GENERAL EVENT RENTAL POLICIES

1. The Pitot House site is available to individuals or organizations for special events. The maximum capacity of the site is 350. The ground floor of the building alone, using the lower gallery spaces and indoor rooms, can accommodate up to 100 people depending on the type of event and the set-up. Seated capacity on the ground floor will vary. Viewing of the ground floor rooms is recommended to determine seated accommodation.

2. The Pitot House will provide the renter with a clean, usable site which should be returned in the same condition in which it was found. The renter is liable for any damages or losses to Pitot House property. The renter is responsible for communicating Pitot House rules and policies to event vendors and guests prior to the event and for enforcing them during the event.

3. Final approval for rental of the facilities is granted by authorized Pitot House staff. Any exceptions to rental policies must be approved in writing by authorized Pitot House staff.

4. The Pitot House welcomes corporate, civic, and social organizations who wish to hold meetings at the historic site.

5. The Pitot House reserves the right to use photographs taken during event rental for promotional purposes.

EVENING AND WEEKEND RECEPTION RENTAL FEES / CONTRACTS / DEPOSITS

1. All requests for use will be considered tentative until Louisiana Landmarks Society/Pitot House receives and accepts a signed contract and rental deposit. Accepting the contract and rental deposit will be noted by an authorized Pitot House signature on the rental contract. A non-refundable deposit of 50% of the total rental fee is required to reserve the Pitot House. Final payment and damage deposit must be received thirty days prior to the event.

2. Rental entitles the renter to use two downstairs rooms in the Pitot House and the entire grounds of the site. The upper floor of the Pitot House is available for tours only. It is the Pitot House staff’s responsibility to clear space on the ground floor to make it available for events. Food and beverage are permitted to be served in the garden and downstairs areas of the house only. Two public restrooms are available at the house for event guest use. Large events may require the renter to provide additional restroom facilities on-site. Kitchen space, furnished with one kitchen sink and one household refrigerator, is available for limited event use. Items in the Pitot House kitchen are not for renter’s use. The downstairs loggia may not be used for food preparation.

3. Rental of the Pitot House is a flat fee of $3,500.00 for a four-hour event. Additional hours can be added to the four-hour time for the non-prorated charge of $500 per hour. Use of the house beyond the contracted time will be charged an average fee of $500 per hour. Rental fee includes basic housekeeping services during the event, one security guard acquired by the Pitot House, and a Historic House Liaison to oversee the house during the event. *See following section for specific information on the functions of the Historic House Liaison

4. For rentals that include a wedding ceremony on the property, a one-hour rehearsal coordinated with the Pitot House staff may be held during Pitot House business hours for a charge of $200 or after hours for a charge of $250.

5. A damage deposit of $750 must be received thirty days prior to the event and will be returned to the rental client once Pitot House staff confirms that the Pitot House and grounds were returned to the condition at time of rental. Pitot House reserves the right to charge, up to $250, for cleaning services, if the Pitot House and grounds are not sufficiently cleaned.

6. No other deposit refunds are granted under any circumstances, including but not limited to weather, national emergencies, acts of God, or cancellation of event by renter. However, in the event of a citywide mandatory evacuation or the enforcement of a citywide martial law curfew due to hurricane-related events, the renter’s deposit will be refunded. In the event that the Pitot House structure or grounds are rendered unusable, deposits will be refunded.
PERMITTING & VENDOR COORDINATION / HISTORIC HOUSE LIAISON / SECURITY
1. City permitting requires that the Pitot House is furnished with detailed information regarding vendors for your event. Once a date is secured by non-refundable deposit, renters will be forwarded a Pitot House Rental Check-list (see attached) to help in compiling the pertinent information. We will require a completed version of this form at least one month prior to your event date to ensure ample time for permit processing.

2. Site appointments with vendors (i.e. florists, caterers, etc.) should be coordinated with the Pitot House Liaison to ensure a knowledgeable staff member is present to answer any questions.

3. On the day of your event, there will be a Pitot House representative present from load-in at the start of the day until the house is closed and secured following your event. For most events, the day will start with Pitot House staff present, followed by the Pitot House Liaison for the duration of the event.

4. The Pitot House Liaison (Liaison) will be assigned by The Pitot House to oversee Pitot House events in accordance with Pitot House rental policy and guidelines. The Liaison will coordinate a pre-event walk-through with the renter.

Day-of duties of the Liaison are restricted to:
- Protecting the integrity of the site in alignment with the Pitot House policies and guidelines;
- Inspecting the facility at event's end; and
- Securing the Pitot House at the end of event.

The Liaison's duties under this contract do not include planning or coordinating the activities of the client's event.

5. A security guard will be positioned at the Pitot House for the entire event rental. Additional security expense (if more than one person is to be hired) is the responsibility of the renter.

6. The second floor of the Pitot House will be available for the first hour of the event only. At the end of one hour, the second floor will be closed for the remainder of the event.

7. The renter is responsible for having an appropriate number of hired or volunteer event staff to carry out the event and will not rely on the Pitot House staff for assistance with event production.

PARKING
1. On-street parking is usually available during event rental use, but cannot be guaranteed. Parking for seventy vehicles can often be secured at Cabrini High School adjacent to the Pitot House, depending on school programs and events.

2. The renter should work through the Pitot House staff (not Cabrini High School) to arrange rental of Cabrini High School parking.

3. Rental of Cabrini High School parking may be available depending on the Cabrini High School schedule. Parking is $100 per event, plus $25/hour for security. There is a $35 administrative fee. Payment is handled by the Pitot House.

FOOD / BEVERAGE
1. If you will be serving alcohol at your event, you must secure a caterer with the appropriate license (i.e. Alcohol and Beverage Outlet (ABO) license) from the State of Louisiana. This can normally be provided by your caterer.

2. Cooking on site is permitted with the following limitations:
- Cooking must be 10’ from the Pitot House or other structures.
- If cooking is under a tent, City Ordinance requires a fire watch, hired from the New Orleans Fire Department, at the rate of $25 per hour, four hour minimum. This expense is the responsibility of the renter.
- We do not allow crawfish boils.
- All trash must be removed from the premises after the event.
- The renter is responsible to communicate these limitations to their caterer and other vendors.
ENTERTAINMENT / GUESTS

1. **Smoking is not permitted inside the building or on the grounds within the perimeter of the wooden (pieux) fence.** The renter is responsible for providing appropriate ashtrays and smoking areas for smoking guests and for communicating and enforcing these restrictions.

2. Children under 12 must be accompanied by an adult inside the Pitot House at all times.

3. Signs, banners and other forms of decoration may not be nailed, stapled, or taped to the house or fence.

4. Confetti, bird seed, and rice are not allowed to be thrown inside the house or on the grounds. Biodegradable throws are permitted on the street.

5. The use of candles, fires, sparklers, fireworks or open flames of any sort is not permitted in the house, on or under the outside galleries, or on the grounds. **LED and electric** lanterns and string lights are appropriate for hanging. Power is provided from the utility pole in the yard and outlet directly across the open field.

6. In accordance with the City of New Orleans noise ordinances, all amplified music must end at 10 p.m. The Pitot House is in a residential area; please be considerate of the neighbors.

7. All equipment and trash must be removed from the Pitot House grounds during the clean-up hour immediately after the event. Exceptions for equipment pick-up at a later date must be arranged in advance with the House Liaison. Without prior permission, The Pitot House reserves the right to assess a fee from the damage deposit in the event that equipment or other items from the event remain on the property after the event. Any items left at The Pitot House for more than 10 days after the event will, at the option of The Pitot House, become the property of The Pitot House.

I (we) have read and agree to abide by the terms stated above in the Louisiana Landmarks Society’s Pitot House General Event Rental Policies.

Lessee______________________________________________________   Date_____________

Lessee______________________________________________________   Date_____________
EVENT RENTAL CONTRACT
LOCATION RENTAL AND RELEASE FROM LIABILITY AGREEMENT

By this agreement, by and between the Louisiana Landmarks Society and
________________ (lessee), the lessee is granted permission to use the property located at:

The Pitot House and Gardens (Hereinafter referred to as “Property.”)
1440 Moss Street, New Orleans, LA  70119

The above permission is granted for the purposes of an event on the Property from
_____ a.m/p.m. to_____] a.m/p.m. on (Date) ______________ for the amount of $_________.

Lessee understands that any incremental additional use of the Property will result in non-prorated charges of $500 per hour. Lessee warrants that the maximum number of people on site at any time during the event shall not exceed _____.

Lessee understands that the Property is an historic house museum, and assumes full responsibility for condition of Property during the event. Lessee further agrees to reimburse lessor for any and all expenses incurred in repairing and/or restoring the Property, its artifacts, and/or its grounds in the event that they are damaged or lost as a result of the event, including without limitation any and all damage resulting from the actions of any of the lessee’s agents, employees, guests, invitees, caterers and/or service contractors. Lessee agrees that the necessity for repairs and/or restoration and costs thereof will be determined at the sole discretion of the Property’s agent.

- Lessee agrees to hold harmless and indemnify Pitot House Museum/Louisiana Landmarks Society for any and all claims for damages, injuries and losses which result from the negligence or other actions of the lessee and/or its agents, employees, guests, invitees, caterers and/or service contractors.
- Lessee agrees to provide the Pitot House with a post-event contact person who will be responsible for resolving issues that may arise in bride and groom’s absence.
- Lessee has read and agreed to all terms and requirements set forth by the Louisiana Landmarks Society’s Pitot House General Event Rental Policies.
- Lessee agrees to assume responsibility for communicating the Pitot House’s rules and policies to vendors and guests prior to the event and enforcing them during the event.

A deposit of 50% of the total rental fee amount is required to reserve the Property. The rental fee balance and damage deposit shall be due thirty days prior to the event. No refunds other than damage deposit shall be granted under any circumstances, including but not limited to weather, national emergencies, acts of God, or cancellation of rental event. Deposits will be refunded in the event of hurricane-related events or unusable status of the Pitot House structure.

_____________________________date
Jenny Dyer, House Coordinator Louisiana Landmarks Society

Lessee date

_____________________________
Lessee date
Pitot House Rental Check-List
Thank you for holding your event at the Pitot House. We are required to maintain information about your event. Please provide the following, as applicable, for your event. You may submit them via email to events@louisianalandmarks.org. If you have a designated event planner, feel free to forward this document to them. Thank you!

Name/Event/Date:

Event Planner (if not already provided to Pitot House)
____ Contact information for event planner

Parking
____ At Cabrini High School
____ Invoice/Payment Received

Tent(s)
____ Contact information for tent supplier
____ Dimensions of tent(s)
____ Indicate whether tent is open-sided or not
____ Location of tent (s) in relation to Pitot House (indicate on attached site plan)
____ Certificate of flame resistance
____ Delivery date and time
____ Pick-up date and time

Stage
____ Contact information for stage supplier
____ Dimensions of stage
____ Load certificate for stage
____ Delivery date and time
____ Pick-up date and time

Caterer/Food Preparation
____ Contact information for caterer
____ Location of catering prep area (indicate on attached site plan)
____ Indicate whether there will be cooking on site (open flames are not permitted)
____ If cooking will be under a tent, this could trigger requirement of N. O. Fire Dept. for "fire watch" staff.
____ Provide copy of caterer's ABO license to show permit to serve alcohol.

Dumpster
____ Contact information for dumpster supplier
____ Dimensions and location of dumpster (indicate on attached site plan)
____ Delivery date and time
____ Pick-up date and time

Musicians/Performers
____ Contact information for musicians/performers
____ Time of performance (music must end at 10:00 pm)

Post-Event Contact