



The Louisiana Old Governor's Mansion was built in 1930 under the governorship of Huey P. Long. The Mansion was home to nine Louisiana governors, from Huey P. Long to Jimmie Davis, until the new executive mansion was built near the State Capitol in 1962. The Old Governor's Mansion is listed on the National Register of Historic Places.

The restoration of the Old Governor's Mansion was completed in 1999. The Mansion is currently managed by the Foundation for Historical Louisiana in a cooperative endeavor with the State of Louisiana.

The Board of Directors of the Foundation for Historical Louisiana has adopted the following mission statement for its operation of the Old Governor's Mansion:

To preserve, maintain, protect, and promote the building, collection, and historical integrity of the site. To research and interpret, through educational programs, permanent and changing exhibits, the period from 1930 to 1962, when the building served as home to Louisiana governors. To increase appreciation of Louisiana's social, political, and governmental history.

Make your next event very special by hosting it at Louisiana's Old Governor's Mansion. If we can be of service, please call the Mansion Event Coordinator (225) 387-2464, extension 18.

Management: The Old Governor's Mansion ("the Mansion" or "OGM") is operated by the Foundation for Historical Louisiana ("the Foundation" or "FHL") under a cooperative endeavor agreement with the State of Louisiana. Old Governor's Mansion staff are employees of the Foundation for Historical Louisiana.

Location: The Old Governor's Mansion is located at 502 North Boulevard, Baton Rouge, Louisiana 70802. The Mansion is located on North Boulevard between St. Charles Street and Royal Street in the historic Beauregard Town district.

Availability: The Mansion is a treasured Louisiana landmark and historic house museum. It is available for public and private events during the day and evening hours, depending upon the nature of the event and the activities of the Foundation for Historical Louisiana. No event will run later than midnight. The building must be secure and all guests must leave by that time.

Due to the historic nature of the building, restoration and repair work will occasionally have to be undertaken. The State of Louisiana and the Foundation for Historical Louisiana reserve the right to begin such work at any time, though every effort will be made to ensure that scheduled events are as unaffected as possible.

Fees: Rental fees are for a 3-hour evening or weekend event (\$500 each additional hour).

\$5,000 for 401 to 450 persons.

\$4,500 for 351 to 400 persons

\$4,000 for 301 to 350 persons

\$3,500 for 251 to 300 persons

\$3,000 for 201 to 250 persons

\$2,500 for 0 to 200 persons

\$500 additional fee for wedding ceremony.

An additional fee of \$500 is charged when both a wedding ceremony and wedding reception are held at the Mansion. When a wedding ceremony and reception are held at the Mansion, 3 ½ hours will be allotted for the event. Arrangements for a 1-hour rehearsal, on a separate day and at a time that does not conflict with another Mansion or Foundation event, should be made with the Mansion Event Coordinator. A rehearsal should begin no later than 5:00 p.m. on the scheduled day. The Mansion reserves the right for other activities to be taking place concurrently with the rehearsal.

The event time begins at the hour your guests are invited to arrive. At the end of the 3-hour event, all guests must have left the building. The charge for additional time, in 1-hour increments, is \$500 per hour. Extensions beyond the normal 3-hour event time must be arranged with the Mansion Event Coordinator at least fourteen (14) days prior to the event.

\$10 per person (\$500 minimum) for 3-hour events during Old Governor's Mansion (OGM) normal business hours Monday – Friday, 9:00 a.m. to 5:00 p.m. *Please be aware that the Old Governor's Mansion is open for tours Tuesday – Friday from 10:00 a.m. until 4:00 p.m. Should you wish to schedule an event during these hours, touring visitors may be allowed to view the room where you are holding your event.*

Bridal

Portraits:

We allow two hours for Bridal portrait sessions and it can be scheduled with Claire Trahan anytime between 10:00am-5:00pm Monday through Friday. The standard fee of \$200 for bridal portraits is waived if wedding and/or reception are booked at the mansion. Make checks payable to FHL and they can be mailed or dropped off at the Old Governors Mansion before the session. All payments are non-refundable but the date can be post phoned. The bridal room is available for you to change.

You may bring up to two other guests people with you to assist and/or to share your photo session.

One portrait session is allowed per individual.

Security:

Included in the rental fee, the Mansion provides one (1) security guard per one hundred (100) guests. Security personnel are on hand to protect the Mansion and its employees.

Parking:

We do have street parking available North Boulevard and on all sides of the mansion. If you would like to secure parking for your guests it will be an additional \$400 and would include the rental of the lot behind the Entergy Lot on the West Wing of the Old Governors Mansion and a security officer to be stationed at the lot. The parking lot will be opened one hour before the scheduled start time for the event. Parking is not permitted in the driveway of the Mansion. Handicapped parking is available in the small lot behind the Mansion. We request that you advise the Mansion Event Coordinator if you are expecting a guest who will require special assistance.

Staff Service:

The Mansion offers the expertise of its Event Coordinator, the staff of the Foundation for Historical Louisiana to help coordinate your event. Mansion staff will be on hand during the event. We also provide a

janitorial staff to keep up with restrooms and any spills that may occur and a security officer is provided to you for your event.

Payments: Upon signing the Rental Application, a non-refundable deposit of 1/2 the rental fee is required to reserve the date. ***A date cannot be confirmed without payment of the deposit.*** The balance of the rental fee, plus a \$500 refundable damage deposit, is due no later than thirty (30) days prior to the event. The rental fee is based upon the number of guests which the caterer is contracted to serve. Guest attendance will be verified by an on-site counter.

Payment can be made by Visa or Mastercard, or by check. Checks should be made payable to the Foundation for Historical Louisiana.

The \$500 damage deposit will be refunded thirty (30) days after the event, provided that no damage or abuse occurs. In case of cancellation by the Client less than thirty (30) days prior to the event date, the total rental fee is nonrefundable.

Contact Person:

The Client must provide the name of a single contact person responsible for the event. Full plans for the event, including a floor plan showing locations of food stations, bars, bands, etc., must be made available to the Mansion Event Coordinator no later than fourteen (14) days prior to the event. The Client will provide the Mansion Event Coordinator with contact information for the caterer, florist, music provider, party equipment rental company, and others contracted by the Client. Site visits by said contractors must be by appointment with Mansion Event Coordinator.

Independent Contractors:

All independent contractors must provide the Foundation for Historical Louisiana copies of current business licenses, a certificate of insurance for general liability, and proof of worker's compensation insurance. The "Certificate Holder" on the Certificate of Insurance must read as follows: Foundation for Historical Louisiana, Attention: Carolyn Bennett, P. O. Box 908, Baton Rouge, LA 70821-0908.

Caterer:

The Old Governor's Mansion does not provide catering services. A single caterer of the Client's choice may be used for any one event. The caterer must be approved by the Mansion Event Coordinator. The caterer must provide business license and insurance documents as noted above and on the Guidelines for Catering at the Old Governor's Mansion. ***Caterers who do not provide required documents will not be allowed to cater at the Old Governor's Mansion.*** The caterer must agree to strictly adhere to the Guidelines for Catering at the Old Governor's Mansion which are attached to and a part of the Old Governor's Mansion Policies & Guidelines. The

Client assumes final responsibility for any damage that may be caused by the caterer.

Party Equipment Rental Company: The Mansion does not provide tables, chairs, or other party equipment, except Mansion furnishings that Mansion Event Coordinator and/or Mansion Curator stipulate can be used.

The Mansion will be available for setup three (3) hours prior to the start time of the event.

The use of dollies on interior marble stairs is strictly prohibited. The Mansion has a ramp for use in moving equipment into the East Room.

Tables, chairs, tents and other party equipment may be delivered in the time allotted for party setup. Any request to deliver or set up party equipment earlier than three (3) hours before the event must be arranged with the Mansion Event Coordinator. All tables, glassware, cleaned serving pieces, beverages, equipment, and any other items not removed from the premises at the close of the event must be taken to the basement corridor for pick-up. If any items must be left overnight, advance arrangement must be made with the Mansion Event Coordinator. *The Foundation for Historical Louisiana is not responsible for equipment left in the Mansion.*

Florist/Decorations: Lighted candles are not permitted inside the Mansion. Candles may be used on the East Terrace, in the Rose Garden, and along the driveway.

No floral arrangements or plants may touch the crystal chandeliers in the East Room or the State Dining Room. If a floral arrangement is placed on the piano, the surface of the container bottom must be covered so that the container does not scratch the piano. The container cannot contain water.

Arrangements using fruit or dark colored flowers should be used in such a way as to minimize the possibility of stains or damage. Fruits are acidic and may stain and damage marble surfaces. Any such damage that occurs is the responsibility of the Client.

The use of nails, staples, or tape on the interior or exterior walls, on the wooden banister, or on any surface is strictly prohibited. The mantle in the East Room may be used for floral arrangements or decorations. All decorations should be removed promptly after the event. If special arrangements are made with the Event Coordinator to leave some vases/arrangements/decorations in the building overnight, said decorations must be removed by the time arranged with the Mansion Event Coordinator.

Music: The Mansion does not provide music or an in-house sound system. The piano in the East Room may be used for the event. **The piano cannot be moved under any circumstances.** The Event Coordinator must be given the name/contact number of your music provider. The use of dollies on any stairs inside the Mansion is strictly prohibited. The Mansion has a ramp for use in moving equipment into the East Room.

Audio/Visual Equipment: The Mansion does not own or provide audio/visual equipment.

Bakery: Client should notify Mansion Event Coordinator with the name of the bakery providing the wedding cake(s). The location for the wedding cake should be included on the floor plan layout.

The piano cannot be moved under any circumstances.

No furniture or furnishings may be moved without the express permission of the Mansion Curator or the Event Coordinator. Also, furniture can only be moved by the Mansion staff or under their supervision.

Coat racks are available; however, the Mansion is not responsible for providing staff or claim checks for a coat check. The caterer or Client should make advance arrangements to provide this service.

Smoking: Smoking is strictly prohibited inside the Mansion. Smoking is allowed on the East Terrace and in the Rose Garden.

Weddings: The Mansion also offers the expertise of its Event Coordinator, a Wedding Coordinator, and the staff of the Foundation for Historical Louisiana to help coordinate your event. Mansion staff will be on hand during the event.

The Bride's Room, on the second floor, is available for the bride. "Spike" heels are not allowed on the second floor. The furnishings must be treated with care. No food or drinks are allowed on the second floor of the Mansion. All personal property of the bride should be removed on her departure.

The Foundation for Historical Louisiana is not responsible for items left in the Mansion.

Light-colored flower petals or birdseed may be thrown, and bubbles may be used outside the building. Metallic or paper confetti, hearts of rice, and loose dark red flower petals may not be thrown or used in the Mansion or on the Mansion grounds. The use of sparklers is prohibited.

Event Invitation: The client should mail one event invitation to the Mansion Event Coordinator for verification of event information.

Liability: The client assumes full responsibility for the conduct of guests, caterers, employees, independent contractors or other persons on the property for the event. Liability for damages to the premises or equipment will be charged accordingly. The Foundation for Historical Louisiana reserves the right to inspect and control all private events and to request certificates of insurance and hold-harmless agreements from organizations and individuals using the Mansion for special events. The Old Governor's Mansion and the Foundation for Historical Louisiana cannot assume any responsibility for personal property or equipment left on the premises.

These policies are subject to change.