



Rogue House

Reservation Request

Rates

- Rogue House Gardens**
 Sunday-Thursaday: \$350
 Friday & Saturday: \$500
**If booked separate from Beau Jardin*
- Beau Jardin**
 Sunday-Thursaday: \$750
 Friday & Saturday: \$1000
**Includes use of Rogue House Gardens*
- Rogue House**
 \$250/Day + \$250 Deposit
**Deposit refundable if left in clean condition*

Type of Event

- Wedding**
 Wedding Reception
- Rehearsal Dinner**
 Luncheon
- Reunion**
 Other Event: _____

** Other events must be approved by the City of Natchitoches before booking event.**

Primary Contact Person: _____

Person or Organization Sponsoring Event: _____

Billing address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Mobile Number: _____

Fax Number: _____ E-Mail Address: _____

Event Reservation Date(s) Requested: _____ Estimated Attendance: _____

Event Times

Arrival Time: _____ Event Start Time: _____ Event End Time: _____ Departure Time: _____

Rehearsal Date Requested: _____ Rehearsal Time Requested: _____

Inclement Weather Location Booked: _____ I have read and understand the inclement weather policy: _____

Acknowledged and Agreed to _____ Date _____

Client Signature

**The City of Natchitoches reserves the right to take pictures at events held at Beau Jardin, the Rogue House Gardens, and the Rogue House for use in promotional materials. Rehearsal dates and times requests are subject to availability.*

General Rules and Information

City of Natchitoches
Office of Programming and Promotions
781 Front Street
Natchitoches, La 71457
Phone: (318) 352-2746 or (318) 357-3822
Fax: (318) 238-3439

ROQUE HOUSE RENTAL

The Roque House may be rented for your event, based on availability. The Roque House rate is \$250 for an entire day plus a \$250 deposit which will be returned if the Roque House is left clean and in good condition.

NO RED WINE is allowed inside the Roque House.

RESERVING YOUR DATE

Half of the rental amount will be required to reserve the date of your wedding/event. This is a **non-refundable deposit**. Availability cannot be guaranteed until initial deposit has been received. Cash, check or money orders (made out to City of Natchitoches) are acceptable forms of payment. Full payment is due 30 days prior to your event date.

Cancellations must be made 30 days prior to event date. If you choose to reschedule within one year from the original date, we will hold your payment and apply it to the new date. This offer is valid for one year only from the date of your wedding, after which time no refunds will be made.

OTHER USAGE OF THE DOWNTOWN RIVERBANK

The Natchitoches Historic District is home to several festivals and other special events and programs. The City of Natchitoches' Office of Programming and Promotions cannot guarantee that no other events will take place on the downtown riverbank and the Fleur de Lis Stage area while your event is taking place.

INCLEMENT WEATHER POLICY

There are no refunds for inclement weather. Please have a contingency plan as Beau Jardin and the Roque House Gardens are outdoor venues.

DAMAGE & CLEAN UP CHARGES

The Client agrees to pay for any damages caused by the Client, the Client's guests, and the Client's agents while on the property for the event. Clean up after the event is the responsibility of the Client. If decorations, arrangements, trash, and other materials associated with the event are not cleaned up immediately following the completion of the event, damage and clean up charges may apply. Clients and their agents shall refrain from affixing decorations in the park using nails, tacks, staples, or other implements that damage the underlying surface. No materials which are non-biodegradable shall be used in Beau Jardin. It is the Client's obligation to discuss this requirement with the planner, any other contracted agent, and the caterer.

No vehicles are allowed in Beau Jardin. No artificial flower petals are allowed in park. No objects that can scratch the flagstone patios are allowed in park.

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SECURITY

Security is required for all events after 5:00 p.m., during the weekend, and events with alcohol served. Proof of security must be provided to the Office of Programming and Promotions prior to your event.

INSURANCE

General liability insurance is required for your event. Insurance policies for your event can be purchased through www.ebi-ins.com/tulip. Please contact the Office of Programming and Promotions for more information about insurance.

NOISE

Any event using music must obtain and have approved an "Open Air Permit" from the Natchitoches Police Department. This permit can be obtained online through the Police Department's page on the City of Natchitoches Web site at www.natchitochesla.gov. Events must comply with the City of Natchitoches' noise ordinance.

CURFEW

Any and all events must end NO LATER THAN 10:00 p.m. All caterers, florists, bands, and wedding planners must vacate the premises, including the parking lot, no later than 12:00 a.m.

ALCOHOL

Any event serving alcohol must use certified ABO vendors to dispense and serve alcohol. Vendors will be responsible for securing all permits required by city and state (please see the Office of Programming and Promotions for permit information).

CATERING

Food should be prepared offsite (no boiling, grilling, or frying is permitted in park). Crawfish is strictly prohibited in Beau Jardin. No glassware is allowed in Beau Jardin, including beer bottles. Caterers must dispose of all food and trash associated with their service.

FACILITY COORDINATOR

The city will provide a staff member who will be responsible for the enforcement of park rules and trouble shooting. This staff member is not responsible for coordinating events or acting as security.

PARKING

Limited parking is available on the downtown riverbank and could be restricted, depending on the time of year and other events taking place. Please make alternate parking plans for you and your guests.

SERVICES

Several amenities are available in Natchitoches to make your wedding a memorable one. Ask us about wedding services available such as trolleys, horse and buggies, bed and breakfasts, musical entertainment and more.

REHEARSAL

Beau Jardin will assist the Client in scheduling a time for the ceremony rehearsal that fits the Client's schedule and the schedule of the events that are being held at Beau Jardin. A 30 minute time period will be designated for the Client's rehearsal. Rehearsal times and locations are subject to change and are subject to availability as determined by Beau Jardin.

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HOURLY RENTAL

Beau Jardin may be rented at an hourly rate of \$250/hour for one (1) hour only for functions with no services or amenities provided by city. No food or drink will be allowed with hourly rental. Rate is based on availability and must be booked no more than 30 days in advance.

PICTURES

If Beau Jardin has been booked, pictures may be taken at no charge. Otherwise, Beau Jardin may be rented at the hourly rate of \$250/hour for one (1) hour only for pictures to ensure no other events are taking place during your photo session. Rate is based on availability and must be booked no more than 30 days in advance.

ADDITIONAL RULES AND REGULATIONS

No port-o-potties are allowed in park area.

Trees may not be used for additional lighting or décor without special permission from the Office of Programming & Promotions.

Stakes may not be used to secure tents.

No dragging of chairs, tables, or other items across flag stone patio.

No candles with open flames or sparklers are allowed in the garden.

For Office Use:

- | | |
|---|--|
| <input type="checkbox"/> Rental Fee: _____
Date Payment Received: _____ | <input type="checkbox"/> Verification of Liability Insurance
Date Received: _____ |
| <input type="checkbox"/> Additional Chairs Requested: \$2 Each
How many? _____
Overall Chair Fee: _____
Date Payment Received: _____ | <input type="checkbox"/> Verification of Security
Date Received: _____ |
| <input type="checkbox"/> Overall Total Amount: _____
Date Payment Received: _____ | <input type="checkbox"/> Open Air Permit
Date Received: _____ |
| <input type="checkbox"/> Non-refundable deposit: _____
Date Payment Received: _____ | <input type="checkbox"/> Chair Setup
Date Received: _____ |
| | <input type="checkbox"/> Chair Setup Time: _____ |

Special Instructions:

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