



SAVANNAH HISTORY MUSEUM

Wedding & Event Information



For inquiries, please contact:

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Site Rental Fees & Requirements

Pricing

- **\$18.00 per person for a 3 hours event** (*50-person minimum; final numbers are due one week before*)
- **\$1,000 per hour** over the 3 hours included in the base fee (*setup time is not included in your event time*)
- **\$50 per hour** labor fee for set-up, event time, and cleanup

What's Included

- **Tables & Chairs**
 - 8 foot banquet folding tables
 - 6 foot round folding tables
 - Tan metal folding chairs
- **Trash Removal**
- **Ample Parking**

Outside Rentals & Vendors

- Outside vendors are allowed on site but must be licensed, provide proper insurance, documentation, and abide by all museum rules and regulations.
- Recommendations for preferred vendors are available but must be coordinated by the client.

Billing

If you choose Savannah History Museum as your event venue, a tentative hold can be placed on the selected date without a deposit. This will give you the "right of first refusal." If another client expresses interest in the same date, you will be contacted to either provide a deposit or forfeit the date.

- **Deposits are \$1,000** to lock down the date and are included in the final balance (*deposits are non-refundable*)
- **Contract Balance:** due no later than 3 days before the event
- We accept payments in the form of cash, check, money order, or credit card

On-Site Rental Locations

Museum Lobby

Hundreds of thousands of visitors begin their trip to Savannah by passing through our Museum Lobby. The focal point of the room, a large mural, pays homage to the former inhabitant of the space, the Great Savannah Exposition. Our deli and gift shop are available to your guests as stopping points.

***Maximum Capacity
50 guests***



Patio

Enjoy dining al fresco on the Savannah History Museum patio. This location is a great spot for cocktail parties, progressive dinners and causal outdoor receptions.

***Maximum Capacity:
50 seated***



Bar Options

Beer, Wine, & Soda \$24 /person

(Choose 4 beers & 3 wines)

- Beer Options:
 - Budweiser
 - Bud Lite
 - Miller Lite
 - Michelob Ultra
 - Yuengling
 - Corona
 - Heineken

- Wine Options:
 - House Chardonnay
 - House Pinot Grigio
 - House Merlot
 - House Pinot Noir
 - Champagne

Medium Bar \$28 /person

(Choose 4 beers, 3 wines)

- Titos Vodka
- Tanqueray Gin
- Bacardi Light Rum
- Scoresby Scotch
- Seagram's 7
- Jim Beam Bourbon
- El Jimador Tequila

Premium Bar \$32 /person

(Choose 4 beers, 3 wines)

- Absolut Vodka
- Bombay Sapphire Gin
- Bacardi Light Rum
- Captain Morgan's Rum
- Dewar's White Label Scotch
- Seagram's 7
- Jim Beam Bourbon
- Jack Daniel's Whisky
- El Jimador Tequila

Pricing Includes

- Soft drinks: Sprite, Coke, Diet Coke, tonic, club soda, orange and cranberry juice
- Plastic barware (glassware may be rented through rental company)
- One bartender per 50 guests & one bar set-up

**Bartender gratuity not included (gratuity is required).*

**Cash Bars are available by request for \$5.95 per person set up fee.*

**Special beverage requests or substitutions can be made.*

**Surcharge for request to pre-pour drinks at the bar (no table service provided), pricing depending on quantity requested.*

**\$100 per bar back to help clear beverage trash from tables during event time*

Add-ons

- Additional Bar Set Up - \$150 per bar
- Additional Bartender - \$100 per bartender
- Specialty Cocktails - \$150 each *(price subject to change)*

Policies

- Museum staff **must** coordinate alcohol service. ***NO alcohol*** may be brought on site and is subject to additional fines.

- Guest must be 21 years of age to consume alcohol. Museum staff and bartenders reserve the right to request proper I.D. from any guest. Staff may also refuse service to anyone who is visibly intoxicated.

Site Policies & Information

- No material may be adhered to any wall in any manner (staples, tape, glue, nails, etc.).
**Damage done to our historic walls is subject to a restoration fee.*
- Nothing may be staked into the ground. This includes tents and hooks for lighting. Please use sandbags or water barrels instead.
- No glitter, confetti, or rice may be used. Flower petals & sparklers are allowed with proper disposal.
- Candles are permitted as decoration but must be in a holder to catch dripping wax.
**A clean-up fee will be issued for removal of wax.*

Smoking is permitted in outdoor areas. All smoking materials must be disposed of in provided receptacles. **Cigarette clean-up is subject to a maintenance fee.*

Parking is available in our parking lot off Louisville Road. If guests wish to park overnight, the lot will be unlocked after 9am the next day.

Restrooms are available in the Museum and off the Patio.

Security is not. If requested, security will be arranged for you through the Police Department at an additional fee.

Children are always welcome, though adult supervision is required at all times. They are also included in your guest count.

Vendor Information

Outside Vendors must review site policies beforehand. Please provide contact information and arrival time for all vendors arriving on site.

Setup is allowed during museum hours as long as it does not interfere with daily operations.
**Un-approved interruptions are subject to a fee.*

Breakdown must occur immediately following the event. Trash removal, table & chair breakdown, and bar stations are the responsibility of the museum staff. We are not responsible for removing, storing, or disassembling decorations. Please make arrangements to have all equipment, decorations, and rentals picked up after the event. **Anything left on-site after the event is subject to a fee.*