



West Baton Rouge Historical Association and Museum Rental and Agreement Forms and Building Use Rules

845 N. Jefferson Avenue Port Allen, LA 70767

(225) 300-4675 for Rental Arrangements

Revised November 5, 2025

As a Friends Member of the Historical Association (\$100 annually) you may reserve event space for a fee at the Museum twice during the calendar year, based on availability. NOTE: Your request to schedule a Friends rental event at the West Baton Rouge Museum must be made at least two weeks prior to your event date. The West Baton Rouge Museum reserves the right to approve or decline a request for a Friends rental event. The Museum must prioritize its programs and exhibits, and assess the safety and possible impediment to ongoing Museum activities.

Please read and sign the attached Building Use Rules and Friends Rental Agreement form.

Availability:

- WBRHA Friends Members can plan their events Monday through Sunday.
- Events can be scheduled between 9am and 10pm, including set up and clean up times.
- Events that exceed 4 hours cannot be held on Sunday.
- Events rental times include mandatory clean-up time.
- Event planners can arrange for set up and decorating with advanced Museum approval.
- The Museum encourages Friends Members to use the rental option during regular hours: Tuesday through Saturday 10am to 4:30pm and Sunday 2pm to 5pm. After hour events require additional staff fees and security fees described below.

Fees: Friends Members in good standing may reserve the following spaces in the West Baton Rouge Museum at the rates designated:

- **Aillet House front steps** \$300 - up to 6 hours
 - Museum chairs may not be brought outside
- **Brick Gallery** (includes Courtyard and Breezeway) \$100 - up to 4 hours (\$200 up to 8hrs)
 - Max capacity is 65-80 depending on room configuration
- **Classroom** \$100 - up to 4 hours (\$200 up to 8hrs)
 - Max capacity is 30-40 depending on room configuration

Staff Fee:

Any events scheduled outside of Museum operating hours will include an additional staff fee of \$25/hour outside of regular hours. These fees should be paid via check and should be made out to the West Baton Rouge Museum.

Deposit Fee:

The damage deposit fee is \$125. It should be made out to the **West Baton Rouge Museum**. Deposit fee checks will be returned to the event organizer upon satisfactory inspection of the facility after their event concludes.

Security Fee:

For events that extend after 5:00 PM, or events where alcohol will be present, **renters are responsible for arranging and paying for security with the Port Allen Police Department**. In addition to the duration of the event, security presence is required for a half hour before and a half hour after the event.

- **City of Port Allen Police:** (225)-343-5525 or kwisham@portallenpolice.org

Checks for Friends Membership payments and rental fee payments are to be made to the West Baton Rouge Historical Association. Damage deposit check (refundable) and any staff fees are made payable to West Baton Rouge Museum. Security fees are paid directly to Port Allen Police Officers. Cancelled events will receive the room rental, deposit fee, and any staff fees back. WBRHA Friends Membership is non-refundable.

Building Use Rules:

1. A walk through is required at least one week prior to the rental. If you are hosting an event with food and/or drink, please discuss your planned menu with Museum staff. Renters should clearly acknowledge in any forms of publicity for this event that the West Baton Rouge Museum is the venue, not a sponsor.

2. If event organizers desire a tour of the galleries, they must prearrange with the Museum to have personnel present. Otherwise, the white double doors in the Breezeway and the door to the back offices should be closed during the event to prevent guests from wandering through the galleries and administrative spaces. No food or drink is allowed in the Dameron and Whitehead galleries. There is no extra charge for tours during Museum operating hours.

3. Renters may use the Museum's tables and chairs and are responsible for setting up and taking down all event furniture. The Museum has:

- 76 chairs
- six 8-ft. rectangle tables,
- six 5-ft diameter round tables,
- eight standing height bistro tables,
- six card tables.

The classroom is furnished with six rectangle tables and 40 wood chairs. Tablecloths not provided.

4. Events in the Brick Gallery may use the screen and projector if needed. Event organizers should bring their own laptop with an HDMI cable.

6. The Museum **DOES NOT** allow:

- moving of exhibit cases or artifacts or placing anything on exhibit cases,
- tape or anything attached to the walls (free-standing decorations only),
- open flames (including candles and outdoor cooking; Sternos are allowed),
- red beverages (including red wine, soda, and punch),
- glitter of any kind (including decorations, fabrics/costumes, etc.),
- smoking inside Museum buildings (Smokers may use the Courtyard),

- firearms on the Museum's premises,
- collection of admittance fees,
- alcohol sales,
- taking of orders or vending,
- fundraising,
- campaigning,
- soliciting,
- possession of drugs or other contraband.

7. Only Museum personnel can adjust thermostats.

8. Entering the building for your event:

- During WBRM operating hours: Event organizers should ask their guests to use the front entrance on N. Jefferson Avenue, which includes the handicap entrance on the north side of the Perkins Gallery, or the Landry Courtyard entrance. Guests may not use the Sixth Street entrance. Caterers and delivery people may use the Brick Gallery doors after a Museum staff member has given them access to these doors.
- During non-operating hours: Event organizers need to ask their guests to use only the Landry Courtyard entrance if their event is scheduled during non-operating hours. For security reasons, guests cannot use the N. Jefferson entrance or the Sixth Street entrance. Caterers and delivery people may use the Brick Gallery doors after a Museum staff member has given them access to these doors.
- NOTE: Exterior doors must not be propped open during the venue rental to maintain proper temperature and humidity levels within the building. Please note there may be artwork or items on exhibit in the space during the rental period.

9. Children participating in an event must be accompanied by an adult upon entering the Museum. The Museum requires a ratio of at least one adult for every 6 children under age 10.

10. Following the event, renters are responsible for seeing the floors are swept, tables and chairs are cleaned and put away, and all trash is disposed of in the dumpster located in the Sixth Street parking lot. A large broom is available in the custodian's room where the chairs and tables are stored. We ask event planners to bring their own plastic trash bags.

West Baton Rouge Museum Building Use Reservation Form

Name of Person/Organization: _____

Contact Person/Event Organizer: _____

Contact Phone: _____ Alt. Phone _____

Email _____

Name of Friends Member (if different from Contact Person): _____

Friends Member Contact: _____

Type of Event: _____

Date: _____ Start Time _____ End Time _____

SPACES NEEDED:

_____ Aillet Steps - \$300 /6hrs

_____ Brick Gallery - \$100 /4hrs

_____ Classroom - \$100 /4hrs

Other _____

Number of Guests expected: Adults _____ Children _____

Are you requesting a group tour during the event: Yes _____ No _____

FEES DUE:

Rental Fee: _____

Deposit Fee: _____

Staff Fee: _____

Check the equipment you will need: Screen____ Lectern____ indoors only

NOTES:

AGREEMENT:

By signing this agreement, the applicant agrees to comply with all rules, policies, and regulations set by West Baton Rouge Museum and West Baton Rouge Historical Association. The Museum reserves the right to modify terms, adjust rates, or cancel reservations as needed. The applicant assumes all liability and agrees to indemnify the Museum against any claims, damages, or losses arising from their event.

Signature: _____ **Date** _____

Print: _____ **Event/Group:** _____

OFFICIAL USE ONLY:

Current Friends Member (yes/no) _____

Space(s) Rented _____

Rental Fee received (amount \$ date received) _____

Deposit Fee received (amount \$ date received) _____

Staff Fee Received (amount \$ date received) _____

Museum Staff member approval: _____ Date _____