



LOUISIANA LANDMARKS SOCIETY'S PITOT HOUSE

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, as well as any exceptions to these guidelines, are granted by the Pitot House staff.
4. The Pitot House welcomes corporate, civic, and social organizations who wish to hold meetings at the historic site. **Special arrangements and rates for weekday events and meetings for non-profit organizations are available by contacting the Pitot House staff.**
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. A non-refundable deposit of 50% of the total rental fee is required to reserve the Pitot House. Final payment 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. One public restroom is available at the house for event guest use. A portable restroom facility must be arranged for parties over 50 in number. 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. On-street parking is usually available during event rental use, but cannot be guaranteed. Due to the limitations of this space, it is the renter's responsibility to contact Cabrini High School or Our Lady of the Holy Rosary Church to obtain approval to use their parking lots.
4. Rental of the Pitot House is a flat fee of \$3000.00 for a four-hour event (not including setup and breakdown). Use of the house beyond the four-hour contracted time will be charged an overage fee of \$500.00. Rental fee includes housekeeping services, 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*
5. 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 \$100 or after hours for a charge of \$150.
6. A damage deposit of \$500.00 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.
8. 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 staff 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 Historic House Liaison for the duration of the event.
4. The Historic House Liaison (Liaison) will oversee Pitot House events in accordance with Pitot House rental policy and guidelines. 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
 - Securing the Pitot House at the end of eventThe 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. Docent-led tours of the second floor of the Pitot House will be available for the first hour of the event. 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.

FOOD / BEVERAGE

1. Per City Ordinance, food trucks are not permitted to cater events at the Pitot House.
2. 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.
3. 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.

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. As this is a residentially zoning area, all amplified music must end at 10:00 p.m., in accordance with the city noise ordinances.

7. All equipment and trash must be removed from the Pitot House grounds during clean-up hour. Exceptions for equipment pick-up at a later date must be prearranged. The renter will be charged a penalty fee of \$200 per day if equipment or other event items remain on the property.

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),
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 _____ 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 indemnify Pitot House Museum/Louisiana Landmarks Society for any and all claims for damages, injuries and losses which result from the negligence 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.

Walter W. Gallas, Executive Director date
Louisiana Landmarks Society

Lessee date

Lessee date



Pitot House Rental Check List

Thank you for holding your event at the Pitot House. With recent changes in city regulations, we are required to submit a number of documents to the city in order to hold this event at the Pitot House. We would appreciate your help in assembling and providing the following, as applicable, for your event. Please submit them via email to info@louisianalandmarks.org. If you have a designated event planner, feel free to forward this document to them. Thanks!

Name/Event/Date:**Event Planner (if not already provided to Pitot House)**

Contact information for event planner

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

Portalets/Comfort Station

- Contact information for Portalet supplier
- Copy of contract with Portalet supplier
- 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)