto:TheRentalsDepartment@agcenter.lsu.edu) at (225) 763-3990 ext. 2 or botanicgardens@agcenter.lsu.edu ahead of time to reserve a meeting time.

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.

We DO NOT allow underage drinking at any events and we reserve the right to terminate the event if this is found to occur during an event. We do not permit student organizations to bring in or have alcohol served at their event. The Faculty Advisor for the student organization must sign the contract understanding our alcohol policy. If alcohol is found on the premises during a student organization event, the event will be terminated immediately with no refund of their payment. If a department, school, or college is hosting a student organization event, then we will allow alcohol to be served, however, the Unit Head or Dean must sign the contract.

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 30-45 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.

Indemnification Policy

Individual, agrees to protect, defend, indemnify, save and hold harmless Louisiana State University and A&M College, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss, or destruction of any property which may occur or in any way grow out of any act or omission of Individual, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by Individual as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of Louisiana State University and A&M College, the State of Louisiana, all State representatives, and/or employees.

Individual agrees to investigate, handle, respond to, provide defense for, and defend any such claim, demands, or suits as its sole expense and agrees to bear all other costs and expenses related there to, even if it (claims, etc.) is groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Individual in the defense of claims, but this shall not affect the Individual's responsibility for the handling of and expenses for all claims.

Facility Rental Rates

Weekday Non-Wedding: Monday-Thursday 8:00 a.m. - 5:00 p.m.			
	Half Day Rental (4 hours)	Full Day Rental (8 hours)	Additional hours
Conference Center	\$450	\$825	\$100/hr.
Orangerie	\$400	\$800	\$100/hr.
Orangerie Conference Room	\$100	\$200	\$50/hr.
Pavilion	\$400	\$800	\$100/hr.

Weekday Large Event or Wedding: Monday-Thursday 8:00 a.m. - 5:00 p.m.		
	6 hour max	8 hour (+)
Orangerie	\$1,200	\$1,600
Pavilion	\$1,200	\$1,600
Orangerie + Pavilion	\$2,000	\$2,600
Additional hours:	NA	\$200/hr./facility

Evening and Weekend: Monday-Thursday 5:00 p.m. -11:00 p.m. All day Friday, Saturday and Sunday			
	Option 1 4 hour max	Option 2 6 hour max	Option 3 8 hour (+)
Orangerie	\$1,800	\$2,500	\$3,000
Pavilion	\$1,800	\$2,500	\$3,000
Orangerie + Pavilion	\$3,000	\$4,000	\$5,000
Conference Center	\$1,400	\$1,800	\$2,200
Additional hours:	NA	NA	\$200/hr./facility

Add-Ons	Price	Information
Morning Set-up (option 2 & 3 only)	\$500	2 hour time block between 9:00 a.m. - 11:00 a.m. to be used on the day of your event. Must be arranged ahead of time. Cannot be attached to the event time.
Catering Prep. Kitchen	\$200	Rental lasts for the length of your base rental period (4hrs, 6hrs, or 8hrs). Anyone who rents the kitchen must have it completely clean by the end of the rental time and all garbage removed.
Orangerie Changing Room	\$500	Rental lasts for the length of your base rental period. Can only be rented as an add-on to the Pavilion.

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LSU AgCenter Botanic Gardens at Burden Event Reservation Form

☐ Orangerie

□ Pavilion

Orangerie and Pavilion

Primary Contact	First_____Last_____
Organization	_____
Address	_____
City/State/Zip	_____
Email	_____
Primary Phone	_____
Secondary Contact	First_____Last_____
Relationship to Event	_____
Email	_____
Secondary Phone	_____

Event Information

Event Date: Month _____ Day _____ Year _____

Day of the Week: _____

Type of Event: _____

Time needed: (Number of hours to complete setup + event + cleanup) = _____

Event times: Setup: _____ - _____

Event: _____ - _____

Cleanup: _____ - _____

Open to the Public Yes or No (circle one)

Alcohol? Yes or No (circle one)

Number of guests (Please list approximate number of attendees) _____

Couple's Contact Information:

Names: _____
Emails: _____
Address: _____
City, State, Zip: _____

Security Deposit Refund

Name: _____

Address: _____

City, State, Zip: _____

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.

Name: _____ Date: _____

E-mail completed form to Botanicgardens@agcenter.lsu.edu

Phone (225) 763-3990 Ext.2

**LSU AgCenter Botanic Gardens at Burden
Event Reservation Form
Conference Center**

Primary Contact First _____ Last _____
Organization _____
Address _____
City/State/Zip _____
Email _____
Primary Phone _____
Secondary Contact First _____ Last _____
Relationship to Event _____
Email _____
Secondary Phone _____

Event Information

Event Date: Month _____ Day _____ Year _____
Day of the Week: _____
Type of Event _____
Time needed: (Number of hours to complete setup + event + cleanup) = _____
Event times: Setup: _____ - _____
Event: _____ - _____
Cleanup: _____ - _____
Open to the Public Yes or No (circle one)
Alcohol? Yes or No (circle one)
Number of guests (Please list approximate number of attendees) _____
Please list the A/V equipment needed for your event: _____

Please describe how you would like the room configured: _____

Security Deposit Refund

Name: _____
Address: _____
City, State, Zip: _____

*Once form is completed and returned to our office, all invoices, communications, contracts, etc. will be accessible on your Event Guest Portal. Your Event Guest Portal will be emailed to you by someone from our event staff.
*Checks made payable to LSU AgCenter Botanic Gardens: 4560 Essen Lane Baton Rouge, LA 70809

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.
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Name: _____ Date: _____

Vendor Contact Information

Event Coordinator (required): _____ **Phone:** _____

E-mail: _____

Photographer: _____ **Phone:** _____

E-mail: _____

Tent Company: _____ **Phone:** _____

Contact Name: _____

Caterer: _____ **Phone:** _____

Contact Name: _____

E-mail: _____

Rental Company: _____ **Phone:** _____

Contact Name: _____

E-mail: _____

Florist: _____ **Phone:** _____

Contact Name: _____

E-mail: _____

Main Point of Contact (if different from event coordinator): _____

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. See *Clean-up Checklist* for more information.

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.
- If and only if you are unsure if you cleaned up the area completely, please make an appointment with the attending staff member to return the following morning by 9:00 a.m. to meet with the cleaner to go over the area. This does not mean you can put off the cleanup until the next morning. Excessive garbage at the end of the event time will result in a deduction.
- 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. The caterer is responsible for removing all trash to the dumpsters.
- Clean-up must begin at least 1 hour before the end of your contract time, no later than 11:00 p.m. and be completed by midnight. All event activities must conclude by 11:00 p.m. Exceeding your contract time will result in a deduction of \$400 for each 30 minutes.
- You are ultimately responsible for the actions of your vendors. Please communicate with them so they understand the policies of the Botanic Gardens.
- As per the rental contract with the Botanic Gardens, our Event Staff will arrive at the appropriate time to open the building. If you or your vendors enter the building or begin setup before your contract time or remain after your contract 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.
- Structural items may be picked up the following day only if approved by the Rentals Department ahead of time. In this instance, everything must be removed no later than 10 a.m. the following morning and at least 2 hours before another event begins setup. If items are left by an outside vendor and must be removed by the Botanic Gardens staff, there will be a \$250 deduction per day until all items have been picked up by the vendor or client.
- Event Coordinators are required for all events. This person must be present for the entire rental time and is the primary representative for the client on the day of the event. The LSU AgCenter is not responsible for hiring or coordinating the details of the event

I have read and understand the Botanic Gardens policies.

Signature _____ Date _____

LSU AgCenter Botanic Gardens
Day-of Event Checklist

Event Name: _____
Point Person/ Coordinator: _____
Set-up Start Time: _____
Event Begin & End Time: _____
Clean-up End Time: _____

Please initial as each item is completed

- ☐ _____ Coordinator/Point person checks in with attending staff member upon arrival
- ☐ _____ Event times followed as listed above
- ☐ _____ Setup policies followed (ex: no holes in buildings, no glitter/confetti, no candles, no ties on lighting fixtures)
- ☐ _____ Food service, beverage service and music end and cleanup begins at least 1 hour or more before the clean-up end time
- ☐ _____ Catering garbage brought to dumpster
- ☐ _____ All small garbage is placed in garbage cans and brought to the dumpster.
- ☐ _____ Messes are swept and cleaned off floor. Anything thrown during the exit must be completely picked up. This includes flower petals. No bird seed, rice or confetti is allowed on site.
- ☐ _____ Fire pit and fireplace are completely extinguished
- ☐ _____ Decorations, linens, flowers and other event items are picked up leaving only the tables, chairs and garbage cans from the Botanic Gardens
- ☐ _____ Kitchen and carport are left completely clean and free of garbage
- ☐ _____ Coordinator/Point person completes final walk-through with attending staff member and verifies that all guests and vendors have left the property by the Clean-up End Time.

*Please make sure all vendors receive a copy of this list and understand the policies of the LSU
AgCenter Botanic Gardens*

Notes and
Exceptions: _____

Sign: _____ Date: _____

Equipment Provided

	Dimensions	Quantity	Picture
Rectangular tables	72" L x 30"W	30	
6 ft. Round table	72"	20	
White chairs		200	
4 ft. Round table	48"	2	