



THE SHADOWS



Policy for Site Rental

Host your Unforgettable Event among the live oaks and gardens of Shadows-on-the-Teche and make your memories historic. Weddings, corporate events, and reunions are made even more special at our unique venue. The Rear Yard or the Gazebo overlooking beautiful Bayou Teche, the spacious West Yard or more intimate Formal Garden, can all be arranged to create your magical moment.

RENTAL FEE

The Shadows charges \$500 per hour with a minimum of two-hours for all rentals. Rental time includes basic set-up and clean-up time. An overtime fee of \$600 will be assessed each additional hour past the agreed event duration.

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.**

For weddings, a one-hour rehearsal for the event will be allowed free of charge. This is for rehearsal only. There will be no dinner, set-up, drop-offs, rearranging, decorating, etc. Renter must inform Shadows staff at least four weeks before scheduled event if renter will need this time.

EVENT LOCATION

All functions take place in the Shadows gardens, including West Yard, Formal Garden, Rear Yard, and Gazebo. The museum is not available for any rental activity, outside of the formal dining room on the first floor. The site offers no area under roof or cover in the event of rain. Tents can be rented, but must be approved by Shadows staff. Tents are to be installed using weights. Rods/stakes are not allowed to be placed in ground. Shadows staff must be present for tent installation.

AVAILABILITY

The Shadows is available for rental year around. Rentals are not allowed on major holidays or on days designated for special events and programs. Rentals are not to interfere with normal site operations, including guided tours. All rentals are held at the discretion of Shadows staff.

BRIDAL PHOTOS

Once an event is reserved and deposit made, you can also schedule bridal photos to be taken on-site. The photography session fee will be waived for sessions scheduled during normal operating hours, Monday – Saturday from 10am to 4pm. Photo sessions can be scheduled outside of normal operating hours at a discounted charge of \$50 per hour. If shoot exceeds time limit, there will be a charge of \$30 per 15 minutes. Photo sessions cannot be scheduled on Sunday. All special sessions are held at the discretion of Shadows staff. See “Policy for Site Photography” for additional information.

EVENT PHOTOGRAPHY

The photographer used for rental event must be registered with the Shadows. As part of the rental policy, the photographer will provide the Shadows with two photographs from the event to use for marketing. See “Policy for Site Photography” for additional information.

FOOD & BEVERAGE

Caterer must be approved by Shadows staff. Beverages contained in glass bottles are not allowed on the premise, excluding wine. The Shadows does have a small kitchen with sink, four burner stove, oven, and microwave that can be used the day of event. This is not a catering-equipped kitchen. We highly recommend the caterer schedule an appointment with Shadows staff to view the kitchen space prior to the event. All items in kitchen such as platters, serving dishes, etc. belong to the Shadows and are not to be used for rental event. No open flames or pits are allowed on grounds.

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 is 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. Therefore, DJ/band must meet with Shadows staff at least four weeks prior to the event to discuss electricity needs.

Delivery times must be scheduled with the Shadows staff in advance. The Shadows does not provide any of the 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, sparklers, or confetti are strictly prohibited. Antique olive jars and gallery furniture must not be moved.

SET-UP & CLEAN-UP

The site must be left as it was found. The renter is responsible for all set-up and clean-up. The renter must understand this and designate someone to handle this if he/she is not available at the conclusion of the rental. 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.

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.).

SAFETY & SECURITY

All exits from the garden must remain clear and free of any and all obstruction. If alcohol is served during the event, a security guard is required. This will be an additional fee applied to the renter's invoice. The current rate at the Iberia Parish Sheriff's Office is \$30 per hour, but is subject to change. 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.

LIGHTING

Garden lighting is minimal. Additional lighting is the responsibility of the renter and must be approved by Shadows staff.

PARKING

After hours parking is available along the street as well as in the Shadows parking area at the Visitor Center, located across the street from the museum.

CREDIT CARD

The renter must provide a credit card number, name on the credit card, and expiration date of the credit card which will only be used if museum property is damaged or if additional hours need to be added to the original contract. The renter will be informed of charges prior to processing and mailed an updated invoice.

SMALL WEDDING

The Shadows offers the opportunity for couples to have an intimate garden wedding. The Shadows charges \$250 for a one-hour rental for a group of ten people or less. This number includes the wedding couple and officiant. The rental must occur during normal operating hours, which are Monday to Saturday from 10am to 4pm. The ceremony will take place in the Shadows gardens. The museum is not available for any rental activity. The rental is not to interfere with normal site operations, including the guided tour. The Shadows does not offer changing facilities. Wedding couple must come dressed for the ceremony. Rental fee does include bridal photos. See BRIDAL PHOTOS for more detailed information.

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.

FRIENDS OF THE SHADOWS

As a "thank you" from the Shadows and Shadows staff, the renter will receive a one-year complimentary membership in the Friends of the Shadows. The Friends of the Shadows support education programs, restoration and preservation projects, and public history programs that support and fulfill the Shadows' mission.

ABOUT THE SHADOWS-ON-THE-TECHE

The Shadows-on-the-Teche, National Trust for Historic Preservation site, opened to the public in 1961 with the mission to preserve the buildings, landscape, collections, and historical integrity of the site; to research and interpret through education programs a 19th century southern Louisiana plantation economy and community and their evolution; and to encourage an appreciation of and interest in historic preservation. The Shadows and the National Trust are not-for-profit organizations that are responsible for their own operating budget and receives no federal funding. In addition, the Shadows does not receive funding from state, parish, or city government. The site supports itself through admissions, special programs and events, and donations to the Friends of the Shadows.