

IONE E. BURDEN CONFERENCE CENTER,
STEELE BURDEN MEMORIAL ORANGERIE &
WINDRUSH GARDENS
FACILITY USE POLICY

Facilities Usage

Use of the Ione E. Burden Conference Center, Steele Burden Memorial Orangerie and Windrush Gardens are subject to the approval of the LSU AgCenter. ***Reservations should not be considered confirmed until a deposit is received.*** An email will be sent to the sponsoring group/individual confirming the date, etc., after the deposit is received.

The Ione E. Burden Conference Center facility use charges include the use of lobby and/or foyer space, conference room (maximum 120 person capacity, tables and chairs provided), parking lot, kitchen and outdoor cooking space/areas. Separate fees are charged for audio-visual equipment. The Steele Burden Memorial Orangerie charges include the use of the conference/catering room (maximum 15 person capacity, table and chairs for 10 people provided, audio or visual equipment available upon request) , atrium (maximum 95 person capacity), parking lot and outdoor space immediately in front and behind building.

Scheduling and Reservation Ione E. Burden Conference Center, Steele Burden Memorial Orangerie and Windrush Gardens:

1. Scheduling Burden facilities is based on first-come, first served basis. Receipt of deposit will confirm your reservation. No “tentative” reservations are allowed and no reservations can be made more than 12 months prior to the event.
2. A deposit fee equal to 50% of total invoice is required at time of booking. Total amount due must be paid in full 2 weeks prior to the event. Refunds will be granted up to 30 days prior to event with a 10% cancellation fee. There will be no refund issued for cancellations after 30 days prior to event. ***A \$25.00 processing fee will be charged each time an event is cancelled or is rescheduled.***
3. After the event, the customer is responsible for making sure that the facility is cleaned and returned to its original state. The floors must be swept, garbage left in the kitchen in the trash cans provided, the sink must be free of food or liquids and stove top wiped clean (if used).
4. Facilities are available on a non-discriminatory basis, without regard to socioeconomic level, race, color, sex, religion, disability, 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.

Fees for Ione Burden Conference Center:

General Public Use and Fees

Weekday Events

These are events that occur Monday through Friday, from 7:00 a.m. until 4:30 p.m. The conference center can be rented for a ½ day or for a whole day. Events must end at 4:30 p.m., unless other arrangements are made in advance. If events are permitted to extend past 4:30p.m., an additional fee will be charged.

½ day	\$300
whole day	\$600
Extra time	\$100/hour

Weekend and Evening Events

These are events that occur after 4:30 p.m. on weekdays and all day on Saturdays and Sundays. These events are charged with a 5 hour minimum, which includes: 1 hour set up, 3 hours for the event, and 1 hour take down. Additional time will be billed accordingly.

5 hour minimum	\$750
Extra time	\$150/hour

University Use and Fees

Weekday Events

These are events occurring Monday through Friday, from 7:00 a.m. until 4:30 p.m. The conference center can be rented for a ½ day or for a whole day. Events must end at 4:30 p.m., unless other arrangements are made in advance. If events are permitted to extend past 4:30, an additional fee will be charged.

½ day	\$125
whole day	\$250
Extra time	\$100/hour

Weekend and Evening Events

These are events occurring after 4:30 p.m. weekdays and all day on Saturdays and Sundays. These events include: 1 hour set up, 3 hours for the event, and 1 hour take down (minimum of 5 hours). Additional hours can be billed.

5 hour minimum	\$375
Extra time	\$100/hour

Burden Related Organizations

(BHS, Camellia Society, Herb Society, Master Gardeners)

There is a two hour minimum for these events. Additional hours General Public and University events may take precedence for booking.

2 hour minimum	\$20
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Extra time	\$10/hour
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Fees for Steel Burden Memorial Orangerie:

General Public Use and Fees

Weekday Events

These are events occurring Monday through Friday, from 7:00 a.m. until 4:30 p.m. The Orangerie can be rented for a ½ day or for a whole day. Events must end at 4:30 p.m., unless other arrangements are made in advance. If events are permitted to extend past 4:30 p.m., an additional charger per hour will be added. The Orangerie Conference Room can be rented by the hour on Weekdays only.

½ day	\$200
whole day	\$400
Extra time	\$100/hour
Conference Room	\$25/hour

Weekend and Evening Events

These are events occurring after 4:30 p.m. on weekdays and all day on Saturdays and Sundays. These events include: 1 hour set up, 3 hours for the event, and 1 hour take down (minimum of 5 hours) and use of the Orangerie Conference Room. Additional hours can be billed.

5 hour minimum	\$675
Extra time	\$100/hour

University Use and Fees

Weekday Events

These are events occurring Monday through Friday, from 7:00 a.m. until 4:30 p.m. The Orangerie can be rented for a ½ day or for a whole day. Events must end at 4:30 p.m., unless other arrangements are made in advance. If events are permitted to extend past 4:30 p.m., an additional charger per hour will be added. The Orangerie Conference Room can be rented by the hour on Weekdays only.

½ day	\$65
whole day	\$130
Extra time	\$100/hour
Conference Room	\$15/hour

Weekend and Evening Events

These are events occurring after 4:30 p.m. on weekdays and all day on Saturdays and Sundays. These events include: 1 hour set up, 3 hours for the event, and 1 hour take down (minimum of 5 hours) and use of the Orangerie Conference room. Additional hours can be billed.

5 hour minimum	\$375
Extra time	\$100/hour

TRASH CONTAINERS need to be placed in the Orangerie after the event.

Burden Related Organizations

(BHS, Camellia Society, Herb Society, Master Gardeners)

There is a two hour minimum for these events. Additional hours General Public and University events may take precedence for booking.

2 hour minimum	\$20
Extra time	\$10/hour

Fees for Events at Windrush Gardens:

Windrush Gardens has seating for 200 + guests. Chairs, tables, podium and tents must be provided. These events have a 5 hour minimum, which includes: 1 hour set up, 3 hours for the event, and 1 hour take down. Additional hours can be billed. There is also a photography fee for Windrush Gardens.

5 hour minimum	\$1500
Extra time	\$150/hour
Photography Fee	\$75

Fees for Equipment Rental

The following equipment is available for rent:

12 round tables 72" across x 30" tall	\$10 each
100 gray metal padded chairs	\$3 each
Foliage plants	\$15 each
2 Stand-up propane heaters	\$25/event
LCD projector and screen	\$50/event
Laptop	\$50/event

FAQs

Q: How late can I hold an event?

A: All events MUST END at 11:00 p.m. daily. NO EXCEPTIONS.

Q: Is there anything that isn't allowed in the buildings?

A: The following are PROHIBITED in all buildings:

a) Smoking inside of buildings. There are ashtrays provided at front entrance for use in that area.

b) Party confetti

c) Double sided tape on any surface, especially tablecloths.

d) Candles- Only flameless candles are allowed in buildings.

e) Boiled crawfish- no boiled crawfish may be brought inside of buildings. Crawfish are permitted outside of buildings, provided proper cleanup is done after the event.

Q: How large is the Conference Center

A: The Conference Center is 30' x 60' and includes a full kitchen. Inside the Conference room are 12 rectangular tables 8' long x 3.5' wide x 2.5' tall There are 88 chairs large padded chairs. The kitchen holds an industrial sink, standard refrigerator, stove with 6 burners with a griddle surface, two large ovens, and a warming oven. If you will be using the stove or ovens please let us know in advance so we can light them.

Q: How large is the Orangerie?

A: The Orangerie is 29' x 43' and includes a smaller conference room with seating for 10. Optimum seating in the Orangerie is 8 tables with 8 chairs for a total of 64 or 100 chairs with no tables.

Q: What is the maximum capacity of the spaces?

A; The maximum capacity for the Conference Center is 120 persons. The maximum capacity for the Orangerie is 95 persons.

Q: Can I rent both facilities

A: If renting the Orangerie, the Conference Center can also be rented for $\frac{3}{4}$ of the original price.

Q: What does it cost to rent the outdoors area?

A: The cost is based on which building you are renting.

Q: Can I put lights up for an evening event?

A; The crepe myrtles outside the Orangerie hold strand lights. Please let us know if you would like them lit.

Q: Are we allowed to bring any of the equipment outside?

A: None of the equipment including the tables and chairs is allowed outside the buildings.

Q: Can I run power to a tent outside.

A: If you will be using power in a tent, you must rent or purchase your own generator.

Q: Can I bring in my own caterer?

A: You may bring in your own caterer, however they must hold a General Liability insurance policy and we must receive a copy of their policy TWO WEEKS before the event. See policies on next page for more information.

Q: Can I hang things on the walls?

A: Yes, only using Command ® pull tab hangers **NO NAILS**

Please notify the caterer, florist and any other sponsoring entity that they are responsible for collection of all of their items and any clean up before event end time. Additional time will be billed at \$100.00 per hour.

An LSU AgCenter host will be present for all evening and weekend events.

FACILITY INSURANCE POLICIES

ALCOHOL USE POLICY

The serving, possessing, and consuming of alcoholic beverages at the Burden Center may be done 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 all Burden properties and is in compliance with Policy Statement 12 of the LSU Agricultural Center. When alcohol is to be consumed at an event, the Burden Center reserves the right to have a representative on the premises with authority to contact appropriate authorities as to misuse of this policy.

GENERAL LIABILITY INSURANCE

The USER of the facility who employs anyone directly or indirectly for their services to the user is to provide Burden Center with a Certificate of Insurance from the employed entities' insurance agent or agents indicating the coverage outlined as follows at least 10 days (10) before the scheduled event.

The GENERAL LIABILITY INSURANCE must be in the amount not less than \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage.

The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment.

Burden Center Event Reservation Form

1. Call Carly Gillett (press 0) or Pamela Rupert (press 4) at **(225) 763-3990** to inquire about available dates.

2. Print out, complete and return the reservation form to:

Burden Center, 4560 Essen Lane, Baton Rouge, LA 70809

Name: _____

Email: _____

Address: _____

City/State/Zip _____

Phones: Days Evenings: _____

Type of Event: _____ Will Alcohol be Served? _____

Date of Event: _____ Total Time for Event: _____

Number of People: _____ Table Configuration: Presentation, U-shape, Block, Classroom, Other
(See configurations on next page or draw your own)

Conference Center Rental Fee Charges \$ _____

Additional Hours \$ _____

Orangerie Rental Fee Charges \$ _____

Additional Hours \$ _____

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

_____ LCD Projector and Screen (\$50) \$ _____

_____ Laptop (\$50) \$ _____

_____ Tables (\$10/table) # of Tables _____ \$ _____

_____ Chairs (\$3/chair) # of Chairs _____ \$ _____

_____ Foliage Plants (\$15/plant) # of Plants _____ \$ _____

_____ Copies (\$0.10/page) # of Copies _____ \$ _____

_____ Faxes (\$1/page) # of Faxes _____ \$ _____

_____ Easel (No charge)

_____ Podium/Microphone (No charge)

_____ Need Oven/Stove Lit (No charge)

_____ Orangerie Trees Lit (No charge)

_____ Using a Caterer (No charge)

Subtotal \$ _____

Fee for Credit Card payment (American Express, Visa, MasterCard) \$ _____

Total \$ _____

Amount Required for Reservation \$ _____

Method of Payment: Credit Card(+ 5% fee), Cash, Check or I.T

Acct. for I.T. _____

Check Number _____

Received by: _____

I, the undersigned, have read and understand the provisions of this agreement, as stated in Burden Center Facilities Use 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 Burden Center facilities.

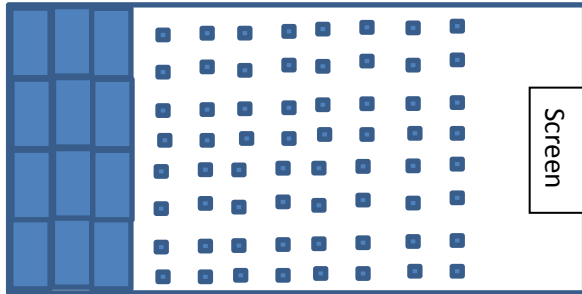
Signed: _____ Date: _____

Table Layouts

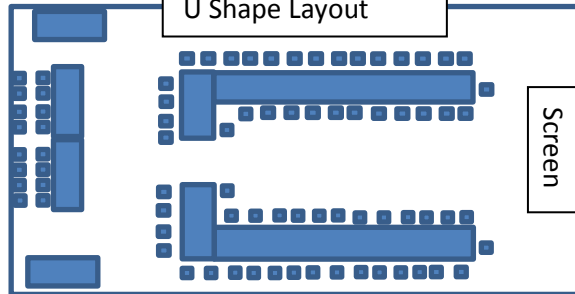
Conference Center

Drawings are approximate

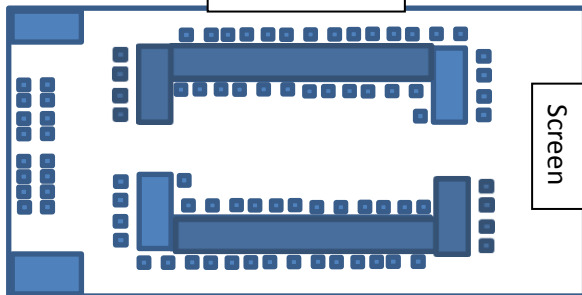
Presentation Layout



U Shape Layout



Block Layout



Classroom Layout

