

*National Museum  
of the  
Mighty Eighth Air Force  
Events Department Rental Policies*



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# 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.

In order to support our mission, we make our meeting rooms, special events spaces, and Chapel available for rental. We are delighted to be the host location for your event.

The 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 reserve a space.

We look forward to working with you!

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**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 and 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. 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 be arranged at additional costs. Set-up in a public area such as the Rotunda and Combat Gallery may not begin until 2:00 PM, and the event start times in this area shall not be prior to 5:30 PM except with prior written arrangement.

The museum accommodates multiple events at a time due to the different rooms we have available. Please feel free to inquire about this.

The renter will hold harmless the National Museum of the Mighty Eighth Air Force, its trustees, officers, agents, and employees against any damages, claims, expenses, or other liability. This includes personal injury, death, or damage to property, arising out of or suffered through any act or omission of renter, its employees, agents, contractors, or guests. The renter assumes ALL responsibility of damage to any part of the facility or its contents as a result of their guest, caterer, or service professional. The museum also reserves the right to remove unsafe equipment or objectionable materials at the staff's discretion.

**Important steps to assist you in coordinating your event at the  
National Museum of the Mighty Eighth Air Force:**

1. Contact the Events Department to make sure your preferred date is available. We offer a week-long tentative hold on rooms while you make your final decision.
2. Set up an appointment to tour the museum and choose the perfect space for your event.
3. You will be given a contract to sign with your date confirmation, this is also when you will be required to pay the deposit fee.
4. Choose and contact the caterer to begin planning your menu. We suggest discussing what their timeline needs are so you don't feel rushed.
5. We will be happy to help you with your A/V needs, from projectors to special lighting.
6. Confirm all finalized schedules and arrangements through the Events Department at least 30 days before your event. The balance on your room(s) is due at this time.
7. Make sure any and all outside service vendors and arrangements are approved by the museum prior to the event. You are responsible for sharing the information in this document with all vendors chosen. If you are expecting media coverage of your event please let us know ahead of time.
8. Your event is very important to us, please do not hesitate to call or email with any concerns during the planning process. **WE ARE HERE FOR YOU!**

**Access to Event Rooms**

For set up purposes event rooms will be available no 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**

**See Page 10**

## **Animals**

The museum only allows service and guide animals in the building.

## **Banners/Signage**

Event-related banners must be on freestanding poles, and the museum must approve them prior to the event. Do not hang anything from museum walls, staircases, banisters, railings, etc. Banners that cannot hang safely and without causing damage to the museum will not go up. Posters and other signs should mount on easels or other displays. It is the client's responsibility to bring easels or include easels as part of the museum rental agreement.

## **Billing**

Full payment is due on rental space and other services 30 business days prior to the event. You must pay any charges incurred during the event, including alcohol, 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.

## **Cancellation**

Cancelled events will receive 50% of their deposit back and the remainder of the deposit will be forfeited 90 days or more prior to the event.

The ENTIRE deposit will be NON-refundable if a cancellation occurs within 90 days of the scheduled event date. If the payee reschedules the event within one year, the Events Department will hold the deposit and re-apply it to the new date less a \$50 administrative fee.

The contract signee must submit a written cancellation to the Events Department. The department uses the date when they receive the letter of cancellation to determine when the cancellation was made. Any refunds will be returned to the person who paid. Cash payments will be refunded to the contract signee in the form of a check. All parties agree that should a "natural or manmade catastrophe" (e.g. hurricane, war, etc.) prevent use of the facility as planned, the party renting the facility will receive a refund or have the option to reschedule within one year. The museum does not grant or imply any other warranty.

## **Catering**

Please see page 9 for our list of approved 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, the administration will apply a clean-up fee and add it to the final bill. The client is responsible for making arrangements with the caterer for cleanup. If museum staff clears tables, then the client will pay a fee.

Clients must remove all decorations and personal items at the end of the event. Damages to the National Museum of the Mighty Eighth Air Force buildings or property will result in a repair/replacement fee.

## **Cooking**

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

## **Decorations/ Decorator Services**

Glitter, confetti, streamers, bubbles, rice, bird seed, helium balloons, smoke machines, and fog machines are not allowed in the museum. An Events Department Associate will apply a fee if the client uses the items. The Events Department reserves the right to pre-approve all client/vendor decorations. The Events Department will not allow open-flame candles. Absolutely no items can attach to any museum surfaces and the museum

prohibits the use of tape, decals, wire, staples, tacks, glue, or similar items. Museum staff does not assist in decorating.

For the delivery of cakes, please advise your baker of what room and time to bring the delivery. The museum staff will NOT be responsible for cakes being set out and will NOT touch or move any cakes.

The museum does allow outside decorating companies. No set-up/tear-down can occur during normal museum hours without prior consent of the Events Department. The museum staff will set out any rental items ordered from the Events Department. Please see our additional list of services offered (page 12) 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. Delivery may not occur prior to the contracted move-in time on the event date. Deliveries must come to back door area.

### **Deposits**

Clients can hold a date with a no obligation "tentative" basis for 7 days. At the end of this time, the client must sign and return the contract to keep the date. Clients should make a deposit of 50% of the room rate within 10 days of receiving the contract. For more information, see **Billing** and **Cancellation** (pg.4).

### **Equipment/Supplies**

The museum provides tables and chairs for your event. When requested, the museum provides table linens per the attached price list on page 12. The museum offers audio visual equipment for rent. You must bring your own computer and check for compatibility ahead of time. Renters can use outside A/V equipment, but is responsible for all setup, cords, and cables. The client handles decorator and office needs (fax, copier) prior to the event. If copies are needed, then the department adds a charge of \$0.15 per copy to the contract. The client or contractor must provide dollies, carts, etc., for loading and unloading.

### **Event Information**

The museum is not responsible for providing event information to the public. You should include 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 after 11:00 PM. You must discuss with museum staff in advance. No event may stay later than midnight. Access prior to 8:00 AM costs \$100.00 for the hour.

### **Fundraisers**

All fundraising events must be by invitation/ticket sale only and have prior approval from the museum. The museum permits fundraisers paid for by political parties and political action committees; however, the museum will grant equal access to opposing parties. The museum allows casino functions and other gaming events on museum property only as part of fundraising efforts for community and non-profit organizations. All activities must be in accordance with local, state, and federal regulations and laws.

### **Insurance**

If an event requires special or additional insurance, insurance should apply to The National Museum of the Mighty Eighth Air Force and Chatham County. The client may not occupy the museum without sufficient proof of additional coverage. Individuals contracting the event must supply all requirements for coverage the museum's insurance representative deems appropriate.

### **Internet Access**

The museum provides complimentary wireless internet service. Please inquire for password.

### **Media**

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.

### **Music/Entertainment**

The band, disc jockey, etc. must notify the museum in advance of their equipment type, electrical set-up, and requested delivery schedule. Sound checks may not take place in the Rotunda until after 5:00 PM unless with prior approval. 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, it may not damage any surface. It will be the sole responsibility of the client to contract with the appropriate vendor for any staging equipment. The client must notify the Events Department of all such equipment at least 5 days prior to the event. The Events Department must provide written approval.

The renter, band, or DJ must use museum approved floor protection during load-in, load-out, and the event.

The Chapel contains a sound system that is available for use. The sound system is compatible with a CD, iPod, laptop, or smartphone. We do ask that you assign someone to run the music for you, as your event coordinator will be occupied coordinating the ceremony and unavailable to run any sound.

### **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 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. The museum does not allow overnight parking. The museum accepts no responsibility for damages to vehicles or theft from vehicles while parked on museum property at any time. In fact, the museum strongly urges client to remove valuables and keep the vehicles locked.

### **Photography**

Unless otherwise stated, the museum allows still photos, filming, and/or videotaping. Please see the Events Department Director for still photography, film, or video intended for commercial use that specifically includes the museum and/or any of its exhibits.

The museum welcomes clients of the museum to have complimentary photo shoots in permitted areas throughout the museum. If you are not a client, you can pay \$125 photo shoot fee. This will allow for a photo shoot to take place during museum business hours in permitted areas. Please notify the Events Department ahead of time.

### **Private or After Hours Museum Tours**

Exclusive rental of the entire museum facility for the evening or for tours of exhibit areas after regularly scheduled museum hours are possible. The Events Department will quote prices for specialty arrangements on a per event basis. These are only available with advance notice and may not conflict with scheduled museum activities.

### **Security**

The museum requires for all events with a bar to employ Pooler Police officers to protect its property and maintain a safe environment during events. The fee is \$150, which is not included in the rental rate. The museum will make arrangements for security and place charges for these services on your contract.

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, art, and/or exhibits.

### **Smoking**

The entire museum facility is a smoke-free environment. The museum prohibits the use of tobacco products in any part of the museum. We do have a designated smoking areas outside the building.

## **Tax Exempt Status**

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

## **Vendors**

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 and Rehearsals**

Ceremonies are only permitted in the Chapel. The rental rate for the Chapel of the Fallen Eagles includes a 1 hour wedding rehearsal and 2 hours for decorating, the ceremony, and pictures inside the Chapel. The client must have all decorations removed by the end of the rental time. After hour rehearsals are available from 6 PM to 7PM for an additional fee of \$100.

## **Room Pricing and Capacity**

### Major General Lewis E. Lyle Rotunda

This magnificent circular room, 90 ft. in diameter, is the centerpiece of the museum. A centered parachute covers the soaring 30 ft. ceiling, creating a very beautiful and inspiring effect. The Rotunda is the ideal setting for large events. It will accommodate up to 500 guests for a stand up reception, 300 for a dinner, and 260 for a dinner with dancing. The rental fee is \$2150.00 on a Saturday evening.

### Colonial Group, Inc. Art Gallery

This beautiful room has a wonderful "window wall" with a view of the museum's Combat Gallery with historical aircraft. Aeronautical pictures from the museum's private collection adorn the walls. The Art Gallery is an excellent choice for social luncheons, smaller receptions, training sessions, and meetings. The almost 3,000 sq. ft. room accommodates 225 for a stand up reception, 150 for dinner, 120 for dinner with dancing, and 125 classroom style. The rental fee is \$1075.00 on a Saturday.

### Combat Gallery

Dine under the wing of our B-17, in our awe inspiring Combat Gallery. Seating up to 70 guests under the wing, it is sure to leave your guests impressed. The room can seat 120 for dinner around all areas of the plane. The rental fee is \$975.00 on a Saturday evening or you may rent it at a rate of \$250.00 for a cocktail hour area.

### The High Wycombe Room

This spacious private room measures 48 ft. by 42 ft. on the second floor of the museum with elevator access and its own restroom 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 with dancing, 70 for a classroom set up, and 150 theatre style. Its private location lends itself to smaller receptions as well as corporate events. The rental fee is \$875.00 on a Saturday.

### The Flight Room

Our most popular room for corporate meeting and business events, the Flight Room will accommodate 36 people classroom style or conference setting or 24 people U-shape. It has an adjoining space perfect for the set-up of breakfast, lunch, or dinner buffets. Our 780 sq. ft. room is accessed by staircase or elevator and is on the second floor with its own restroom facilities. The rental fee is \$400.00 for a full day.

### The Pub

Designed as a quaint British pub, this room with its features a magnificent mahogany bar with antique pub tables. It is ideal for small private cocktail or dinner parties for 50 or less, and available every evening except on Saturday. Please inquiry for rental fee.

### 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. The rental fee is \$250.00 for a full day.

*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, and 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, the rental fee is \$800.00.

***Weekday, holiday, and special long weekend rates may apply. All pricing subject to change.***

## Caterers

For your event catering needs the Museum maintains a list of approved caterers for you to choose from, including the Museum's in house restaurant, Miss Sophie's. Chef owned by Mrs. Teri Bell, they offer a comprehensive selection of menus for all occasions from business meetings to weddings and black tie events. We ask that you choose a Caterer from this list.

If you prefer a caterer not on this list, prior approval must be obtained from The Events Department Director and a fee of \$250.00 will be added to the contract. All caterers must provide a copy of business license and liability insurance coverage. Effective January 15, 2020, all caterers must have on file the most current health department food inspection report, with a required score of 80 or higher.

Please contact these caterers directly at the numbers listed below for menu selections and pricing.

<b><u>Caterer</u></b>	<b><u>Phone</u></b>	<b><u>Website</u></b>
<b>Allure Food Service</b> Peter Guarneiri	843-547-1993	<a href="http://www.allurefoodservice.com">www.allurefoodservice.com</a>
<b>Carey Hillards</b> Ashley Parks	912-925-2133	<a href="mailto:catering@careyhillards.com">catering@careyhillards.com</a>
<b>Chef Nick Mueller &amp; Co.</b> Nick Muller/Tracy Muller	912-728-8150	<a href="http://Mahgniffecateringco.com">Mahgniffecateringco.com</a> <a href="mailto:mahgniffecateringandevents@gmail.com">mahgniffecateringandevents@gmail.com</a>
<b>Creative Catering</b> Kristin Detwiler	912-341-3663	<a href="http://www.creativecatering-sav.com">www.creativecatering-sav.com</a> <a href="mailto:kristin@creativecatering-sav.com">kristin@creativecatering-sav.com</a>
<b>Current Catering</b> Katherine Hankey	912-662-2005	<a href="http://www.currentcateringsav.com">www.currentcateringsav.com</a>
<b>Jim and Nick's BBQ</b> Rebecca Aldrich	843-619-0070	<a href="mailto:sccatering@jimnicks.com">sccatering@jimnicks.com</a>
<b>Magnolia Grill Catering</b> Corie Thomas	912-844-6732	<a href="http://www.magnoliagrillcatering.com">www.magnoliagrillcatering.com</a> <a href="mailto:eat@magnoliagrillcatering.com">eat@magnoliagrillcatering.com</a>
<b>Miss Sophie's</b> Teri Bell	912-330-0778	<a href="http://www.sophiesmarketplace.com">www.sophiesmarketplace.com</a>
<b>Savannah Event Catering</b> Mark Scomo/Haley Scomo	912-660-7533	<a href="mailto:events@savannaheventcatering.com">events@savannaheventcatering.com</a>
<b>Simply Southern Catering</b> Amy Moore	912-754-1162	<a href="http://www.simplysoutherncaterers.com">www.simplysoutherncaterers.com</a>
<b>Southern Graces</b> Bethany Hewitt	912-509-0878	<a href="http://www.southerngraces.com">www.southerngraces.com</a>
<b>Thrive Catering</b> Wendy Armstrong	912-508-6068	<a href="http://www.cateringbythrive.com">www.cateringbythrive.com</a>

## 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:

***Due to licensing, the museum staff must handle all alcoholic beverage service. No outside alcohol is allowed at any time. Georgia ATF laws must be followed while on the premises. Nobody may serve persons under the age of 21 alcohol under any circumstances. I.D's will be checked. Violation of these policies may result in expulsion of the guest and/or termination of the event.***

The museum charges a fee of \$125.00 per bartender. The Events Department recommends one bartender per every 150 guests. We do not serve shots of alcohol at any event.

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 \$150.00.

### Types of Service

We serve our beverages in high end plastic drink glasses, but can recommend rental companies that offer glassware.

You may opt to have a “cash bar” at which your guests may purchase their choice of beverage.

A second option is a “host bar” the client will be responsible for the bar tab.

Lastly, the “combination” bar service allows clients to have a “host” bar for a specified time period or dollar amount and then switch to a “cash” bar.

The listed prices apply to all bar types. For host and combination bars, the client should place a credit card authorization form on file. We will add 20% gratuity to the bill.

Domestic Beer	\$4.00
Imported / Specialty Beer	\$5.00
House Wine	\$6.00
House Mixed Drinks	\$6.00
Premium Mixed Drinks	\$8.00
Soda / Bottled Water	\$1.00

## Bar Selections

### **Beer**

\*Please choose four of the following beers from the list below to be served\*

#### *Domestic Beer:*

Bud Light  
Michelob Ultra  
Miller Lite  
Service Brewing Compass Rose  
Service Brewing Ground Pounder  
Yuengling

#### *Imported/Specialty Beer:*

Corona  
Heineken  
Blue Moon

### **House Wine**

\*All 6 varieties of wine listed below will be offered at your bar\*

Woodbridge Chardonnay, Woodbridge Pinot Grigio, Woodbridge White Zinfandel, Barefoot Moscato,  
Woodbridge Cabernet Sauvignon, Woodbridge Merlot

### **Liquor**

\*All varieties of liquor listed below will be offered at your bar\*

#### *House Brands:*

Amaretto  
Bacardi Rum  
Canadian Superior Whiskey  
Gordon's Gin  
Grant's Scotch  
Kentucky Gentleman Bourbon  
Montezuma Tequila  
Smirnoff Vodka  
Triple Sec

#### *Premium Spirits:*

Malibu Rum  
Beefeater's Gin  
Captain Morgan Spiced Rum  
Crown Royal Apple Whiskey  
Crown Royal Whiskey  
Dewar's Scotch  
Jack Daniels Whiskey  
Jose Cuervo Tequila  
Jameson Whiskey  
Kettle One Vodka  
Screwball Peanut Butter Whiskey  
Bird Dog Flavored Whiskey

### **Champagne**

\*Asti Spumante or Korbel - \$25.00 each\*

All wine & champagne services are subject to 20% gratuity.  
Wine may also be purchased by the bottle for tables. Ask the Events Department for pricing.

### **A/V Rental Items**

LCD Projector & Screen	\$120.00
Flip Charts & Markers	\$25.00
Large Screen	\$25.00
Wireless Microphone & Podium	\$25.00
Easels – Wood	\$6.00

### **Linen Rentals**

White/Green Skirting	\$8.00
White 90" x 90" Tablecloth	\$6.00
Colored 90" X 90" Tablecloth	\$10.00
Black, Burgundy, Dresden Blue, Cadet Blue, Navy Blue, and Sandalwood	
White 54" x 114" Tablecloth	\$6.00
White 52" x 52" Tablecloth	\$4.00
Colored 52" x 52" Tablecloth	\$6.00
Dresden Blue, Cadet Blue, Navy Blue, Pink, Burgundy, Red, Black, Evergreen, Spanish Moss, Brown, Gold, Maize, Sandalwood, and Bermuda Sand	
White Napkins	\$.50
Colored Napkins	\$.75
Dresden Blue, Cadet Blue, Navy Blue, Pink, Burgundy, Red, Black, Evergreen, Spanish Moss, Brown, Gold, Maize, Sandalwood, and Bermuda Sand	

### **A La Carte Rentals**

Rustic Wood Base	\$5.00
Hurricane Globes & Mirrors	\$10.00
White Lanterns	\$10.00
Black Draping	\$5.00 per ft.
Lights & Tulle (Rotunda Staircases)	\$120.00
Floral Pedestals (4 available)	\$10.00
Chair Cover & Sash (Satin or Organza)	\$4.00
High Top Cocktail Table w/ White Linen	\$10.00