



THE SHADOWS

SPECIAL PROPERTY USE POLICY

DEPOSIT: At the time application is made, a non-refundable deposit of 50% of the rental fee is required to reserve the date and time. If event is cancelled at any time or full rental rate is not paid within 30 days prior to event, the deposit of 50% will be retained and event date(s) will be released. Any additional monies advanced by Renter against rental charge shall be returned. Shadows-on-the-Teche (The Shadows or National Trust) management shall perform an inspection of the site before and after for verification of site integrity. In the event of a natural disaster The Shadows will move deposit to another date within 30 days.

EVENT DURATION: Rental is an hourly fee with a minimum of 2 hour use with a maximum of 300 guests. Event duration must be agreed by contract signing. An overtime fee will be charged to the renter if event duration exceeds the agreed time limit. All events must conclude by midnight.

EVENT LOCATION: All functions take place in the shadows gardens (including West Yard, Formal Garden, Rear Yard, and Gazebo). The Shadows-on-the-Teche is a Historic house museum and not available for any rental activity. The site offers NO area under roof/cover in the event of rain. Tents must be rented through the approved caterer.

FOOD & BEVERAGE: Food and beverage service will only be allowed from the approved caterer. Beverages contained in glass bottles are NOT allowed on the premise, excluding wine. The Shadows does not provide facilities to cook, warm, or store food. Arrangements must be made through the renter and caterer.

SEATING & MUSIC: Rental, delivery, and installation of tents, tables, chairs, and dance floor must all be coordinated through the caterer and renter. A DJ or Band are allowed on the property and should set up in the time allotted before the event. Electricity use must be closely monitored as to not trip the breaker. Delivery times must be scheduled with the Shadows staff in advance. The Shadows does not provide any above mentioned items. Any and all equipment brought onto the premises by the renters is present at the renter's risk. Such equipment may be inspected for safety and security by the Shadows staff. The site shall in no way be responsible for loss or damage of such equipment

DECORATIONS: Any rental decorations may not obstruct any museum, emergency, or way-finding signage. Screws, nails, or staples are not allowed on the trees or historic structures. Glitter, stickers, silly string, or confetti are strictly prohibited. Antique olive jars and gallery furniture must not be moved.

ATTENDANT: The Shadows will provide a staff attendant on site. Attendant will enforce rules set forth in this contract and report any infractions to the National Trust Legal team. The Shadows attendant reserves the right to shut down any event at any time deemed necessary (if law enforcement or management should be contacted for excessive noise, angered behavior, threats to site integrity, etc.)

SECURITY: A security guard may be required on site for the duration of the event. The Shadows shall not be liable or responsible for any personal property of the Renter or any person.

ANIMALS: Renter shall not bring, nor permit any person to bring any animal onto the Shadows site.

NO SMOKING: Smoking is not permitted on National Trust Historic Sites.

CLEAN UP: All trash must be contained within lined trash cans. All materials and equipment must be removed promptly following the event within the time listed under EVENT DURATION. The Shadows does not provide cleaning supplies. Trash bags should be removed from the site by the caterer before renter vacates the property.

INDEMNIFICATION CLAUSE: Upon inspection and acceptance of the rented space, renter shall assume full responsibility for the condition thereof and agrees to indemnify and hold The Shadows/ National Trust harmless against liability to third parties resulting there from. Renter further agrees to indemnify and hold The Shadows/ National Trust harmless against any loss or liability for or on account of an injury of persons or damage to property.





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RATES:

- \$500.00 per hour with a minimum two hour rental.
- Rental Times include setup and cleaning time.
- Total event duration must be agreed upon at time of contract signing.
 - An overtime fee of \$600.00 will be assessed each additional hour past the agreed event duration.
 - Maximum of 300 Guests
 - All events must be concluded by midnight.

DEPOSITS: A deposit of 50% of the rental fee is required in order to confirm and hold the desired date and time. Deposits are non-refundable unless otherwise stated. Rental payment balance is due 30 days before the event.

BRIDAL PHOTOS: Complementary Bridal photos may be taken on a reserved date after security deposit is accepted and event is approved by the Shadows Director. (Please see "Policy for Site Photography")

CATERING: Anyone using the property is required to use a Shadows approved caterer*.

**Others may be approved at renter's request*

- Clementine & Catering by Peltier 337.560.1007
- Gallery Catering 337.367.5003
- I Monelli 337.989.9291
 - Tents, tables, chairs, and dance floor must be handled through caterer.
- Parties Plus Bridals 337.253.3333

OTHER: Depending on scheduling, the Weeks Street building may be available for the caterer and/or the bridal party. The Shadows is not responsible for any personal property.

SHADOWS CONTACT:

Pat Kahle
pkahle@savingplaces.org





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1. Please check in at the Shadows Visitors Center to confirm appointment, make payment, and receive any last-minute information. The photographer and entire party should check in together.
2. There is no charge for site photography for a reserved date after the Special Property Use agreement is signed. If not renting the property for an event- the standard rate is \$50 per subject photographed.
3. The maximum party size, including photographer and staff, is 5. An additional \$8.00 charge will be assessed to each individual beyond 5 in the party. Each member of the party must possess a grounds admission ticket.
4. Hours for photography are our regular hours: Monday through Saturday between 9 a.m. and 4:30 p.m. The garden gates are locked at 4:30 p.m.
5. If you would like to make arrangements to take photographs outside of our regular hours you will need to schedule that with Shadows Administration and pay an additional fee.
6. Brides/Grooms/Graduates should come dressed as there are no changing rooms available on site.
7. You are welcome to use the stairs and galleries for photo settings, but please remember that our tour groups have the right of way. Also please be aware that tours might be ongoing in the house or in the gardens nearby. For that reason, we ask that you keep noise to a minimum so you don't interfere with our guests' enjoyment of the house and grounds.
8. For your safety, photos are NOT allowed on the cisterns. Please DO NOT move benches, porch furniture, antique olive jars on porch or in gardens.
9. Smoking is not permitted on National Trust Historic Sites.
10. Pets are not allowed on site.