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

175 Bourne Ave
Pooler, Georgia 31322
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 our 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 support of 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 the museum’s 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!

Sean O'Dwyer  
Director of Meetings, Tours and Special Events  
events@mightyeighth.org  
(912) 988-1845
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 our 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 setup time, event time (up to 5 hours), and moveout 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. Setup in a public area such as the Rotunda and Combat Gallery may not begin until 2:00 PM, and the event start times in these areas shall not be prior to 5:30 PM except with prior written arrangement.

The museum accommodates concurrent multiple events 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 for damage to any part of the facility or its contents as a result of their guests, caterer, or service professionals. 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 Audio/Visual (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.

Access to Event Rooms
For set up purposes event rooms will be available no less than 3 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.
Animals
The museum allows only 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.

Deposits
Clients can hold a date on a no obligation “tentative” basis for 7 days. At the end of this time, the client must sign and return a contract to keep the date. Clients should make a deposit of 50% of the room rate within 10 days of receiving the contract.

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 reapply 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. With ongoing COVID-19 pandemic, the museum will issue a full refund in the case of a museum-initiated event cancellation. The museum does not grant or imply any other warranty.

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, fog machines, sparklers or pyrotechnics of any kind 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. Open-flame candles are not allowed inside the museum. 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 setup/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.

**Equipment/Supplies**
The museum provides tables and chairs for your event. When requested, the museum provides table linens per the price list on page 12. The museum offers audio visual equipment for rent. You must supply your own computer, and check for compatibility ahead of time. Renters can use outside A/V equipment, but are 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 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 federal, state and local regulations and laws.

**Insurance**
If an event requires special or additional insurance, the 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 setup, 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 setup 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. 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 special arrangements on a per event basis. These are available only with advance notice, and may not conflict with scheduled museum activities.

Security
For all events with a bar, the client must employ a Pooler Police officer to protect its property and maintain a safe environment during events. The fee is $160, which is not included in the rental rate. The Events Department will make arrangements for security, and add charges for these services to your contract. The museum is not liable for any loss, theft or vandalism that occurs during client's rental of the facility.

Setup
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 area 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 permitted only 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.
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 standing reception, seat 300 for a dinner, and 260 for a dinner with dancing. The rental fee is $2350.00 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 luncheons, smaller receptions, training sessions and meetings. The almost 3,000 sq. ft. room accommodates 225 for a standing reception, 150 for a seated dinner, 120 for dinner with dancing, or 125 classroom style seating. The rental fee is $1200.00 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 is sure to leave your guests impressed. The room can seat 120 for dinner around all areas of the plane. The rental fee is $1300.00 on a Saturday evening, or you may rent it at a rate of $350.00 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 setup, and 150 theatre style. Its private location lends itself to smaller receptions, as well as corporate events. The rental fee is $950.00 on a Saturday.

The Flight Room
Our most popular room for corporate meetings and business events, the Flight Room will seat 36 people, classroom style or conference setting, or 24 people U-shape. It has an adjoining space perfect for the setup 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 $500.00 for a full day.

The Pub
Designed as a quaint British pub, this room features a magnificent, mahogany bar with antique pub tables. It is ideal for small, private cocktail or dinner parties for 50 or less, and is available every evening except on Saturday. Please inquire 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 $300.00 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 130 guests, the rental fee is $950.00.

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 their business license and liability insurance coverage.

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

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allure Food Service</td>
<td>843-547-1993</td>
<td><a href="http://www.allurefoodservice.com">www.allurefoodservice.com</a></td>
</tr>
<tr>
<td>Peter Guarneiri</td>
<td></td>
<td></td>
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<tr>
<td>Ashley Parks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chef Nick Mueller &amp; Co.</td>
<td>912-728-8150</td>
<td><a href="http://www.mahgniffecateringco.com">Mahgniffecateringco.com</a></td>
</tr>
<tr>
<td>Nick Muller</td>
<td></td>
<td><a href="mailto:mahgniffecateringandeevents@gmail.com">mahgniffecateringandeevents@gmail.com</a></td>
</tr>
<tr>
<td>Jim and Nick’s BBQ</td>
<td>843-619-0070</td>
<td><a href="http://sccatering@jimnnicks.com">sccatering@jimnnicks.com</a></td>
</tr>
<tr>
<td>Rebecca Aldrich</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magnolia Grill Catering</td>
<td>912-844-6732</td>
<td><a href="http://www.magnoliagrillcatering.com">www.magnoliagrillcatering.com</a></td>
</tr>
<tr>
<td>Corie Thomas</td>
<td></td>
<td><a href="http://eat@magnoliagrillcatering.com">eat@magnoliagrillcatering.com</a></td>
</tr>
<tr>
<td>Miss Sophie’s</td>
<td>912-330-0778</td>
<td><a href="http://www.sophiesmarketplace.com">www.sophiesmarketplace.com</a></td>
</tr>
<tr>
<td>Teri Bell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Savannah Event Catering</td>
<td>912-660-7533</td>
<td><a href="http://events@savannaeventcatering.com">events@savannaeventcatering.com</a></td>
</tr>
<tr>
<td>Mark Scomo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simply Southern Catering</td>
<td>912-754-1162</td>
<td><a href="http://www.simplysoutherncaterers.com">www.simplysoutherncaterers.com</a></td>
</tr>
<tr>
<td>Amy Moore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southern Graces</td>
<td>912-509-0878</td>
<td><a href="http://www.southerngraces.com">www.southerngraces.com</a></td>
</tr>
<tr>
<td>Bethany Hewitt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thrive Catering</td>
<td>912-508-6068</td>
<td><a href="http://www.cateringbythrive.com">www.cateringbythrive.com</a></td>
</tr>
<tr>
<td>Wendy Armstrong</td>
<td></td>
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</tbody>
</table>
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 on your contract a fee of $160.00.

**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” at which the client will be responsible for the bar tab.

Lastly, the “combination bar” 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.

<table>
<thead>
<tr>
<th>Beverage</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soda / Bottled Water</td>
<td>$1.00</td>
</tr>
<tr>
<td>Domestic Beer</td>
<td>$4.00</td>
</tr>
<tr>
<td>Imported / Specialty Beer</td>
<td>$5.00</td>
</tr>
<tr>
<td>House Wine</td>
<td>$6.00</td>
</tr>
<tr>
<td>House Mixed Drinks</td>
<td>$6.00</td>
</tr>
<tr>
<td>Premium Mixed Drinks</td>
<td>$8.00</td>
</tr>
</tbody>
</table>
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
- Yuengling

*Imported/Specialty Beer:*
- Corona
- Heineken
- Blue Moon

**House Wines**
*All 8 varietals of wine listed below will be offered at your bar*

Coastal Vines:
- Chardonnay
- Pinot Grigio
- Sauvignon Blanc
- White Zinfandel
- Cabernet Sauvignon
- Merlot
- Pinot Noir

Cave & Cove:
- Moscato

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

*House Brands:*
- Amaretto
- Bacardi Rum
- Canadian Superior Blended Whiskey
- Gordon’s Gin
- Grant’s Scotch
- Kentucky Gentleman Bourbon Whiskey
- Montezuma Tequila
- Smirnoff Vodka
- Triple Sec

*Premium Spirits:*
- Malibu Rum
- Beefeater Gin
- Captain Morgan Spiced Rum
- Crown Royal Apple Whiskey
- Crown Royal Blended Canadian Whiskey
- Dewar’s Scotch
- Maker’s Mark Bourbon Whiskey
- Jack Daniel’s Whiskey
- Jose Cuervo Gold Tequila
- Tito’s Vodka
- Screwball Peanut Butter Whiskey
- Bird Dog Flavored Whiskey
  - *(Raspberry, Peach, Chocolate)*
- Western Son Raspberry Vodka

**Champagne**
*Asti Spumante, Korbel Brut or Ruffino Prosecco - $20.00 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD Projector &amp; Screen</td>
<td>$120.00</td>
</tr>
<tr>
<td>Flip Charts &amp; Markers</td>
<td>$25.00</td>
</tr>
<tr>
<td>Large Screen</td>
<td>$25.00</td>
</tr>
<tr>
<td>Wireless Microphone &amp; Podium</td>
<td>$25.00</td>
</tr>
<tr>
<td>Easels – Wood</td>
<td>$8.00</td>
</tr>
<tr>
<td>Easel- Wrought Iron</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Linen Rentals

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>White/Green Skirting</td>
<td>$10.00</td>
</tr>
<tr>
<td>White 90” x 90” Tablecloth</td>
<td>$8.00</td>
</tr>
<tr>
<td>Colored 90” x 90” Tablecloth</td>
<td>$12.00</td>
</tr>
<tr>
<td>White 54” x 114” Tablecloth</td>
<td>$8.00</td>
</tr>
<tr>
<td>White 52” x 52” Tablecloth</td>
<td>$4.00</td>
</tr>
<tr>
<td>Colored 52” x 52” Tablecloth</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

| Black, Burgundy, Dresden Blue, Cadet Blue, Navy Blue, and Sandalwood |
|-------------------------------------------|--------|
| 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   |

A La Carte Rentals

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rustic Wood Base</td>
<td>$5.00</td>
</tr>
<tr>
<td>Hurricane Globes &amp; Mirrors</td>
<td>$10.00</td>
</tr>
<tr>
<td>White Lanterns</td>
<td>$10.00</td>
</tr>
<tr>
<td>Black Draping</td>
<td>$5.00 per ft.</td>
</tr>
<tr>
<td>Floral Pedestals (3 available)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Chair Cover &amp; Sash (Satin or Organza)</td>
<td>$4.00</td>
</tr>
<tr>
<td>High Top Cocktail Table w/ White Linen</td>
<td>$12.00</td>
</tr>
</tbody>
</table>