

*The Gardens of
the American Rose Center*

P. O. Box 30,000 ~ Shreveport, LA 71130-0030
8877 Jefferson Paige Road ~ Shreveport, LA 71119
Phone: 318-938-5402 ~ Fax: 318-938-5535
E-mail: leasing@ars-hq.org
Website: www.ars.org
(click on "Visit the Gardens of the ARC" link)



Thank you for your interest in holding your upcoming event at The Gardens of the American Rose Center.

Below is our leasing package list for your review. Please note that our dates and times are reserved on a first-come, first-serve basis. Contracts, guideline and pricing have been revised. Contracts not signed before September 1, 2009, will be subject to the new rates and conditions.

You may contact me at (318) 938-8051, or by email: leasing@ars-hq.org, to verify the availability of your requested date. As business hours vary, please make an appointment to come and visit our facility. If you wish to reserve a specific date, then we can place a five-day courtesy hold for you, until you are able to meet with me and complete our standard paperwork, including the required reservation deposit.

Thank you for your interest in our lovely facility, and we look forward to hearing from you. Your interest in our facility is appreciated, and I know you will enjoy your event.

Sincerely,

Ginger Ramsey

Klima Leasing Manager
American Rose Society

The following rental packages include the required damage deposit and one security personnel. (Included security fees are non-refundable. Damage deposit charge is returned to lessee 6-8 weeks following the Event provided there is no damage to the facility). Package prices also include one hour of rehearsal time for weddings, two hours of set up/decorating/dressing time, use of bridal suite and an on-site facilitator. These packages do not include costs for food, beverage, officiates, linens or contracts with other rentals associated with your event.

WEDDING and RECEPTION Packages – with use of Bridal Suite

EVENING WEDDING PACKAGE RENTALS (Please circle choice of chapel or outdoor service)

_____	Hardtner Chapel or Outdoor Service & Entire Rose Hall	(\$2,550)	(4 hours)
_____	Hardtner Chapel or Outdoor Service & Beaird Hall	(\$2,150)	(4 hours)
_____	Hardtner Chapel or Outdoor Service & Shehee Hall	(\$1,600)	(4 hours)

DAYTIME WEDDING PACKAGE RENTALS (Please circle choice of chapel or outdoor service)

_____	Hardtner Chapel or Outdoor Service & Entire Rose Hall	(\$2,100)	(3.5 hours)
_____	Hardtner Chapel or Outdoor Service & Beaird Hall	(\$1,800)	(3.5 hours)
_____	Hardtner Chapel or Outdoor Service & Shehee Hall	(\$1,150)	(3.5 hours)

WEDDINGS – MEMORIALS - OTHER SPECIAL SERVICES AND EVENTS

WEDDING ONLY options

_____	Hardtner Chapel off-season	(\$575-Jan/Mar)	(2 hours)
_____	Hardtner Chapel peak seasons	(\$650-Apr/Nov)	(2 hours)
_____	Outdoor Service peak seasons	(\$750-Apr/Nov)	(2 hours)
_____	“CHRISTMAS IN ROSELAND” Chapel only	(\$850-December)	(2 hours)
_____	NO FUSS, NO FRILLS, CEREMONY	(\$175 – M–F, 10AM-4PM)	(30 min max)

Week days M-F, 10AM-4PM only. No exceptions.

No chair set-up, 30 minutes maximum time allowed, with 20 guests or less. Please come dressed and ready, as this option does not provide for changing facilities. Ceremony in Hardtner Chapel or approved garden. Removal of, or addition to, items in the Chapel is not permitted.

RECEPTIONS – BANQUETS – REUNIONS – DINNERS – PARTIES MEETINGS

EVENING RECEPTION - BANQUET

_____	Entire Rose Hall	(\$1,600)	(3.5 hrs)
_____	Beaird Hall	(\$1,450)	(3.5 hrs)
_____	Shehee Hall	(\$1,100)	(3.5 hrs)

MEETING ROOM RENTALS

_____	Entire Rose Hall	(\$750)
_____	Beaird Hall	(\$550)
_____	Shehee Hall	(\$400)

DAYTIME RECEPTION - BANQUETS

_____	Entire Rose Hall	(\$1,250)	(3 hrs)
_____	Beaird Hall	(\$1,000)	(3 hrs)
_____	Shehee Hall	(\$750)	(3 hrs)

MEETING ROOM RENTALS

_____	Entire Rose Hall	(\$600)
_____	Beaird Hall	(\$450)
_____	Shehee Hall	(\$300)

“CHRISTMAS IN ROSELAND” EVENING RECEPTION – PARTY - BANQUET (Fri-Sun - includes same-day admission into Christmas in Roseland for all of your attendees)

_____	Entire Rose Hall	(\$1,850)	(3.5 hrs)
_____	Beaird Hall	(\$1,550)	(3.5 hrs)
_____	Shehee Hall	(\$1,100)	(3.5 hrs)

DAYTIME GARDEN RECEPTION *(In case of rain, reception may be held on Wellan Terrace.)*

_____ Atlanta Garden Area	(\$600)	(3 hrs)
_____ Windsounds Tower Area	(\$600)	(3 hrs)

REHEARSAL DINNER _____ Beaird Room (\$250) (2 hours)

ADDITIONAL HOURS FOR YOUR EVENT MAY BE PURCHASED AT \$75 PER HOUR

Shehee Hall holds a maximum of 75 seated guests, Beaird Hall holds a maximum of 135 seated guests; entire Klima Rose Hall holds a maximum of 250 seated guests. These estimates do not include special areas, such as buffet tables, bars, dance areas, music providers, gift tables, etc. Addition of these areas will reduce total seating capacity.

RENTAL OF FACILITY INCLUDES THE USE OF TABLES AND CHAIRS TO ACCOMMODATE YOUR NUMBER OF GUESTS, UP TO 160).

ARS will set up and break down the tables and chairs for your event according to your submitted layout. ARS does not supply table linens, glassware, dishware or utensils for leased events.

The American Rose Center's inventory of tables: 20 @ 60" round and 10 @ 8' banquet for buffet or seating. (A sufficient number of chairs will be provided depending upon the number of rounds used with 8 chairs per 60" round table).

Outdoor Wedding: Up to 130 Chairs – *if more seating is needed for your event, you should secure extra chairs from an outside vendor.*

Outdoor Reception: included 4 @ 8' Tables

ADDITIONAL SET UPS MAY BE PURCHASED AT \$18.00 EACH (60" round table and 8 chairs)

ADDITIONAL TABLES MAY BE RENTED AT \$7 EACH (60" round and 96" oblong inventory)

WHITE CHAIR SLIPS WITH WHITE CHAIR RIBBONS ARE AVAILABLE TO RENT AT \$2.00 each set.

The American Rose Society A/V equipment, small PA system, CD/cassette player, and punch fountain are also available for no additional rental fees on a first-come, first serve basis.

ADDITIONAL HOURS FOR YOUR EVENT MAY BE PURCHASED AT \$75 PER HOUR.

ADDITIONAL HOURS TO SET UP FOR YOUR EVENT MAY BE PURCHASED AT \$50 PER HOUR

Extra time must be scheduled in advance and paid for prior to event.

To verify a date is available for your event, or with additional questions, please contact us at 318-938-8051 or leasing@ars-hq.org.

For more information, you may also visit our website at www.ars.org/ARC/gardens.html (ARC must be typed in all caps).

Thank you for your interest in our lovely facility, and we look forward to hearing from you.



**THE AMERICAN ROSE SOCIETY AND
THE GARDENS OF THE
AMERICAN ROSE CENTER
SPECIAL EVENT AGREEMENT**



This Agreement made and entered into by and between The American Rose Society, a Louisiana non-profit corporation, with its principal office located at 8877 Jefferson Paige Road, Shreveport, LA 71119 (hereto referred to as "ARS") and _____ (lessee), whose mailing address is as follows:

Physical Address of Lessee, if different from mailing address: _____

ARS agrees to allow Lessee to use, and Lessee agrees to use, those portion(s) of ARS Facilities indicated below ("the Facilities") located at 8877 Jefferson Paige Road, Shreveport, Louisiana, 71119, on the terms and conditions set forth herein.

1. Event Information: (ALL INFORMATION BELOW MUST BE COMPLETED TO THE BEST OF LESSEES' ABILITY)

The event description, date, time, portion(s) of the Facilities to be used and related information ("the Event") is as follows:

Event Description: _____ **Bride/Primary Contact:** _____ **Telephone:** _____

Groom/Secondary Contact: _____ **Telephone:** _____

Event Date: _____ **Event Set-Up Date/Time:** _____

Event Start Time: _____ **Rehearsal Date/Time:** _____

Event End Time: _____ **Estimated Attendance:** _____

*** Non-Refundable Reservation Deposit:**

\$150-Wedding Only \$200 Reception/Banquet only \$300-Wedding/Reception _____ (initial)
(This non-refundable amount is to reserve date/time/space and is applied to your total rental price.)

*** Refundable Damage/Security Deposit:**

A **Damage/Security deposit** is included in the charge for the Event. Amount of deposit per the breakdown found in this clause, is refunded to you in its entirety within 6-8 weeks after the Event, providing no damage is incurred to any of the Facilities of the ARS. (\$150 for chapel alone, \$300 for chapel or outdoor wedding and either an inside or outside reception, - \$200 for reception only) **Lessee agrees to pay for any damage, whether done by Lessee, its agents, employees, invitees or third party contractors to the Facilities, exhibits or any other movable property owned, leased, operated or displayed by The American Rose Society at the Facilities.**

*** Security - up to one officer included, each additional officer \$150**

Minimum of one security person is required for all Events occurring, with additional personnel depending upon the number of guests over 65, and if alcoholic beverages are offered during the Event. (See Section 5, part e)

Chapel Wedding _____ Outdoor Wedding _____ Rehearsal Dinner (additional charge) _____

Name of Garden: _____ Reception Hall: _____

Additional Security: _____ alcohol: N() Y() Damage deposit: _____ Returned: _____

CONTRACT TOTAL: _____

2. Reservation Deposit: Upon execution of this Agreement, Lessee must pay The ARS a non-refundable reservation deposit of \$150 for a wedding only, \$200 reception/banquet only and \$300 for a wedding and reception combined. Said deposit does not include catering, beverages, linens, extra equipment such as audiovisual, special programs, office supplies or copies. Lessee shall pay the balance of the anticipated total fee for the Event to The ARS no later than thirty (30) days prior to the Event. Should such payment not be made on time, The ARS may, at its option, cancel the Event. Any charges incurred by Lessee with The ARS in connection with the Event in excess of the anticipated total fee will be billed by The ARS to Lessee within ten (10) days following the Event. Certified checks or bank money orders are required when Lessee books an Event fewer than thirty (30) days before the Event.

3. Food and Beverages: If Lessee desires to serve food during the Event, said caterer will obtain, from an insurance company licensed by the state of Louisiana, bodily injury and property damage liability protection in an amount not less than \$1 million combined single limit, naming The ARS, its officers, employees, agents, and directors as additional insured's under such policy, for a period no less than three (3) hours before, during and twenty-four (24) hours after the Event. Caterer is bound by all rules and regulations stated under the Official Leasing Rules and Guidelines of the ARS. **If Lessee desires to serve or sell alcoholic beverages during the Event, Lessee will use the services of Thrifty Liquor, 318-742-3240, or a fully licensed and bonded beverage service provider.**

4. Equipment: If equipment is used other than that provided by The ARS, The ARS personnel are not responsible for moving, setting up, or taking down, or any losses with respect to such equipment. **Equipment not provided by the ARS must be delivered to Klima Rose Hall or wedding site after 12:00 noon on the day of rental and removed by 9:00 AM the following day.** Lessee shall notify the ARS of the scheduled delivery time of such equipment at least twenty- (four (24) hours prior to delivery. If said equipment is not delivered or removed per the above guidelines, lessee will be charged an additional \$50, to be deducted from lessee's Damage Deposit.

5. Other Provisions: The following provisions are an integral part of this agreement and shall be binding on the parties hereto.

a. Other Charges: The rental fee set forth on the front hereof does not include catering, beverage service, office supplies, photocopying, special equipment, such as audio or visual, special programs, or any item or services other than the rental of the space(s) in the Facilities identified in the Special Event Agreement. In the event that any of Lessee's invitees must be sent home by cab, Lessee must reimburse ARS for such charges. **If any event runs past the contracted time, a fee of \$150.00 per hour will be assessed and deducted from the Damage/Security Deposit for additional custodial, security and operational costs.**

b. Parking: Free parking, on a first come, first serve basis, is available to Lessee and its invitees in Klima Rose Hall's parking lot and in nearby Rose Garden parking areas. Valet parking and coat check services are available for a fee through separate arrangements with outside vendors. **Fire lanes must remain open at all times. Limos, antique automobiles, etc., are permitted to park at the entrance only for the final bride/groom departing.**

c. Final Count and Responsibility: At least two (2) weeks before the Event, Lessee shall provide ARS with a final count of the number of attendees at the Event, along with a basic drawing of their wedding AND reception set up. **Send the drawing to the attention of our Leasing Dept., (FAX: 318-938-5535, or 318-938-5405). Lessee may not arrange exhibits, decorations or other visual aids in the Facilities at any time other than as specified.**

d. Indemnity: Lessee agrees to, and shall, defend, indemnify and hold harmless The ARS, its employees, officers, agents, volunteers and directors from and against any claims, liabilities, judgments, causes of action or other legal liability of any nature whatsoever, including, but not limited to, death or injury to person or damage to property, or from any special, consequential or punitive damages, or theft or loss of The ARS facilities, fixtures, furnishings, exhibits or other property in the Facilities and from any other type of loss or damage incident to, attributable to, or arising, directly or indirectly, out of the use of the Facilities by Lessee, its employees, agents, licensees, contractors, invitees or guests.

e. Representative and Security: One or more ARS representatives will be at the Facilities during the Event. The ARS will make arrangements for Caddo Parish Sheriff's Deputies or other security officers, at The ARS's discretion, during any event. All events, regardless of the time of day, may require security. **MINIMUM OF 2 OFFICERS REQUIRED ANYTIME ALCOHOLIC BEVERAGES ARE PRESENT. Standard guidelines are as follows: one officer per each 65 guests with no alcohol at Event. With alcohol, a minimum of 2 officers are required, with one officer per**

50 guests. Please note: Failure to avoid paying for sufficient security personnel will result in additional officers being called in as needed during the Event with fees for their services deducted from your refundable damage deposit. By providing security for the Event, Lessee acknowledges that The ARS does not become a guarantor of, or responsible for, the safety or security of persons or property at the Event.

f. Set Up and Take Down: **Once the room or wedding location is arranged, it may not be changed.** Only American Rose Center personnel may move any tables, chairs, fixtures, etc., anywhere on the premises. *(Failure to follow these guidelines will result in the loss of all or part of your damage deposit.*

All arrangements for the Event, including placement of food and bars, set up of equipment and scheduling of installation must be made with The ARS at least five (5) working days before the Event. Lessee shall arrange for the Event "set up" and "take down" which shall occur at the times designated on the front hereof, which must be arranged with the Event Facilitator or Leasing Manager. **Normal set up time is two hours prior to the Event. Should Lessee desire additional set up time, a fee of \$50 per hour will be assessed and is payable prior to date of event.**

g. Decorations and Props: Lessee may not use any decorations, exhibits, visual aids or "props" **without prior approval of The ARS.** No glitter, confetti, faux snow, etc. may be used on our carpets or tables, as it damages our vacuums and is tracked out into the gardens resulting in litter. In addition, lessees will be charged a cleaning fee, even gratis events, should these guidelines fail to be followed. No decorations may be attached to any surface of The ARS facilities, i.e., no hanging banners or streamers. Table decorations, flowers or otherwise, must be in good taste. No open flames shall be allowed, nor any candles, without adequate coverings. No rice, fresh rose petals, birdseed, sparklers or balloon releases will be allowed inside the reception area or in the outside hallway of the facility. Lessee may not move, re-arrange or otherwise alter exhibits or other furnishings in the Facilities for Lessee's event.

h. Smoking: **Smoking is not allowed inside our facilities or outdoors in the gardens.** Smoking is permitted only on either the front or rear terrace of the Klima Rose Hall, providing all guests adhere to placing their cigarette, cigar or other tobacco products in the canister provided. Failure to abide by this information may result in the loss of all or part of your damage deposit.

i. Default: Should either party breach this Agreement in whole or in part, the non-defaulting party shall have the remedy specified herein and such other rights and remedies which may be available at law or in equity. Lessee agrees, however, that The ARS shall not be liable to Lessee for any damages, consequential or otherwise, beyond the amount of fees actually received by it from Lessee or for any damage or loss for which Lessee is responsible under this Agreement. Lessee agrees that neither the ARS, director, officer, volunteer nor employee shall be personally liable to Lessee or any other person for any matter arising out of this Agreement, unless such entity or person individually has contractually undertaken any such obligation to Lessee or is guilty of gross negligence.

j. Attorney's Fees: Should The ARS retain the services of an attorney to enforce any obligation undertaken by Lessee hereunder, and should The ARS prevail in any such claim or action against Lessee, with or without filing a lawsuit, then, in that event, Lessee agrees to pay the reasonable attorney's fees of The ARS, in addition to any other amount or relief to which The ARS may be entitled.

k. Cancellation: The ARS reserves the right to cancel an Event if the Event rental terms are not complied with, payments are not received on time, or reasonable justification for conflict with The ARS ongoing operations or educational mission exists. In the event of cancellation under these provisions, The ARS will return the Lessee's Deposit but will make no other reimbursement and will not be responsible for any other expenses incurred by Lessee. **If Lessee cancels event prior to rental date, no reservation refund will be made.**

THE AMERICAN ROSE SOCIETY

I understand the contract total listed has been determined based on event information (dates, times, attendance, etc.) I provided on the day of signing and is subject to change as any of this information is revised. I have read all of the above guidelines, and understand I will be held accountable for their implementation:

By: _____ Signature _____

Title: _____ Name: _____

Date: _____ Date: _____

REVISED 8/17/2009

OFFICIAL LEASING RULES and GUIDELINES of the ARS

Failure to abide by these rules and regulations may result in partial or complete loss of your damage/security deposit. As you secure your service providers, please let us know so we may provide them with this list to avoid any misunderstandings. PLEASE SIGN BOTTOM of page, indicating you have read these OFFICIAL GUIDELINES.

EVENT FACILITATOR/LEASING MANAGER:

Facilitator/Manager is NOT responsible for coordinating your event. They simply offer assistance and support in ARS Facilities to ensure a pleasant experience while keeping you within your leasing schedule and affording the opportunity to perform actions required in order for Lessee to receive complete damage deposit.

CLEAN-UP:

~Following leased events, the Facility should be returned the way it was provided – clean and without personal belongings, food or trash on the grounds or in the facility.

~"Bussing" tables, emptying all trash receptacles related to the reception area and mop-cleaning the kitchen floor and adjacent service hallway after the Event is the sole responsibility of your chosen caterer.

~Gathering decorations and personal belongings at the wedding and/or reception site, sacking garbage generated after caterer has cleaned and gone, as well as clearing out the brides suite and other dressing areas, fall to the lessee. **PLEASE BE SURE TO ASSIGN SOMEONE THESE TASKS.**

GENERAL INFORMATION:

We do not allow vehicles access to drive through or park on grassy areas of our gardens for loading and unloading equipment or during rehearsal. This includes the roadway by Windsounds Tower. Please come prepared. If any unauthorized person or persons is found in violation of this guideline, it will result in loss of Lessee's damage deposit.

~ Your Event guests will not have to pay admission or show an invitation to enter the gardens.

~Trash receptacles, garbage bags and large dumpster are provided at no charge. You and your catering service are responsible for picking up all trash and putting in the appropriate containers. PLEASE LET US KNOW OF ANY SPECIAL NEEDS YOUR PARTY MAY HAVE AS SOON AS POSSIBLE.

~The keyboard, greenery, candle stands and other equipment/decorations may not be removed from the chapel without written approval from the Leasing Manager.

~Our kitchen is a "warming kitchen" only, and does not allow for Event "cooking" inside of the Facility.

~The American Rose Society does not provide table linens, dishes, utensils or beverage service to lessees.

~Fake petals are not allowed out in the gardens, as they turn into litter. If used inside the chapel or event hall, these items are the responsibility of the lessee to have them picked up after the Event.

~Confetti, glitter, fake snow, imitation grass or other small items used for decorating effects are not allowed inside or outside the Facilities, as they damage to our vacuums and track out into the gardens as litter.

~ No open flames or use of tea lights are permitted. Other candles are permitted as table decorations, provided there is a globe surrounding their **entire** length.

~Smoking is allowed **ONLY** in the designated areas and only when using provided butt receptacles – NOT inside any building or out in the gardens and parking areas. Failure to abide by such is littering and a fire hazard.

PUBLICITY:

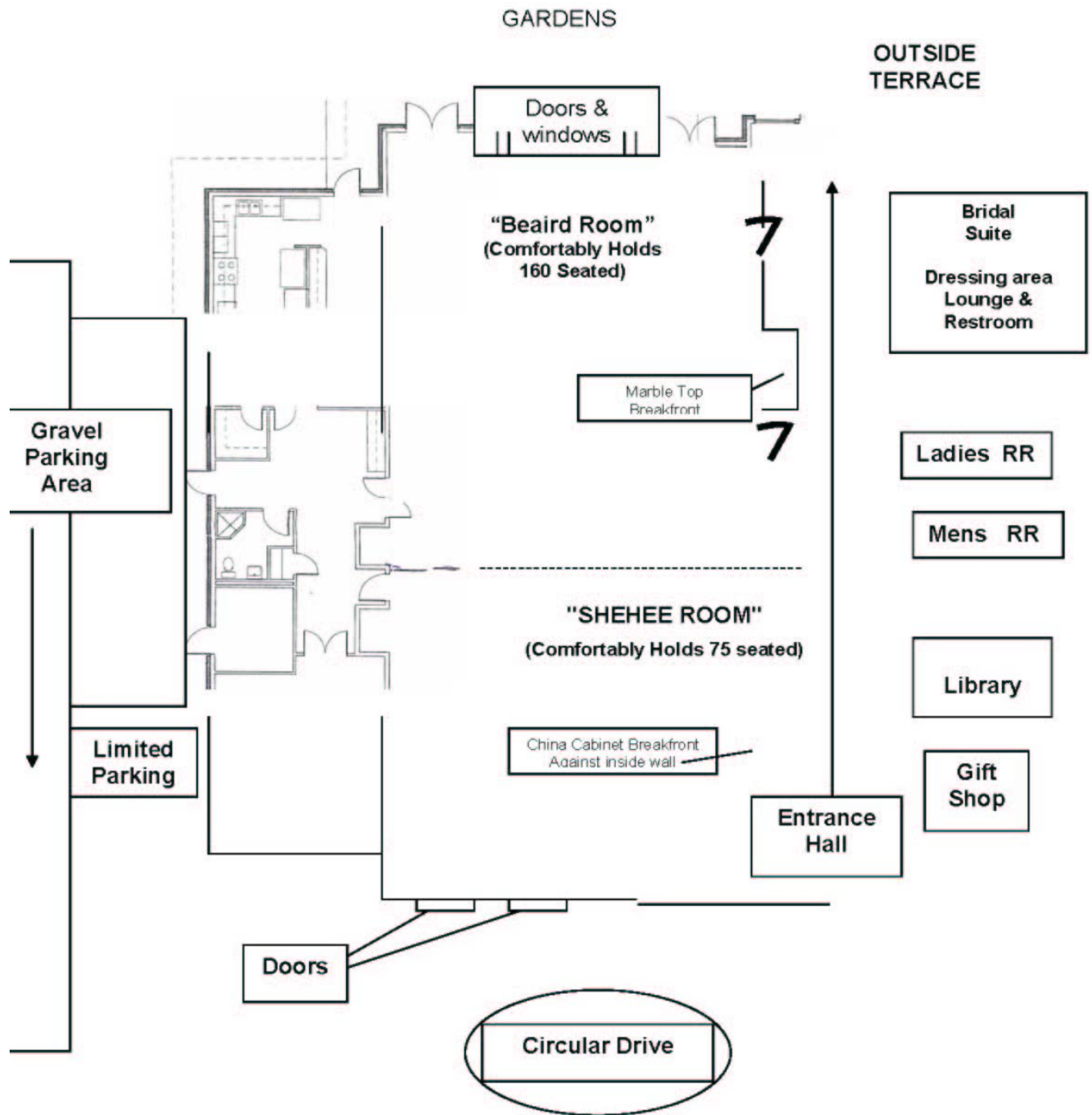
We ask that you use the full name of our facility: **KLIMA ROSE HALL EDUCATION AND VISITOR CENTER**

We ask that you use the full name of the chapel: **JANE OWEN AND QUINTIN T. HARDTNER CHAPEL, AMERICAN ROSE SOCIETY.**

NOTE: Failure to leave any of the areas in as good a condition as you received them may result in the forfeiture of all or part of your damage/security deposit. THANK YOU FOR YOUR COOPERATION.

Read this _____ day of _____, 20_____.

Signed by Lessee: _____



Please keep in mind the following approximations do NOT include areas for DJs, bands, dancing or other special areas such as cake, gift or favor tables.

The entire space is called Klima Rose Hall and holds approximately 250 seated guests. Shehee Hall holds approximately 75 seated guests. Beaird Hall holds approximately 135 seated guests.