



The Mighty Eighth Air Force Museum

*Preserving our History
& Beginning yours*



Events Department Rental Policies
175 Bourne Avenue, Pooler, Georgia 31322

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**MIGHTY
EIGHTH**
AIR FORCE MUSEUM
175 BOURNE AVENUE
POOLER, GEORGIA 31322

Thank you for choosing The Mighty Eighth Air Force Museum for your event.

First and foremost, our mission as a Museum is to preserve for all Americans the stories of courage, character and patriotism displayed by the men and women of the Eighth Air Force from World War II to the present. The Museum treasures and teaches these values for the nation's future generations. The Mighty Eighth Air Force Museum's vision is to sustain our cultural heritage, support lifelong character education, and be a center of community engagement.

We make our meeting & special event rooms in this incredible facility as well as our Chapel available for rental in order to support the mission to which we are so dedicated. We are delighted to welcome you and your group and are pleased to be the host location for your event.

Following is an overview of Museum policies for your review. Please contact the Events Department to discuss this information as it relates to your event or to help you to reserve space for your event.

We look forward to working with you.

Susan Eiseman
Director of Meeting and Special Events

Holly Kirkpatrick
Meetings and Special Events Associate

FACILITY RENTAL POLICIES

Events office – Mighty Eighth Air Force Museum

912-748-8888 Ext. 124 – events@mightyeighth.org

912-748-8888 Ext. 160 – events2@mightyeighth.org

General Policies

We are pleased to offer rental of the Museum's facilities for business meetings, banquets, wedding receptions, fundraisers, reunions, and other events. Please note that such activities may not interfere with the normal public operation of the Museum and are subject to the policies and procedures listed below. The Museum cannot be used for discriminatory practices and reserves the right to refuse rental to individuals, organizations, or events that discriminate on the basis of race, color, ethnicity, gender, age, religion, or disability.

The rental rates include set-up time, event time, and move-out time between the hours of 8:00 AM and 5:00 PM for daytime events and 5:00 PM to 11:00 PM for evening events. Earlier or later times may possibly be arranged at additional costs determined per event. Set-up in public areas such as The Rotunda may not begin until 3:00 PM, event start times in these areas shall not be prior to 5:30 PM except by prior written arrangement. Half day rentals end at 2:00 PM.

For your event catering needs the Mighty Eighth Air Force Museum is proud to offer a list of preferred caterers including our own in house restaurant; *Miss Sophie's at The Mighty Eighth*. You may choose to work with any Caterer from this list. These caterers have long standing relationships with the Museum and are exceedingly well known in the greater Savannah area as some of the area's finest. Their offerings, styles, menus and price points vary. From a casual good old southern BBQ to the finest gourmet foods, with everything in between. We know you will be pleased for the opportunity to work with any of these caterers and will find exactly what you are looking for to compliment all the arrangements for your event here. Please contact these caterers directly at the numbers listed below:

Miss Sophie's at The Mighty Eighth	912-330-0182	www.sophiesmarketplace.com
Paul Kennedy Catering	912-964-9604	www.paulkennedycatering.com
Creative Catering	912-341-3663	www.creativecateringga.com
Cape Creations	912-354-9672	www.capecreationscatering.com
Barnes Restaurant Catering	912-355-3850	barnescatering@yahoo.com
York Street Catering	912-236-5195	

Additionally, you may opt to bring in a Caterer of your choosing, any Caterer you choose must be licensed and insured. You may also choose to provide your own food. Bringing in a Caterer not on our Preferred Caterers List or bringing in your own food will incur a fee which will be determined by The Events Department on a per event basis. Caterers do not have access to kitchen facilities but will be provided with water and ice and staging tables.

Please advise the Museum Events Department after you have made your choice. Client accepts responsibility for all charges incurred for their catering and the Museum is not responsible for any catering costs.

Please visit *Miss Sophie's at The Mighty Eighth* Monday—Saturday from 11:00 AM—2:00 PM for a delicious lunch experience. On the menu will be a unique combination of authentic and traditional Southern Cuisine developed from family recipes as well as British Fare to compliment the relationship between the U.S and England during World War II. Miss Sophie's is owned and operated by Teri Bell, a native to the area and local restaurateur.

Due to licensing, The Mighty Eighth Air Force Museum must provide all alcoholic beverage service for all events choosing to serve alcohol. No outside alcohol is allowed on the premises.

The Museum will accommodate multiple parties at any given time due to the many different rooms we have available. Please feel free to inquire about this.

Important steps to assist you in coordinating your Mighty Eighth Air Force Museum event:

1. Designate one person from your organization to be your Museum contact and decision-maker.
2. Contact the Events Department at 912-748-8888 x 124 or 160 to check the availability of your requested date
3. Confirm the date with a signed contract and deposit.
4. Contact your caterer for food and beverage arrangements.
5. Confirm all bar arrangements with the Events Department.
6. Request A/V services and equipment through the Museum's Events Department or through a qualified vendor.
7. Submit invitation copy to the Events Department for approval PRIOR to mailing.
8. Make sure any and all outside service vendors and arrangements are approved by the Museum prior to the event.
9. Coordinate all deliveries and pick-ups to be made only on your contracted date.
10. Confirm all finalized schedules and arrangements through the Events Department.
11. The Client is charged with the responsibility to share the information in this document with all vendors he / she might choose to use.

Access to Event Rooms

For set up purposes event rooms will be available not less than 2 hours prior to the contracted start time of your event.

Alcoholic Beverages

All alcoholic beverage service must be handled by The Mighty Eighth Air Force Museum. Georgia ATF laws must be followed while on the premises. Persons under the age of 21 may not be served alcohol under any circumstances. Absolutely no alcoholic beverages may be brought into the Museum or onto the Museum grounds including parking lot areas, at any time. Further, no alcoholic beverages served may be taken off these premises. Violation of these policies may result in expulsion of the guest and/or termination of the event. The Museum charges a fee per bartender of \$85.00 and the number of bartenders appropriate to your event and bar arrangements will be determined by the Events Department. At events where alcohol is to be served, it is required that a Pooler Police Officer(s) be present. The Museum will make arrangements for this service and the minimum charge for this service is \$100.00 paid directly by the client to the officer at the time of the event. The Events Department will be happy to supply you with a list of our standard bar selections. Bar services at The Mighty Eighth will close 20 minutes prior to the end of any event with no "Last Call".

Animals

With the exception of guide or service animals, animals are prohibited in the Museum.

Audio/Visual

The Museum offers a wide range of Audio Visual Equipment for your use; however, outside vendors may be used for A/V as long as their equipment is compatible and does not interfere with Museum electronics, sound, etc. Clients holding events requiring audio/visual set-up must contract with a qualified A/V vendor. All cords and cables must be supplied by your vendor of choice and be visibly secured and approved for safety.

Balloons

No balloons or items that could rise to the ceiling are allowed in the Museum.

Banners/Hanging Items

Event-related banners may be hung only with prior approval from the Museum and only on freestanding poles. Banners and other items may not be hung from Museum walls, staircases, banisters, railings, etc. Banners that cannot be hung safely and without causing damage to the Museum will not be approved. Banners or other promotional materials found to be objectionable by Museum administration will be removed at the Museum's discretion.

Billing

Full payment is due on rental space and other services 30 business days prior to the event. Any charges incurred during the event including alcohol must be paid by the end of the event via credit card which should be on file with the Events Department. Payment for previously approved direct bill clients will be due within 30 days of the invoice date. Checks are payable to The Mighty Eighth Air Force Museum. Invoices not paid as agreed, receive a 10% service charge. Any payments made within 10 days of event date will be made by credit card, bank check or cash.

Cancellation

Events cancelled in excess of 90 days prior to the event will receive 50% of their deposit back and the remainder of the deposit will be forfeited.

The ENTIRE deposit will be NON-refundable if event is cancelled within ninety (90) days of scheduled event date. If the event is rescheduled within one year, the deposit will be applied to the new date less a \$25 administrative fee.

The cancellation of any event must be written and submitted to the Events Department. Status of deposit will be determined according to the date which the letter of cancellation is received by the Events Department.

Casino Functions

Casino functions and other gaming events are allowed on Museum property only as part of fund-raising efforts for community and non-profit organizations and must be in accordance with local, state, and federal regulations and laws.

Children

Children must remain under the direct supervision of an adult at all times while in the Museum.

Clean-up / Damages

Facility rental includes general refuse removal at the end of the event. In the case of excessive refuse, inside and/or outside, a clean-up fee will be added to the final bill. No items may be stored overnight. All left-over decorations and other items will be regarded as refuse. If there is any damage to the Mighty Eighth Air Force Museum buildings or property, a repair or replacement fee will be assessed.

Cooking

Absolutely no cooking or cooking stations are allowed in the Museum rental rooms or staging hallways or exhibit areas/.

Date Confirmation

The Museum will accept reservations for events within one calendar year from the event date. Deposit of 50% is required at time of contracting. Contracts should be signed and returned with deposit within 10 days. Until a deposit and signed contract are received, the hold will be regarded as tentative. The Museum reserves the right to change rooms as long as the accommodations are the same or better.

Decorations

Items such as glitter, confetti, balloons and streamers as well as bubble, smoke or fog machines are not allowed in the Museum. Should clean-up of these items be necessary, a fee equal to the amount of the clean-up, repair, or replacement or \$500, whichever is greater, will be added to the final bill. Fee will be determined by an Events Department Associate. All client/vendor decorations are subject to pre-approval by the Events Department prior to an event. The use of candles requires pre-approval and all flames must be enclosed. Approval is given on a case-by-case basis from the Events Department and no open-flame candles will be approved. The use of tape, wire, staples, tacks, glue, or similar items is prohibited. Absolutely no items may be attached to any Museum surfaces.

Decorator Services

Outside decorating companies may be used with prior coordination and all arrangements must be approved by The Events Department. No set-up/tear-down will be allowed during normal Museum hours without prior consent of The Events Department. The Museum does make available for rental: table linens and napkins, and skirting as well as hurricane globe candle centerpieces. Specialty tulle and lighting for the staircases may also be ordered. Please see our additional list of services offered (Page 11) and speak with your Events Department Associate for any rental information.

Delivery

The Museum will not accept any freight or other delivered items on behalf of the client without prior approval and notification. Items may not be delivered prior to the contracted move-in time on the event date without prior approval.

Deposits

Deposit of 50% is required at time of contracting. Contracts should be signed and returned with deposit within 10 days. Total Payment of all charges is due thirty (30) days prior to the event. Events cancelled in excess of 90 days prior to the event will receive 50% of their deposit back and the remainder of the deposit will be forfeited. The ENTIRE deposit will be NON-refundable if event is cancelled within ninety (90) days of scheduled event date. If the event is rescheduled within one year, the deposit will be applied to the new date less a \$25 administrative fee. The cancellation of any event must be written and submitted to the Events Department. Status of deposit will be determined according to the date which the letter of cancellation is received by the Events Department. All BAR invoices and any other remaining charges must be settled at conclusion of event via credit card unless previous arrangements have been made with the Events Department

Equipment/Supplies

The Museum provides tables and chairs for your event. Special furniture or equipment may be ordered through the Events Department or directly. The Museum provides table linens per the attached price schedule, as requested. A/V requirements should be arranged with the Museum or a reputable A/V vendor. Decorator and office needs (fax, copier, telephone) must be handled by the client. Arrangements for these items must be made prior to the event. The client or contractor must provide their own dollies, carts, etc., for loading and unloading. The Museum reserves the right to refuse unsafe dollies or carts in the Museum.

Event Information

The Museum is not responsible for providing event information to the public. A telephone number for your organization should be included on all of your event literature and promotions.

Event Overtime Policy

A charge of \$100.00 will be added to the final bill for the hour or portion thereof after 11:00 pm. All events must end by 12:00 Midnight. Access Prior to 8:00 AM will be charged at \$100.00 for the hour or portion thereof.

Exhibit Areas

Exhibits are not included in the facility rental rate. Exhibit areas may be included in the Facility Rental Agreement for an additional charge. Absolutely no food or drink, outside equipment, or decorations may be taken into exhibit areas. Flash photography is prohibited in the Mission Experience.

Fundraisers

All fundraising events must be by invitation/ticket sale only and have prior approval from the Museum. Fundraisers paid for by political parties and political action committees are permitted. The Museum reserves the right to refuse fundraisers for any group that discriminates on the basis of race, color, ethnicity, gender, age, religion, or disability. .

Insurance

If an event requires special or additional insurance, The Mighty Eighth Air Force Museum and Chatham County shall be named as additionally insured. The client may not occupy the Museum without sufficient proof of said additional coverage. Said events contracted by individuals must supply all requirements for coverage as deemed appropriate by the Museum's insurance representative.

Internet Access

The Museum has wireless internet service available

Invitations

Invitations for rental events may not use the name of the Museum except as the designated location of the event. A client may not use the name or likeness of the Museum to promote any event unless prior written approval has been granted by the Events Department. The Museum must review and approve any invitation copy before its release.

Loading and Unloading Equipment

Delivery schedules must be arranged in advance with the Museum's Event Department staff or Facilities/ Maintenance staff. The Museum cannot provide dollies or carts for the loading and unloading of client or contractor equipment or supplies.

Media

Client must apprise the Museum's Marketing Manager of any anticipated media coverage, both print & electronic, that may occur in conjunction with all scheduled events. All written media news releases and news conferences must be coordinated and approved through the Marketing Manager no less than forty -eighth hours prior to the scheduled event. Use of the Museum's name to promote, advertise or sell tickets to an event, other than for location of the event, is prohibited unless specific written consent has been provided to the client by the Events Department.

Messages

The Museum is not responsible for taking messages for event attendees. A telephone number for your organization should be included on all of your event literature and promotions.

Music/Entertainment

The band, disc jockey, or other entertainment will be required to notify Museum Events Department in advance of their equipment type, electrical set-up, and requested delivery schedule. Load-in must be arranged in advance for Rotunda events and may not conflict with Museum operations or Museum visitor relations. Sound checks may not take place in The Rotunda until after 5:00 PM unless prior approval has been arranged. The Museum will not provide equipment or any set-up of equipment for bands or DJs, such as microphones, electrical tape, and stages.

If entertainers perform on a riser / stage, this stage may not cause damage to any floor surface. It will be the sole responsibility of the Client to contract with the appropriate vendor for any staging equipment including, but not limited to, risers, staging, pipe and drape, etc. Events Department must be notified and approve all such equipment at least five (5) days prior to event. Requests must be approved in writing by the Events Department.

It is the responsibility of the renter, the band, or DJ to use floor protection approved by the Museum under their equipment during load-in and load-out and during the event. All load-in and load-out must be coordinated with the Events Department or Facilities Management. The Museum reserves the right to prohibit any equipment needing more power than the standard electrical outlet provides or any equipment that the Museum believes is a fire or safety hazard.

Noise

During normal Museum hours, it is the responsibility of the client to maintain a noise level respectful of Museum visitors. If events are happening simultaneously, the client, guests of client and vendors of client should still be respectful of other guests in other areas of the Museum.

Parking

Complimentary parking is available for facility rental events on a first-come first-serve basis. Vehicles are not to be left in the Museum parking lot overnight, and the Museum accepts no responsibility for damage to vehicles or items removed from vehicles while parked on Museum property at any time. In fact, the Museum strongly urges that valuables are not left in vehicles & that vehicles are kept locked.

Photography

Still photos, filming and/or videotaping are normally allowed during an event, unless otherwise specified. Still photography, film or video intended for commercial use, that specifically includes the Museum and/or any of its exhibits (interior and/or exterior), is not allowed without specific prior written consent from the Marketing Manager or Museum CEO. No photography/filming/videography of any kind is ever allowed within the "Mission Experience" exhibit.

Posters/Signage

Posters and signs are to be mounted on easels or other individual displays. They may not be affixed in any way to Museum surfaces. It is the client's responsibility to bring easels or include easels as part of the Museum rental agreement. Banners or other promotional materials found to be objectionable by Museum administration will be removed at the Museum's discretion.

Private or After Hours Museum Tours

Arrangements may be made for the exclusive rental of the entire museum facility for the evening or for tours of exhibit areas after regularly scheduled museum hours. Prices for specialty arrangements such as these will be quoted on a per event basis and are only available with advance notice and may not conflict with scheduled Museum activities.

Security

The Museum may, at its discretion, employ Pooler Police officers to protect its property and maintain a safe environment during events. Event security is not included in the rental rate. If an event requires security in the opinion of Museum administration, security must be provided at the client's expense and paid directly to the officer on duty by the client. The Museum is not liable for any loss, theft, or vandalism that occurs during client's rental of the facility. This will apply to all events serving alcohol as well.

Set-up

All Tables shall be at least 6 feet from walls and/or art or exhibits.

Smoking

The entire Museum facility is a smoke-free environment. The use of tobacco products is not allowed in any part of the Museum.

Tax Exempt Status

The Museum will honor any organization's tax exempt status; with the proper documentation.

Tentative Holds

The Events Department will if requested, place a tentative hold on a specific function room for a specific date and time, for one week. At the end of this time, the client will be requested to secure the date with a signed contract and deposit; otherwise the space will be released.

Vendors

All service vendors (decorators, musicians/entertainment, etc.) must be approved by the Museum no later than two weeks in advance of the event date. Vendors who do not follow Museum guidelines for load-in/load-out, clean-up, and all other policies will not be allowed to provide future service in the Museum.

Room Pricing and Capacity

Major General Lewis E. Lyle Rotunda

This magnificent circular room, 90 feet in diameter, is the centerpiece of the Museum. It's soaring 30 foot ceiling is covered with a centered parachute, creating a very beautiful and inspiring effect. The Rotunda is the ideal setting for large events. It will accommodate up to 600 guests for a stand up reception, 300 for a dinner and 250 for a dinner with dancing. It is ideal space for a wedding reception, reunion dinner, or corporate event. Events in the Rotunda may not begin before 5:30 PM. The rental fee is \$1500.00

Colonial Group, Inc. Art Gallery

This beautiful room has a wonderful "window wall" with a view of the Museum's Combat Gallery of historical aircraft. The walls are adorned with handsome aeronautical pictures from the Museum's private collection. The Art Gallery is an excellent choice for social luncheons and smaller receptions, training sessions and meetings. It accommodates 225 for a stand up reception, 150 for dinner, 120 for dinner with dancing and 100 classroom style. The Art Gallery is available to rent throughout the day and evening hours; a half-day rental is \$550.00 and full day or evening is \$850.00.

The High Wycombe Room

This spacious private room measures 48 feet by 42 feet and is on the second floor of the museum with elevator access and its own rest room facilities. It has a mezzanine interior balcony overlooking the Rotunda, the perfect space for your buffet or registration check-in. It will accommodate 80 for dinner, 90 for a classroom set up and 150 theatre style. Its private location lends itself to small receptions as well as corporate events. Available at any time, the rental fee is \$650.00 for a full day or evening, and \$450.00 for a half-day.

The Flight Room

Our most popular room for corporate meeting and business events, The Flight Room will accommodate 36 people classroom style and 30 people in a conference setting or u-shape. It has an adjoining space perfect for the set up of breakfast, lunch or dinner buffets. It is accessed by staircase or elevator is on the second floor with its own rest room facilities. Available at any time, the rental fee is \$350.00 for a full day or evening and \$250.00 for a half-day.

The Pub

Designed as a quaint British pub, this room with its warm welcoming feel features a magnificent mahogany bar with antique pub tables and is ideal for small private cocktail or dinner parties for 60 or less. Available evenings after 5:30, the rental fee is \$400.00 Sunday through Thursday and \$800.00 on Friday Evenings.

Chapel of the Fallen Eagles

This beautiful and exacting replica of an English countryside chapel is elegant in its simplicity. Featuring magnificent stained glass windows, a beamed and vaulted ceiling with antique furnishings, it is set in the midst of our beautiful Memorial Gardens, The Chapel is perfect for weddings, vow renewals and memorials. Seating 100 guests, it is available throughout the day and evening and the rental fee is \$600.00.

Holiday Rates and Special Long Weekend Rates may apply, Please inquire

Available Rental Items

Flip Charts & Markers	\$15.00
"Post It" Flip Chart	\$30.00
White Erase Board	\$5.00
Easels- Wood	\$6.00
Easels- Brass	\$7.00
TV/VCR/DVD	\$30.00
LCD Projector	\$75.00
Overhead Projector	\$20.00
Slide Projector	\$15.00
Screen	\$10.00
Podium/ Microphone	\$15.00
Wireless Microphone	\$15.00
Telephone	\$15.00

Table Linen

Skirting	\$8.00
White 90" x 90" tablecloth	\$6.00
White 54" x 120" tablecloth	\$6.00
White 54" x 54" tablecloth	\$4.00
Napkins	\$.50

A La Carte Services

Wedding Bell Exit from Chapel	\$ 40.00
Lighting for Catering Tables	\$ 10.00 per table
Coat Check Services	\$ 75.00
Aisle Runner	\$ 25.00
Star Centerpiece	\$ 5.00 each
Hurricane Globes & Mirrors	\$10.00 each
Pipe & Drape	\$ 5.00 per linear foot
Lights & Tulle down staircases	\$175.00 / 2
Birchcraft Invitations	20% off list price
Birchcraft Accessories	10 % off list price
Floral Pedestals (4 available)	\$10.00 each
Chair Cover & Sash (Satin or Organza)	\$4.95 per chair