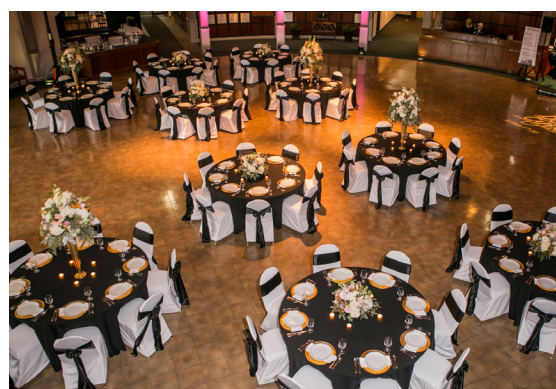


# NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

## *Event Department Rental Policies*



175 BOURNE AVENUE · POOLER, GEORGIA 31322

P.O. BOX 1992 · SAVANNAH, GEORGIA 31402

PHONE: 912.748.8888 · FAX: 912.748.0209



# NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

“ONE OF THE WORLD’S MOST POWERFUL MUSEUM EXPERIENCES”

Thank you for choosing The National Museum of The Mighty Eighth Air Force 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 National Museum of The Mighty Eighth Air Force’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.

Holly Kirkpatrick  
Director of Meetings, Tours & Special Events  
[hkirkpatrick@mightyeighth.org](mailto:hkirkpatrick@mightyeighth.org)  
(912) - 988—1845

Christa Smith  
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[csmith@mightyeighth.org](mailto:csmith@mightyeighth.org)  
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Erica French  
Special Events Associate  
[efrench@mightyeighth.org](mailto:efrench@mightyeighth.org)  
(912) 748-8888 x 161

## **National Museum of the Mighty Eighth Air Force Special Events Department ~ Rental Information and Policies**

### **General Policies**

We are pleased to offer rental of the Museum's facilities for business meetings, banquets, wedding ceremonies & 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 herein. 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 (up to 5 hours), 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 a public area such as The Rotunda may not begin until 3:00 PM without special permission, and the event start times in this area shall not be prior to 5:30 PM except by prior written arrangement.

The Museum will accommodate multiple events 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 National Museum of the Mighty Eighth Air Force event:**

1. Contact The Events Department to check the availability of the date you are interested in.
2. Set up an appointment to meet with the Events Department for touring, information and answers to your questions.
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 any invitation copy or publicity releases where the Museum's name is used to the Events Department for approval PRIOR to mailing or use.
8. Make sure any and all outside service vendors and arrangements are approved by the Museum prior to the event.
9. Confirm all finalized schedules and arrangements through the Events Department a minimum of 30 days prior to your event.
10. 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. At event's end, a reasonable amount of time will be allotted to load out.

## **Alcoholic Beverages**

All alcoholic beverage service must be handled by The 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 and I.D's will be checked. 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. Persons who in the Museum staff's judgment are alcohol impaired will be refused service. The Museum charges a fee per bartender of \$125.00 and the number of bartenders appropriate to your event and bar arrangements will be determined by the Events Department. We serve our beverages in high end plastic drink glasses. Bar services at The Mighty Eighth will close 20 minutes prior to the end of any event with no "Last Call". If you are serving alcoholic punch, you are required to have a punch attendant if you are not offering bar service for your event. Please note there is no ATM on the premises. The Museum requires a police detail for any afterhours event (after 5 PM) or for any event serving alcohol. The Museum will take care of the scheduling for this, and the \$120 charge will be placed on your contract. Proms will require a five hour detail and the fee will be \$150.00.

## **Alcoholic Beverage Selection**

Due to licensing, The National Museum of the Mighty Eighth Air Force must provide all alcoholic beverage service for all events choosing to serve alcohol. No outside alcohol is allowed on the premises (this applies to raffle items, wedding favors, silent auction items). No alcohol may leave the premises. Please ask your Events Department Associate for information regarding our alcoholic beverage services and offerings. Please see page 14 & 15 for bar selections.

## **Animals**

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

## **Audio/Visual**

The Museum offers a list Audio Visual Equipment for your rental; 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 of any kind 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. Advance notice is required to hang banners from poles and the client will be charged for rental of these poles.

## **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 must 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 National Museum of the Mighty Eighth Air Force. 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 held and re-applied to the new date less a \$50 administrative fee.

The cancellation of any event must be written and submitted to the Events Department by the contract signee. Status of deposit will be determined according to the date which the letter of cancellation is received by the Events Department. Any refunds will be returned to the person who paid in the same method the payment was made.

## **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.

## **Catering**

Please see pages 10 & 11 for our list of caterers.

## **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 decorations and other items left behind will be regarded as refuse. If there is any damage to The National Museum Mighty Eighth Air Force buildings or property, a repair or replacement fee will be assessed.

## **Cooking**

Absolutely no cooking or cooking stations are allowed in the Museum.

## **Date Confirmation**

Reservations may be held on a no obligation "tentative" basis for one week. At the end of this time a contract will need to be signed and a deposit of 50% of the room rental fees will be required or the space will be released. 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, 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. The Client is responsible to make arrangements for any decorations to be placed out at an event.

## **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 skirting as well as hurricane globe candle centerpieces and chair covers with sashes. Specialty tulle with lighting for the staircases in The Rotunda may also be ordered. Please see our additional list of services offered (Page 13) 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. Deliveries must come to back door delivery area.

## **Deposits**

Deposit of 50% of the room rental fees 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 \$50 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) 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 contact number for your organization should be included on all of your event literature and promotions. A contact number must be left with the Events Department which can be given out to anyone calling the Museum for information.

## **Event Overtime Policy**

A charge of \$200.00 will be added to the final bill for the hour or portion thereof after 11:00 pm. This must be arranged in advance. No event may stay later than 12:00 Midnight. Access Prior to 8:00 AM will be charged at \$100.00 for the hour or portion thereof.

## **Exhibit Areas**

Access to Museum Exhibit areas is not included in the rental rates. Access to Exhibit areas may be added to your contract both during the day and after hours for an additional charge, please speak with an Events Department Associate for information. 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, however the Museum will grant equal access to opposing parties. The Museum reserves the right to refuse fundraisers (or any event) 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 National Museum of the Mighty Eighth Air Force 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 complimentary wireless internet service available, please inquire for password.

## **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. Seven days advance notice is required.

## **Media**

Client must apprise the Museum's Event Department of any anticipated media coverage, both print & electronic, that may occur in conjunction with any event. All written media news releases and news conferences must be coordinated and approved through the Events Department 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, but will make every effort possible. Please ask your Events Department Associate for an afterhour's phone number.

## **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. Please have any vendor with extraordinary power needs contact a Museum Events Department Associate for further assistance.

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.

## **Pricing**

All Prices quoted are subject to change unless a contract has been signed.

## **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 requires for all events scheduled after regular Museum business hours to employ Pooler Police officers to protect its property and maintain a safe environment during events. Event security is not included in the rental rate and as of January 1, 2016 the fee is \$120. The Museum will make arrangements for security and place charges for these services on your contract. This will apply to all events serving alcohol during Museum operational hours as well.

The Museum is not liable for any loss, theft, or vandalism that occurs during client's rental of the facility.

## **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.

## **Specialty Rental Locations**

The Museum may make available, at its discretion, for rental, several areas throughout the Museum which are deemed as "Specialty Rental Locations". These areas would be in unique locations in the Museum and may not be appropriate for all events. Please ask your Events Department Associate for information.

## **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.

## **Wedding Ceremonies**

Ceremonies are only permitted in The Chapel.

## **Wedding Rehearsals**

A one hour rehearsal is included in the rental fee and is allowed based on availability. After the one hour included, if additional time is needed for a rehearsal, there is a \$100 per hour charge.

## **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 \$1950.00

### **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; The rental fee is \$950.00

### **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 \$750.00.

### **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 \$400.00.

### **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 \$600.00 Sunday, \$500.00 Monday through Thursday Evening and \$700.00 on Friday Evenings.

### **The Hunter Board Room**

Named after Brigadier General Frank O.D. Hunter, this executive style boardroom seats 10. Enjoy a private setting for your meeting, have lunch sent in, or take a break and dine in the Museum's Pub. Available at any time, the rental fee is \$250.00 for a full day.

### **Combat Gallery**

Dine under the wing of our B-17, in our awe inspiring Combat Gallery. Seating up to 70 guests under the left hand wing, it is sure to leave your guests impressed. The room can seat 150 for dinner around all areas of the plane. Available any time after 5:30 pm, the rental fee is \$800.00.

### **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 \$700.00.

**Mid-week Rates, Holiday Rates and Special Long Weekend Rates may apply, Please inquire.**

**All pricing subject to change**

## Caterers

For your event catering needs the Museum maintains a list of approved caterers that you will need to choose from, including The Museum's in house restaurant; **Miss Sophie's**. Miss Sophie's is chef owned by Ms. Teri Bell and she offers a fabulous selection of menus for all occasions from business meetings to weddings and black tie events. You may choose a Caterer from this list. These caterers are well known to the Museum and 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 light casual lunches 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.

Caterer	Phone	Website
Any Style Catering Shannon Johnson	912-655-5160	<a href="http://www.facebook.com/Any-Style-Catering-647955015268104/">www.facebook.com/Any-Style-Catering-647955015268104/</a>
Barnes Restaurant Catering Regina Cone	912-355-3850	<a href="http://www.barnesrestaurant.com">www.barnesrestaurant.com</a> <a href="mailto:catering@barnesbbq.com">catering@barnesbbq.com</a>
Bon Appétit Catering Rebecca Caccamise	912-414-1978	<a href="mailto:eric.davidson@cafebonappetit.com">eric.davidson@cafebonappetit.com</a>
Cape Creations Cynthia Creighton-Jones	912-354-9672	<a href="http://www.capecreationscatering.com">www.capecreationscatering.com</a> <a href="mailto:Cynthia@CapeCreationsCatering.com">Cynthia@CapeCreationsCatering.com</a>
Chef Nick Mueller & Co. Mahgniffe, LLC Nick Mueller / Tracy Mueller	912-728-8150	<a href="http://www.chefnick.net">www.chefnick.net</a> <a href="mailto:chefnickmueller@gmail.com">chefnickmueller@gmail.com</a>
Chicken Salad Chick Kelly Paslawski	912-200-5286	<a href="http://www.chickensaladchick.com">www.chickensaladchick.com</a>
Creative Catering John Menzies	912-341-3663	<a href="http://www.creativecateringga.com">www.creativecateringga.com</a> <a href="mailto:catermaster@hotmail.com">catermaster@hotmail.com</a>
Creekside Catering Erin Matthews	912-356-3288	<a href="http://www.creeksidecatering.com">www.creeksidecatering.com</a> <a href="mailto:erin.mathews@creeksidecatering.com">erin.mathews@creeksidecatering.com</a>
The Lady and Sons April Currin / Chris Kent	912-233-2600	<a href="http://www.ladyandsons.com">www.ladyandsons.com</a> <a href="mailto:catering@ladyandsons.com">catering@ladyandsons.com</a>
Miss Sophie's / The Mighty Eighth Teri Bell	912-330-0778	<a href="http://www.sophiesmarketplace.com">www.sophiesmarketplace.com</a> <a href="mailto:culinaryteam@savannahbellcatering.com">culinaryteam@savannahbellcatering.com</a>
Magnolia Grill Catering Corie Thomas	912-844-6732	<a href="http://www.magnoliagrillcatering.com/">http://www.magnoliagrillcatering.com/</a> <a href="mailto:eat@magnoliagrillcatering.com">eat@magnoliagrillcatering.com</a>
Moe's Southwest Grill Andy Jennings	912-335-2520	<a href="http://www.moes.com/catering">www.moes.com/catering</a> <a href="mailto:moesofsavannah@gmail.com">moesofsavannah@gmail.com</a>
Paul Kennedy Catering Margaret Ingmire	912-964-9604	<a href="http://www.paulkennedycatering.com">www.paulkennedycatering.com</a> <a href="mailto:Margaret@paulkennedycatering.com">Margaret@paulkennedycatering.com</a>
Savannah Event Catering Mark Scomo / Haley Scomo	912-660-7533	<a href="http://www.savannaheventcatering.com">www.savannaheventcatering.com</a> <a href="mailto:Events@Savannaheventcatering.com">Events@Savannaheventcatering.com</a>

Simply Southern Amy Moore	912-754-1162	<a href="http://www.simplysoutherncaterers.com">www.simplysoutherncaterers.com</a>
Southern Image Catering Pamela Shores	912-756-3535	<a href="http://www.southernimagecatering.com">www.southernimagecatering.com</a> <a href="mailto:pshores@Southernimagecaterinng.com">pshores@Southernimagecaterinng.com</a>
Thrive Café and Catering Kathryn Hankey	912-232-5922	<a href="http://www.thrivecafesavannah.com">www.thrivecafesavannah.com</a> <a href="mailto:thrivecatering@gmail.com">thrivecatering@gmail.com</a>
Wiley's Championship BBQ Wiley & Janet McCrary	912-201-3259	<a href="http://www.wileyschampionshipbbq.com">www.wileyschampionshipbbq.com</a> <a href="mailto:janet@wileyschampionshipbbq.com">janet@wileyschampionshipbbq.com</a>

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.

### **Available Rental Items**

Flip Charts & Markers	\$15.00
"Post It" Flip Chart	\$25.00
White Erase Board	\$5.00
Easels- Wood	\$6.00
Easels- Brass	\$7.00
LCD Projector	\$75.00
Screen	\$10.00
Large Screen	\$25.00
Podium/ Microphone	\$15.00
Wireless Microphone	\$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
Star or Plane Centerpieces	\$ 5.00 each
Hurricane Globes & Mirrors	\$10.00 each
White Lantern Centerpieces	\$15.00 each
Pipe & Drape	\$ 5.00 per linear foot
Lights & Tulle / Rotunda staircases	\$175.00 / 2
Floral Pedestals (4 available)	\$10.00 each
Chair Cover & Sash (Satin or Organza)	\$3.00 per chair
High Top cocktail table w/ floor length cloth	\$13.00

## **National Museum of the Mighty Eighth Air Force Beverage Service**

The National Museum of the Mighty Eighth Air Force is pleased to be able to offer you complete alcoholic beverage service during your event should you wish. Our Event Department Managers will be happy to assist you in this planning. The following policies apply:

All alcohol served on the premises must be provided by the National Museum of the Mighty Eighth Air Force as we are the fully licensed facility. Georgia ATF laws must be followed while on the premises. Absolutely no alcoholic beverages may be brought into the Museum or onto the Museum grounds including parking lot areas at any time. No alcohol is allowed to be taken from the building at any time. Violation of these policies may result in the expulsion of a guest(s) or the termination of the event. Persons under the age of 21 may not be served alcohol under any circumstances. We reserve the right to refuse service of alcoholic beverages to any guest who in our judgment is intoxicated.

Bartenders are scheduled at the discretion of the Bar Manager and charged to the client at \$125.00 per bartender. We serve our beverages in high end plastic drink glasses.

We do require you to have a Pooler Police detail on duty if alcohol is to be served. The Museum will make the arrangement for this and you will see the fee listed on your contract of \$120.00 (as of January 1, 2016).

### **Types of Service**

You may opt to have a “*Cash Bar*” at which your guests may purchase their choice of beverage. Current cash bar pricing is as follows (Pricing subject to change):

Domestic Beers	\$4.00
Imported Beers	\$5.00
House Wine by the Glass	\$6.00
House Brands Mixed Drinks	\$6.00
Premium Spirits Mixed Drinks	\$8.00
Sodas / Bottled Water	\$1.00

A second option is a “*Host*” or “*Open*” Bar, where all alcohol served to you guests is put on a master bill to be paid by the client. Drinks are billed a consumption basis at the above listed prices. A 20% Gratuity will be added to the bill for the bar staff.

Lastly, “*Blended*” bar service is also popular. This would be having a “Host” bar for a specified time period or dollar amount and then switching to a “Cash” bar.

## Bar Selections

Please choose 4 of the following beers to be served.

### *Domestic Beers:*

Budweiser  
Bud Light  
Miller Lite  
Yuengling

### *Imported Beers:*

Heineken  
Corona

### *House Wine*

Woodbridge Chardonnay, White Zinfandel and Cabernet Sauvignon

### *House Brands:*

Bacardi Rum  
Smirnoff Vodka  
Gordon's Gin  
Grant's Scotch  
Canadian Supremo Whiskey  
Ancient Age Bourbon  
George Dickel Whiskey  
Montezuma Tequila  
Amoretto

### *Premium Spirits:*

Captain Morgan Spiced Rum  
Skye Vodka  
Beefeater's Gin  
Dewer's Scotch  
Crown Royal Whiskey  
Maker's Mark Bourbon  
Jack Daniels Whiskey  
Jose Cuervo Tequila

### *Champagnes*

Korbel \$18.00

Asti Spumante \$24.50

All wine & champagne services are subject to 20 % Gratuity.

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