



West Baton Rouge Historical Association Rental and Agreement Forms and Building Use Rules

As a Friends Member of the Historical Association (\$100) you may book a function at the museum twice during the calendar year, based on availability.

Checks for Friends Membership payments and Rental fee payments are to be made to the **West Baton Rouge Historical Association**. Check **payments for security** are to be made out directly to the **security officers**. **Deposit check for event is made payable to West Baton Rouge Museum.**

Availability:

- Friends Members can plan their events Monday through Sunday.
- Events can only be scheduled between 9am and 10pm including set up and clean up times.
- Events that exceed 4 hours cannot be held on Sunday.
- Events rental times include mandatory clean-up time.
- Event planners can arrange for set up and decorating with advanced museum approval.
- The museum encourages Friends Members to use the rental option during regular museum hours: Tuesday through Saturday 10am to 4:30pm and Sunday 2pm to 5pm. After hour events require security fees* and additional staff, fees described below.

Fees: Friends Members in good standing may pay a rental fee for the following spaces in the West Baton Rouge Museum. All fees are taxed by the current rate determined by state law.

Classroom	\$100/up to 4 hours (Tues-Sun)	\$200/ up to 8 hours (Mon-Fri)
Brick Gallery	\$100/up to 4 hours (Tues-Sun)	\$200/ up to 8 hours (Mon-Fri)
	(Brick Gallery includes Courtyard and Breezeway)	
Aillet House front steps	\$300 (for wedding ceremonies) up to 6 hours	
	\$100 Classroom use as a staging/dressing area for weddings	

Rentals for the Classroom and Brick Gallery include use of the new kitchen and bathrooms in the new wing for no additional charge.

Staff Fee:

Any time for the event scheduled outside of museum hours will include an additional staff fee of \$25/hour outside of museum hours. These fees should be paid via check and should be made out to the **West Baton Rouge Historical Association**.

Deposit Fee:

\$5 x number of people expected made out to the **West Baton Rouge Museum**. Deposit fee checks will be returned to the event contact person upon satisfactory inspection of the facility after their event concludes. Cancelled events will receive the room rental and deposit fee back. HA Friends membership is non-refundable.

***Security Fee:**

\$30/hour including ½ hour before and ½ hour after the event that extends after 5:00pm with a minimum of 4 hour payment. Events must be booked at least three weeks prior in order for the museum to arrange for the security officer. **Renters are to make their checks out to the security officer(s)**. A copy of the security officer's check is required with the signed agreement for the rental. The security officer's check and the copy of the check can be delivered the day of the event.

Social Distancing and Safety Rules:

1. To ensure that all parties are able to maintain safe distances, capacity limits are being enforced as follows:
 - a. Classroom: 13 people
 - b. Brick Gallery: 20 people
 - c. Aillet House front steps: 7 people
2. Masks are mandatory while inside the museum.

Building Use Rules:

1. Entrance during regular hours: Event planners need to ask their guests to use the front museum entrance on N. Jefferson Avenue, which includes the handicap entrance on the north side of the Perkins Gallery, if the event is scheduled during regular museum operating hours. Guests may not use the Sixth Street entrance. Caterers, supply and furniture delivery people may use the Brick Gallery door and the Courtyard door after they sign the guest book and a museum staff member has given them access to these doors.
2. Entrance during off hours: Event planners need to ask their guests to use only the Landry Courtyard entrance and the Brick Gallery double doors if their event is scheduled during non-operating hours. For security reasons, guests cannot use the N. Jefferson entrance or the Sixth Street entrance.
3. Event planners need to prearrange with the museum to have personnel manning the Whitehead Gallery and Dameron Gallery if guests plan on viewing the exhibits in those galleries during regular hours. Otherwise, the white double doors in the Breezeway need to remain closed during the event to prevent guests from wandering through the galleries.
4. Event planners need to keep the door closed in the Moments of Our Time hallway near the new kitchen to keep guests from entering the administrative wing.
5. Keep outdoor activities at a minimum distance of 6 feet away from the parking lot.
6. The museum does not allow outdoor cooking. No propane for crawfish boils.
7. The museum does not allow burning candles anywhere. The museum does not allow red beverages, including red wine, soda and punch.
8. No smoking is permitted in the museum buildings. Smokers may use the Courtyard.
9. No food or drink is allowed in the Dameron and Whitehead galleries.
10. Only museum personnel can adjust thermostats.
11. Children participating in an event must be accompanied by an adult upon entering the museum. The museum requires a ratio of at least one adult for every 6 children under age 10.
12. No alcohol is to be offered for sale on museum property. Possession of drugs or other contraband is not permitted on the museum's premises.
13. Beer and wine can be served at an event with prior approval from the museum. Hard liquor is not permitted.
14. No firearms are allowed on the museum's premises.

15. Admittance fees, taking of orders, fundraising, campaigning and vending is not permitted. Soliciting on the grounds or in the buildings is not permitted.
16. Event planners may use the museum's tables and chairs and are responsible for setting up and taking down all event furniture.
17. Event planners are responsible for seeing the floors are swept, tables and chairs are cleaned and put away, and all trash is disposed of in the trash cans located by the Sixth Street parking lot behind the wooden fence enclosure. A large broom is available in the custodian's room where the chairs and tables are stored. We ask event planners to bring their own plastic trash bags.
18. Conference arrangements must be confined to regular museum business hours when the event extends beyond two days with approval by the museum director.
19. The Brick Gallery can sit 40 people. The education room can sit 40 people.
20. Rental events in the Brick Gallery should not exceed 80 people in one 4 hour period.
21. The museum prohibits lively parties and DJ entertainment in keeping with the museum's responsibilities to protect objects.
22. Clearly acknowledge in any forms of publicity for this event that the West Baton Rouge Museum is not a sponsor.
23. The museum has available 40 armless burgundy fabric chairs, six 8-ft. rectangle tables, one 4-ft table, and six 5-ft round tables. The classroom is furnished with six rectangle tables and 36 wood chairs. No table clothes are available.
24. The museum will allow event planners the use of the screen and the lectern in the Brick Gallery. Event planners may bring their own laptop and projectors.
25. With approval from the museum, event planners can include a group tour of the museum and historic buildings if arranged at least two weeks in advance of the event date. Such group tours can only be included during museum operating hours. No extra charge will be levied for tours.
26. Event planners who wish to use the Aillet front steps for ceremonies can consider renting space at the nearby West Baton Rouge Community Center for larger receptions. Museum chairs may not be used outside. Event planners can consider renting chairs from outside vendors. Wedding planning forms with additional details and rules are available.

Hold Harmless and Indemnity Agreement

For and in consideration of being allowed to use the West Baton Rouge Museum building, the undersigned agrees that in the event of any claim of or personal injury, property damage, or wrongful death, shall be prosecuted against the Parish of West Baton Rouge, The West Baton Rouge Museum, or the West Baton Rouge Historical Association by themselves, guests, invitees, or trespassers arising out of the use of the premises, such as physical altercations and slipping and falling on foreign substances, they shall defend, indemnify, and hold harmless the Parish of West Baton Rouge, the West Baton Rouge Museum, and the West Baton Rouge Historical Association from any and all claims or sources of action by whomever or wherever made or presented for personal injuries, property damage, or wrongful death.

I/My group promises to abide by the rules and regulations set forth in this document for the use of the West Baton Rouge Museum. I have read and agree to the above Hold Harmless and Indemnity Agreement. I have full authority to represent my authorization.

Signature: _____

Date _____

Print: _____

Group: _____

West Baton Rouge Museum Building Use Reservation Form
845 N. Jefferson Avenue Port Allen, LA 70767
(225) 336-2422 x10 for Rental Arrangements see Alice LeBlanc

Name of Person/Organization: _____

Contact Person: _____

Contact Phone: _____ Alt. Phone _____ Email _____

Type of Event: _____ Date & Start + End Times _____

Spaces Needed:

Classroom _____ \$100/100 Brick Gallery _____ \$100/100 Aillet Steps _____ \$300

Courtyard _____ Breezeway _____ Kitchen _____

Other _____

Building Rental Fee Amount Due: _____

Deposit Fee Amount Due: _____

Security Officer Fee Amount Due: _____

Staff Fee Amount Due: _____

Number of Guests expected: Adults _____ Children _____

Tables and/or chairs? Yes _____ No _____ (You are responsible for set up and take down)

Specify how many tables _____ and chairs _____ will be needed.

Check the equipment you will need: Screen _____ Lectern _____ indoors only (The museum does not rent its laptop and projector or table cloths)

Will you be hosting an event with food and drink? Yes _____ No _____

If alcohol will be served please state what will be served here: _____

Please describe your menu with a museum staff person prior to your event.

NOTES:

Requesting a group tour during the event: Yes _____ No _____

NOTES: _____

Museum Staff member approval: _____ Date _____

NOTE: Your request to schedule a Friends rental event at the West Baton Rouge Museum must be made at least two weeks prior to your event date. The West Baton Rouge museum reserves the right to approve or decline a request for a Friends rental event. The museum must prioritize its programs and exhibits, and assess the safety and possible impediment to ongoing museum activities.

Please read and sign the attached Building Use Rules and Friends Rental Agreement forms.