

LSU AgCenter Botanic Gardens at Burden

Facility Use Policy

2021-2022 Rentals

Venue Options:

1. Ione E. Burden Conference Center
2. Steele Burden Memorial Orangerie (30' x 50')
3. The Pavilion (40' x 60')
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 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. Immediately 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 45 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 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 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. This is a non-inclusive event - 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. 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 150 guests.

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/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. Everyone must be off the property by 12:00 midnight. In the event that your time extends past midnight or past your agreed upon rental time, you will be billed \$400 for each additional 30 minutes.

Included in the rental:

- ✓ 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 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 (available for Option 2 and Option 3 only) | \$500 |
| • Extra hours (Note: For all weddings, evening, and weekend rentals- available for Option 3 only) | \$200 per facility, per hour |
| • Orangerie Changing Room (Only available as an add-on to Pavilion rentals) | \$500 |

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 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.
- Candles in the fireplace – only flameless 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. *Please ask for more details.

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 Botanic Gardens. 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 morning setup is available for \$500 and includes 2.5 consecutive hours of time that can be used between 8:00am and 12:00-noon on the day of your event. Early morning setup *cannot* attach to your rental time. Please refer to .

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 Botanic Gardens. When approved, next-day cleanup of structural items must be complete by 10:00am 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 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 flameless 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 from 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
- 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 5:00pm 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 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 [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.

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 thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Individual agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claim, demand or suit 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-Friday 8:00am-5:00pm			
	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	\$25/hr
Pavilion	\$400	\$800	\$100/hr

Weekday Wedding: Monday-Friday 8:00am-5:00pm			
	Option 1 4 hour max	Option 2 6 hour max	Option 3 8 hour (+)
Orangerie	\$800	\$1,200	\$1,600
Pavilion	\$800	\$1,200	\$1,600
Orangerie + Pavilion	\$1,500	\$2,000	\$2,600
Conference Center	\$600	\$800	\$1,000
Additional hours:	NA	NA	\$200/hr/facility

Evening and Weekend: Monday-Friday 5:00pm-11:00pm All day 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	\$2,400	\$2,800
Orangerie + Pavilion	\$3,000	\$4,000	\$5,000
Conference Center	\$1,400	\$1,800	\$2,200
Additional hours:	NA	NA	\$200/hr/facility

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*

Add-Ons Rental Rates

Add-Ons	Price	Information
Morning Set-up (option 2 & 3 only)	\$500	2.5 hour time block to be used on the day of your event anytime between 8:00am-12:00pm. 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.

LSU AgCenter Botanic Gardens at Burden

Event Reservation Form

For more information contact the Rentals Department at

botanicgardens@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	_____	
	Date of Event	Month _____ Day _____ Year _____
Primary Phone	() _____	Setup Time _____
Secondary Phone	() _____	Time of Event _____
Type of Event	_____	Clean-Up Time _____
Open to Public?	Yes No	Total Time _____
Will alcohol be served?	Yes No	(Circle) 4hr 6hr 8hr
Number of Guests	_____	

Couple's Contact Information:

Names _____	Emails _____
Address _____	
City, State, Zip _____	
Security Deposit Refund *Can take 30-45 days to process	
Name _____	Email _____
Address, City, State, Zip _____	

Base Rental Fee		\$	_____
Deposit for Reservation			
Rental Fee Charge	50% of the Base Rental Fee	\$	_____
Security Deposit	\$500 per facility	\$	_____
Deposit Total		\$	_____
5% Credit Card Fee		\$	_____
Add-ons			
Early Morning Set-up (2.5 hrs)	\$500	\$	_____
Additional Hours (exclusions apply)	\$200 per facility, per hour	\$	_____
Kitchen Rental	\$200	\$	_____
Misc: _____	Cost: _____	\$	_____
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 Payment (including refundable security deposit)		\$	_____

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.

Sign: _____ Date: _____

LSU AgCenter Botanic Gardens at Burden

Event Reservation Form

Event Date: ____/____/____

For more information contact the Rentals Department at
botanicgardens@agcenter.lsu.edu
 Phone (225) 763-3990 Ext.2 Fax (225) 763-3993
 LSU AgCenter Botanic Gardens, 4560 Essen Lane, Baton Rouge, LA

Conference Center

Name	First _____	Last _____						
Organization	_____							
Table Configuration	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; text-align: center;">Presentation</td> <td style="width: 25%; border: 1px solid black; text-align: center;"><input type="checkbox"/> U-shape</td> <td style="width: 25%; border: 1px solid black; text-align: center;">Block</td> <td style="width: 25%; border: 1px solid black; text-align: center;">Classroom</td> <td style="width: 25%; border: 1px solid black; text-align: center;">Other</td> </tr> </table>			Presentation	<input type="checkbox"/> U-shape	Block	Classroom	Other
Presentation	<input type="checkbox"/> 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 30-45 days for processing

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

Base Rental Fee	\$	
Deposit for Reservation		
Rental Fee Charge	50% of the Base Rental Fee	\$ _____
Security Deposit	\$500 per facility	\$ _____
Deposit Total		\$ _____
5% Credit Card Fee		\$ _____
Add-ons		
Early Morning Set-up (2.5 hrs)	\$500	\$ _____
Additional Hours (exclusions apply)	\$200 per facility, per hour	\$ _____
Misc: _____ Cost: _____		\$ _____
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 Payment (including refundable security deposit)	\$	_____

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.

Sign: _____ Date: _____

Vendor Contact Information

Event Coordinator: _____ **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 (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. See *Clean-up Checklist* for more information.

Signature: _____ **Date:** _____

LSU AgCenter Botanic Gardens at Burden Event Rental Brick Form

For more information contact the Rentals Department at
botanicgardens@agcenter.lsu.edu
Phone (225) 763-3990 Ext.2 Fax (225) 763-3993
LSU AgCenter Botanic Gardens, 4560 Essen Lane, Baton Rouge, LA

Name	<hr/>						
Organization	<hr/>						
Address	<hr/>						
City/State/Zip	<hr/>						
Email	<hr/>						
Primary Phone	()	-	Date of Event	Month	Day	Year
Secondary Phone	()	-	Time of Event	<hr/>		
Number of Guests	<hr/>						

Message on personalized brick can be up to 14 characters per line (two lines maximum) including punctuation, spaces, and numbers. Bricks are 4"x8". Bricks are reserved for weekend and evening events of 6 hours or more.

The Botanic Gardens reserves the right to determine the appropriateness of all inscriptions.

Please write inscription below within the boxes given:

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 for 9:00 a.m. the next morning 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 Coordinator 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 such as tents, tables, chairs and lighting must be removed by 10:00 a.m. following your event and approved by the Botanic Gardens to do so. If there is an earlier event planned in the area, it must be removed before the event. If items are left by an outside vendor and we have to remove them the pick-up fee is \$100 and storage fee is \$10 per day.

I have read and understand the Botanic Gardens policies.

Signature _____ Date _____

LSU AgCenter Botanic Gardens

COVID Guidelines for Public and Private Gatherings

Phase 2

All guidelines and recommendations endorsed by the Centers for Disease Control (CDC) or local Emergency Operations Centers (EOC), and the LSU AgCenter will be considered minimum standard guidelines and must be followed for all events.

- Centers for Disease Control <https://www.cdc.gov/coronavirus/2019-nCoV/>
- Governor's Office of Homeland Security and Emergency Preparedness <https://gohsep.la.gov/>
- LSU AgCenter www.lsuagcenter.com/COVID-19
- Outdoor gatherings must be limited to 150 people total or fewer. Gathering limits may change to 25 people or fewer with minimal notice. Gatherings may be cancelled with minimal notice depending on updated mandates from the Governor and/or LSU/LSU AgCenter.
- Indoor gatherings in the Ione Burden Conference Room or Orangerie Atrium are limited 50 people total or fewer. Gathering limits may change to 25 people or fewer with minimal notice. Gatherings may be cancelled with minimal notice depending on updated mandates from the Governor and/or LSU/LSU AgCenter.
- All persons attending events are required to wear a face mask or other facial coverings while indoors, unless otherwise exempted by Governor's order.
- Event notices/invitations should include language that participants and attendees will be required to wear face coverings.
- Appropriate signage will be posted and provided by the LSU AgCenter Botanic Gardens at entryways prior to event.
- Social distancing should be practiced at all events regardless of location (indoor or outdoor).
- Seating arrangements should follow responsible social distancing of six (6) feet.
 - Seating is limited to four (4) people per rectangular table (2' x 6').
 - Seating is limited to five (5) people per round table (6' in diameter).
- All food and drink must be served by licensed caterers and staff – Self service food or drink is prohibited.
- Conference Center Restroom Usage
 - Restroom capacity must not exceed three (3) people at any given time.
 - Guests waiting for the restroom must wait in the lobby or outside on the patio.
 - Maximum of five (5) people inside the lobby at any given time.
- Orangerie Usage
 - Restroom is limited to one (1) person at a time.
 - Bridal Room is limited to a maximum of three (3) people at any time.
 - Orangerie conference room is limited to a maximum of six (6) people at any time.
 - Conference room could serve as bridal room if needed.
- All events hosted at the LSU AgCenter Botanic Gardens will be required to adhere to all guidelines, weather stated or implied.
- Any person who fails to follow these guidelines will be asked to leave the premises.

- In consideration of your safety and well-being, the LSU AgCenter Botanic Gardens follows CDC guidelines for cleaning and disinfecting after each event. Supplies will be provided by the LSU AgCenter Botanic Gardens. Detailed information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.
- All events must still abide by cleaning guidelines stated in event rental agreement and *Day of Checklist*

By my signature, I acknowledge that I have read, understand, and agree to the *LSU AgCenter Botanic Gardens COVID Guidelines for Public and Private Gatherings*

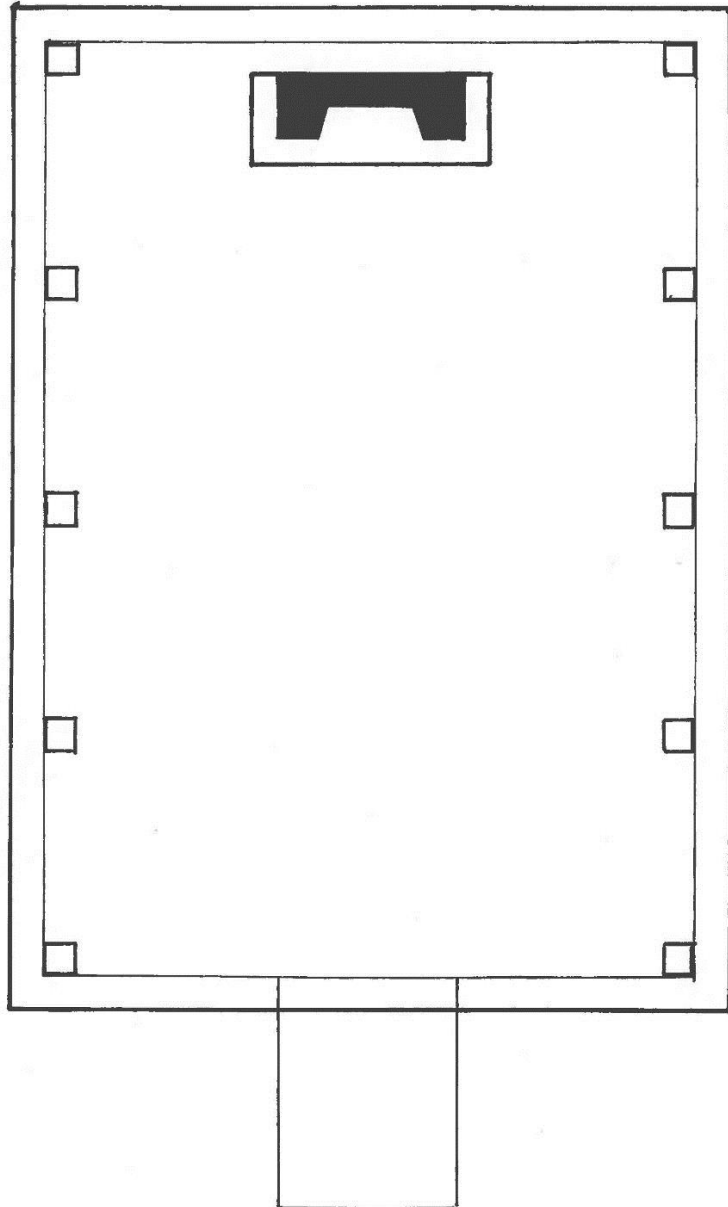
Responsible Party Signature

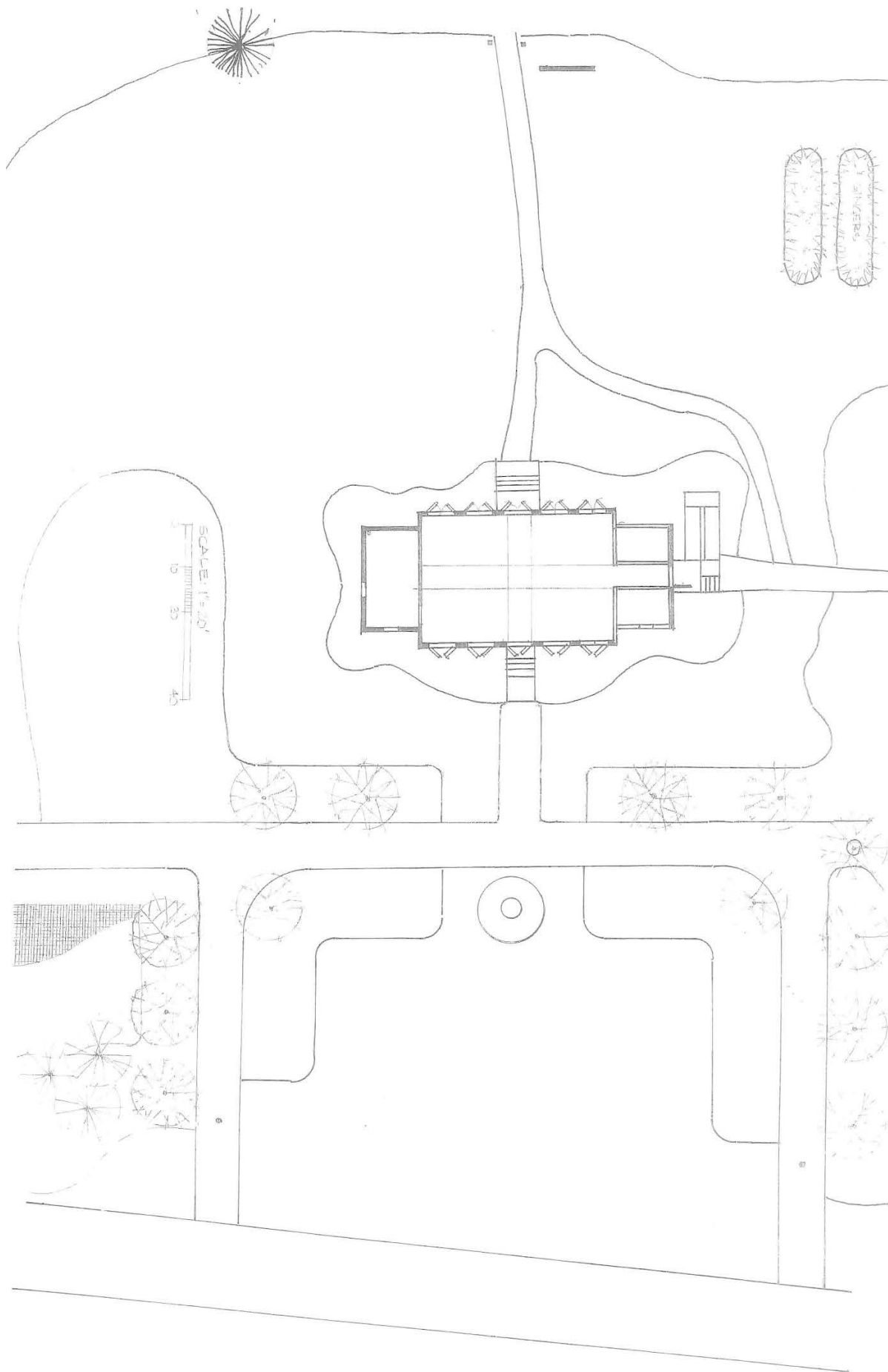
Date

(Printed Name)

Date of Event

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	