
LOUISIANA STATE MUSEUM

Thibodaux Wedding Ceremony Rental Information



E.D. White Historic Site
Louisiana State Museum System
2295 Louisiana Hwy. 1
Thibodaux, LA 70301
(985) 447-0915
Event Scheduling

This National Historic Landmark, situated on the banks of scenic Bayou Lafourche near Thibodaux, was the residence of two of Louisiana's foremost political figures: Edward Douglas White, who was governor from 1835 to 1839, and his son, Edward Douglass White, who was appointed to the United States Supreme Court in 1894 and served as chief justice from 1910 to 1921. Circa 1825, this Acadian Plantation House is surrounded by centuries old live oak trees on beautiful Bayou Lafourche. The grounds are available to rent for wedding ceremonies under the stunning 300-year-old oak tree.

Rental Information for Wedding Ceremony

Donation Fees

Applicants will **donate a gift (where applicable)** to the Louisiana Museum Foundation fund designated for use by the State Museum for endowment, education, acquisitions, publications, conservation, and building function support purposes. Expenditures of monies in the fund generated by these donations shall be subject to approval of the Joint Legislative Committee on the budget prior to expenditure. **The donation fees are tax deductible.**

The **donation** for the Thibodaux facility is **\$200 per hour**.

Base Service/Usage Fees

Base Service/Usage fees go to the Louisiana State Museum and the production of your event. The fee covers a member of the Museum staff managing your event, and working with vendors, utility services, maintenance during the event to ensure the venue is in the best condition, custodian service to freshen the restrooms and public spaces and security. However, the Museum may, at its discretion, make additional charges based on the nature of the function. Such additional charges must be specified in the rental agreement.

<u>Guests</u>	<u>1st Hour</u>	<u>Each Additional Hour</u>
1-200	\$200	\$150

FEES for Wedding Ceremonies

1 hour	2 hours	3 hours
Total \$400 (\$200 Donation Fee to LMF) (\$150 Usage Fee to LSM)	Total - \$750 (\$400 Donation Fee to LMF) (\$250 Usage Fee to LSM)	Total - \$1000 (\$600 Donation Fee to LMF) (\$400 Usage Fee to LSM)

Planning Guidelines

Because this is a very special occasion and our properties are very special places, a few special requirements apply to your event at the Louisiana State Museum. The museum staff will be happy to answer any questions you have. Meanwhile, please take a moment to review these guidelines and share them with your Day of Coordinator. **The Day of Coordinator and other vendors may begin set-up 1.5 hours before the ceremony. All vendors must clear of the property within one hour after the closing of the function.** Any time over the allotted hour will result in extra charges to the host organization in accordance with the Museum's hourly rate.

A one-hour rehearsal with your wedding participants (to be scheduled around availability of venue) during business hours, Tuesday-Saturday 10:00 a.m.-4:30 p.m. is included in your wedding ceremony rental.

Use of private room on the second floor of the museum is available one 1.5 hours prior to your ceremony. Bathrooms are located in the separate Visitor Center building.

Special Displays/Equipment

The museum does not supply any special equipment such as podiums or AV equipment. Special displays, decorations, or equipment are permitted only if approved by the Museum Director and finalized ten days in advance in a written agreement with the Louisiana State Museum.

Tables/Chairs

The Museum has 50 chairs for use at no extra charge. Chairs will be set up by the museum staff two hours prior to the ceremony. Vendors may bring in additional chairs prior to the function. All vendors are responsible for the set up and removal of additional chairs brought into the museum and grounds. Tables are available upon request. The museum does not supply linens or chair decorations.

Parking

There are two areas for parking at the E.D. White Historic Site. One option is across Highway 1 on the Bayou Side of the property in the gravel parking lot. Second option is parking in the visitor's center parking lot and in the grass area along either side of the main gravel driveway.

The host and/or Day of Coordinator is responsible for the parking arrangements, and communicating parking, loading and offloading requirements to its staff, contractors, or guests.

Driving or parking a vehicle or trailer on the lawn is strictly prohibited.

Vendor Information

The following rules regarding events have been established to protect the Museum's facilities and the artifacts. The host must designate a Day of Coordinator who will be present at the function and will be responsible for all coordination with the Museum. This individual must have decision-making authority for the host. The Museum staff will expect the cooperation and assistance of the Day of Coordinator.

1. Smoking and vaping is strictly prohibited in all areas of the Museum and grounds, including outside courtyards and balconies. People who do not abide by this policy will be asked to leave.
2. The host and/or Day of Coordinator is responsible for all trash and clean up from the event. The Museum will provide trash barrels.
3. The host and/or Day of Coordinator may begin set-up 1.5 hours before the ceremony. All vendors must clear of the property within one hour after the closing of the function. Any time over the allotted hour will result in extra charges to the host organization in accordance with the Museum's hourly rate.

4. No special displays, decorations, or equipment are permitted unless approved by the Museum director and finalized ten days in advance in a written agreement with the Louisiana State Museum.
5. The museum is not responsible for gifts brought to the event.
6. Coat check is not provided.
7. Additional security may be required for your event. Please speak with the museum staff regarding this topic.
8. All picture taking is to take place during the time frame for which the event is scheduled. The Day of Coordinator and/or family are responsible for scheduling the various activities and maintaining the time schedule. Any overage of time or guests will be charged at the rates specified in the rental agreement.
9. Tossing anything, including rose petals, feathers, birdseed, glitter, confetti and rice, are prohibited. Speak with the museum staff for what items are authorized.
10. The use of additional lighting, candles, streamers, or sparklers may be granted on the grounds on a case-by-case basis. The host and/or Day of Coordinator are responsible for all cleanup of any granted items.
11. All outside organizations and individuals holding events in the State Museum properties are required to sign an Indemnification Agreement and provide proof of insurance with the Louisiana State Museum (LSM) listed as an additional insured party. Specific requirements are outlined in the Rental Information Packet. This type of insurance can usually be purchased for the duration of the event. Please contact your insurance agent for details.

Thank you for your attention to these regulations, which are designed to protect the State Museum's facilities and artifacts. **For any other questions, please contact the Museum Events Coordinator, James Bishop at: (985) 447-0915 or jbishop@crt.la.gov.**

ACTION NECESSARY AND PAYMENT POLICY

All requests must be submitted in writing prior to the anticipated function in sufficient time to allow for proper planning, coordination, and completion of the necessary written agreement.

All **rentals** will be based on a written agreement signed at least **1 (ONE) month** in advance of the event by the authorized representative of the Museum and the organization or group renting the space.

The host will designate a Day of Coordinator who will be present at the function and will be responsible for all coordination with the Museum. This individual must have decision-making authority for the host.

Please be informed that the Louisiana State Museum reserves the right to deny the use of our facilities to any person or organization at any time.

All rental contracts must be fully completed, signed and returned to the Museum immediately, along with any additional paperwork in order to accommodate scheduling.

A deposit of the building/usage fee is required with the signed rental agreement. The **Donation Fees** will be **payable one month prior** to the date of the function.

Checks should be made payable to:

The Louisiana State Museum (base service charge/usage fees)

The Louisiana Museum Foundation (donation fees)

LOUISIANA STATE MUSEUM

Thibodeaux

INSURANCE REQUIREMENTS FOR LESSEES (NO AUTO RISKS)

Lessee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of such insurance shall be borne by the Lessee.

All outside organizations and individuals holding events in State Museum properties are required to sign an Indemnification Agreement and provide proof of insurance, with the Louisiana State Museum (LSM) listed as an additional insured. This type of insurance can usually be purchased for the duration of the event; please contact your insurance agent for details.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence form" shall not have a "sunset clause.")

B. MINIMUM LIMITS OF INSURANCE

Lessee shall maintain limits no less than:

1. Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Agency, its officers, officials and employees; or the Lessee shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. **General Liability**

- a. The Agency, its officer, officials, employees and volunteers are to be covered as “additional insured’s” as respects: liability arising out of premises owned, occupied, or used by the Lessee. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, its officials, employees or volunteers.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Agency, its officers, its officials, employees or volunteers.
- c. Coverage shall state that the Lessee’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Agency.

3. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best’s rating of no less than A:VI. This requirement will be waived for worker’s compensation coverage only for those contractors whose workers’ compensations coverage is placed with companies who participate in the State of Louisiana Worker’s Compensation Assigned Risk Pool or Louisiana Workers’ Compensation Corporation.

4. VERIFICATION OF COVERAGE

Lessee shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before the lease commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.