

**Beauregard-Keyes Historic House and Garden**  
**1113 Chartres Street New Orleans, LA 70116**

**Facility Rental Policy**

Thank you for considering Beauregard-Keyes Historic House and Garden for your event. Portions of the property are available for business and personal events, including receptions, seated dinners, and weddings. We strive to make each activity special by highlighting the unique and beautiful period setting and by assisting our clients in selecting vendors and making arrangements that we know will work well in our spaces. The primary mission of the staff and trustees is to protect the premises and collections, and we ask your assistance in protecting the property for future generations. Please be aware that we reserve the right to refuse rental to individuals, organizations, or events that discriminate on the basis of race, color, ethnicity, gender, age, religion, sexual orientation, or disability.

Coordination and Staffing

- A signed agreement and deposit are required to *confirm* the date.
- Weddings and wedding receptions: A staff-approved professional event coordinator must be retained to serve as point-of-contact for all vendors, to communicate with the ED [Executive Director] or Event Manager [EM], and to be on site for the event and is responsible for working with the ED or EM regarding vendor scheduling and changes to any aspect of the event.
- Beauregard-Keyes House will provide 1 Museum Staff member in charge of the collection and premises and 1 Event Manager to assist with day-of logistics and oversee event operations. Event duties are limited to:
  - Protecting the integrity of the site
  - Monitoring activities during the event
  - Inspecting the facility and securing the house at the end of the event

General Information

- Spaces available at the historic site are: Parlor, ballroom, library, dining room, center hall, one or more bedrooms, front and rear galleries, courtyard and *parterre* garden. There are two restrooms.
- A maximum of 200 persons can be accommodated for receptions and cocktail parties.
- A maximum of 100 persons can be accommodated for dinner parties inside the house. Larger groups may be hosted by tenting in the courtyard.
- There is no parking at the Beauregard-Keyes House.
- Dancing is allowed only in the courtyard.
- The Beauregard-Keyes House will provide a clean, usable site which should be returned in the same condition in which it was found. Any losses or damages to the house or its contents resulting from the actions of the hosting individual or organization or their guests, vendors, or contractors will be assessed for replacement or repair by the staff, and such charges will be invoiced immediately following the event.
- Smoking is permitted only in the adjoining *parterre* garden. Please inform your guests prior to arrival.
- Exhibitions, collections, and furnishings may not be altered or removed. Exhibitions are subject to change and/or closure without notice.

- At the discretion of the ED, portions of the house may be closed during an event, and the client shall be so informed.
- All media coverage for events must be approved by the ED.
- Beauregard-Keyes House will provide 1 security personnel; additional security can be hired at a cost of \$35/hour
- The Beauregard-Keyes House reserves the right to waive or modify these guidelines.

### Food, Beverage, and Entertainment

- Vendors must be approved by the ED.
- A caterer must provide all food services required for the event, except special occasion cakes. Requests for beverage services must be placed with the caterer and served in accordance with city and state liquor licensing regulations.
- **Red wine is not permitted inside the house.**
- This historic property only authorizes the use of caterers who understand and agree to the unique needs of the historic property in preserving the artifacts and reflecting high standards for clients. A list of pre-approved vendors will be supplied, but clients may submit other companies for approval.
- The band, disc jockey, or other entertainment must notify the staff in advance of their equipment type, electrical set up, and delivery schedule. This historic house will not provide equipment or any set up for bands or DJs, such as microphones, electrical tape, stages, and extension cords.
- Music out-of-doors must end by 10pm, and the sound level must be appropriate to a residential site.
- The individual, group, or organization seeking use of the historic property, assumes liability for damages to the museum and exhibits by the lessee's contractors, if any, including outside services of any vendors such as florists, musicians, rental companies, etc. who are hired by the lessee to provide services to such in carrying out its function.
- **Cleanup is the responsibility of the host or caterer. This includes proper disposal of food and serving items and the removal of trash.**

### Set-Up & Break-Down

- **The event start time will coincide with guest arrival**
- Set-up may begin no earlier than three hours prior to the event start
- Same day set-up and break down of the event is required
- Members of the wedding party may access the house thirty minutes before guests arrive for photos or final arrangements. The number of guests must be limited so as not to interfere with event set up.
- All deliveries and event personnel must enter through designated entryways. The historic property is not responsible for items left overnight.
- Glitter, confetti, streamers, helium balloons, and the like are not allowed inside the historic property. Should cleanup of such be necessary, a fee equal to the amount of cleanup, repair, or replacement will be deducted from the security deposit
- **The use of candles is strictly prohibited inside the museum. Open flame for lighting or cooking will be allowed in the driveway and garden only. The use of heaters must be approved by ED/EM.**
- The use of tape, staples, tacks, glue, and similar items is prohibited. Absolutely nothing may be attached to any historic surfaces.

Force Majeure

- Should events beyond the reasonable control of BK House and the renter, including but not limited to (1) acts of God, (2) disease at the property or the City of New Orleans, (3) government regulation or advisory (including travel advisory warnings), (4) civil disturbance, (5) terrorism or threats of terrorism substantiated by governmental warnings or advisory notices, (6) extreme weather related events, including fire, hurricanes, and tornados in New Orleans, or (8) any other cause reasonably beyond the parties' control (collectively referred to as "occurrences"), making the event commercially impracticable to perform, illegal, or impossible to fully perform under this agreement as the parties originally contracted. In such case, the party may terminate this agreement, without liability, upon written notification.
- **Cancellation of the event will result in forfeiture of the deposit. However, the deposit may be applied to an available future date and/or converted into a Garden Rental at a rate of \$500/hr.** The new date will require written approval from the ED/EM.

**Prices and Payment Agreements**

**Rental Fee: \$4,000**

- Includes 3-hour event + 3 hours of set-up time
- Additional Hours: \$500/per

**Deposit: \$1,000**

- \$500 non-refundable to hold the date – applied to final balance
- \$500 refundable\* damage deposit (see below)

**Timeline:**

- Due at signing: \$500
- 30 days prior to event: Balance due + \$500 damage deposit
- 7-10 days after event: Damage deposit returned if no damage or additional fees incurred.

**Damage Deposit:** A \$500 refundable damage deposit is required and due at the time of booking. Please note that this deposit is separate from the down payment to secure the date and space. This deposit will be refunded within 7-10 days following the rental period provided the premises are maintained and left in the same condition as when rented, and satisfactory to Beauregard-Keyes House. Any excessive damage (beyond the \$500.00 deposit) done to the facility or property will be charged and payable on demand. If the building or any part of the premises or its historic contents, including furniture or collection items are damaged during the event, the renter will be solely responsible for such damage.

The deposit and balance can be paid via check and sent to the address below along with the signed contract:

Beauregard-Keyes House  
1113 Chartres St.  
New Orleans, LA 70116

To pay by credit card, please request an invoice from the Executive Director at [director@bkhouse.org](mailto:director@bkhouse.org) or (504) 523-7257

Initial: \_\_\_\_\_

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1113 Chartres Street  
New Orleans, LA 70116**

**Rental Information Sheet**

**If you require additional information, or would like to schedule a site visit please call  
Annie Irvin (504) 523-7257 or email [director@bkhouse.org](mailto:director@bkhouse.org).**

The reservation and arrangements for use of the Beauregard-Keyes House facilities must be made through the Executive Director, Annie Irvin. No reservation is confirmed until this form is completed (with payment) and the Executive Director gives approval.

**PLEASE READ THE FACILITIES USE GUIDELINES OR PAGES 1-3 BEFORE COMPLETING THIS FORM**

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Liaison: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Day of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ Will food be served? \_\_\_\_\_

Organization Responsible for Payment: \_\_\_\_\_

\_\_\_\_\_  
Signature\*

By signing this form you acknowledge that you have read and understand the Facilities Use Guidelines (pages 1-3) and will abide by all stipulations set forth in this document.

Initial: \_\_\_\_\_

To be filled out by Event Liaison/Wedding Coordinator and provided to ED within 2 weeks of event:

**Please list all applicable vendors and contact information:**

Event Coordinator	
Event Time:	Guest Arrival: Ceremony: Reception:
Caterer:	
Event Rentals: (Tables, Chairs, Tent)	
Set-Up Time (please limit to 3 hours ahead of event start)	
Break-Down Time:	
Florist:	
Photographer:	
Other:	

Initial: \_\_\_\_\_