



GEORGIA STATE RAILROAD MUSEUM

Wedding & Event Information

Thank you for considering Georgia State Railroad Museum for your special day!
This packet contains general information on special events for our site.



For inquiries, please contact:

Natalie Butler

nbutler@chsgeorgia.org

office: 912-651-6823 x 203

cell: 912-312-3038

Site Rental Fees & Requirements

Pricing

- **\$3,500 Base Fee:** includes a 3-hour event
- **\$18.00 per person** (*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*)

What's Included

- **Tables & Chairs**
 - 14 eight foot farm tables & benches
 - 8 foot banquet tables
 - 6 foot round tables
 - Tan metal folding chairs
- **Labor for setup & breakdown** (*not including rentals or decorations*)
- **Wedding Rehearsal** lasting 1 hour the day before and ending before 4pm
 - A **\$200 Fee** will apply for rehearsals lasting over one hour
- **Bridal Dressing Area** in the Locomotion Lab in the Tender Frame Shop (*available after 4pm and subject to clean-up fee*)

Add-On Items

- \$150 - Metal Fire Pit (can be placed anywhere outside)
- \$150 - Historic Interpreters for your event
- \$4 per person (\$350 minimum) - Site tour by train (includes site history)

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

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 7 days before the event
- We accept payments in the form of check, money order, or credit card

On-Site Rental Locations

Georgia State Railroad Museum has a variety of locations you can utilize for your event. They are all available for your use as we only rent out the museum to one client per evening.

Tender Frame Shop

The Tender Frame Shop is a charming indoor space perfect for a small reception or corporate event. This is the ONLY temperature controlled building on our property.

Maximum Capacity:

35 guests seated

75 guests standing

Workers' Garden

The Workers' Garden is directly outside the Tender Frame Shop. Its beautiful fountain and foliage are perfect for an intimate ceremony or cocktail hour.

Maximum Capacity

75 Guest seated (tables & chairs)

120 guests seated (chairs only)

Machine Shop

The Machine Shop is a lovely grassy area in the ruins of the railroad's former Machine Shop. This open-air location is great for an event under the stars.

Maximum Capacity:

300 seated (tables & chairs)

350 seated (chairs only)

400 standing

Blacksmith Shop

The Blacksmith Shop was completed in 1855 and is still used today by our skilled craftsmen. This building is a great location for an event, and it can also serve as a backup rain plan. Beautiful exposed brick create a rustic look that make the Blacksmith Shop a favorite location for events.

Maximum Capacity:

200 seated

300 standing

Roundhouse/Overnight Shed

Our Roundhouse is our largest event space on-site and can accommodate hundreds of guests. It is a covered and element-controlled building. One side is open to the fresh air and there is a full stage with electricity suitable for a variety of entertainment.

Maximum Capacity:

N/A

**Additional \$200 per railcar to be moved out of the Roundhouse.*

Photos of our On-Site Rental Locations

Tender Frame Shop & Worker's Garden



Machine Shop



Blacksmith Shop



Roundhouse/Overnight Shed



Be sure to check out more photos on our Pinterest: www.pinterest.com/gsrn/gsrn-weddings/

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 Jimada 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 Jimada 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 of 20% will be applied to your final invoice (gratuity is required).*

**Special beverage requests or add-on items can be made.*

Add-ons

- Additional Bar Set Up - \$150 per bar
- Additional Bartender - \$100 per bartender

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

- All events may begin no earlier than 5:00pm
- 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 Storehouse on the far end of the site. Portable restroom rentals are allowed if you feel those provided aren't adequate for the number of guests.

Security is required and will be billed at **\$50/hr** with a 4 hour minimum charge.

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. **Vendors may not drive on-site unless given prior approval.*

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.*