

OLD FORT JACKSON

Wedding and Events Information



For inquiries, please contact:

Julia Keating

jkeating@chsgeorgia.org

office: 912-210-8398

Thank you for considering Old Fort Jackson for your special day!

This information packet contains general information on special events for our site.

Old Fort Jackson sits on the picturesque Savannah River with a unique backdrop of breathtaking sunsets in a historic setting. Georgia's oldest brick fortification offers a perfect location for your rehearsal dinner, ceremony, reception or dinner event that neither you nor your guests will ever forget.

Whether you are planning a casual reception or a big bash, Old Fort Jackson is a unique venue that you and your guests are sure to enjoy. We are ready and available to answer any questions that you may have. Our goal is to make every event a great event!

We hope to hear from you soon!



Site Rental Fees & Requirements

Pricing

- **\$18.00 per person for three hours use of the venue**, 50-person minimum (*final numbers are due one week prior to your event*). This fee does not include food or alcohol.
- **\$1,000 per hour** over the 3 hours included in the base-fee (*set-up time is not included in your event time*). For weddings, prelude is part of your event time.
- **\$500 event fee** for staff on-site from set-up of event through breakdown of event. If additional staff is deemed necessary. **\$25 per hour for each** person will be charged. Event staff will be present, but do not assist in wedding set-up, decorating, or breakdown of decorations or equipment. Additional set-up time will require additional fees.
- An additional security fee may be included in your final invoice.

What's Included

- **Tables & Benches**
 - 24 eight-foot farm tables
 - 12 eight-foot folding tables
 - 120 wooden benches
- **Wedding Rehearsal** lasting 1 hour the day before and ending before 4pm
 - Event staff will be present but do not assist in wedding coordination
 - A **\$200 Fee** will apply for rehearsals lasting over one hour

Billing

If you choose Old Fort Jackson 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.



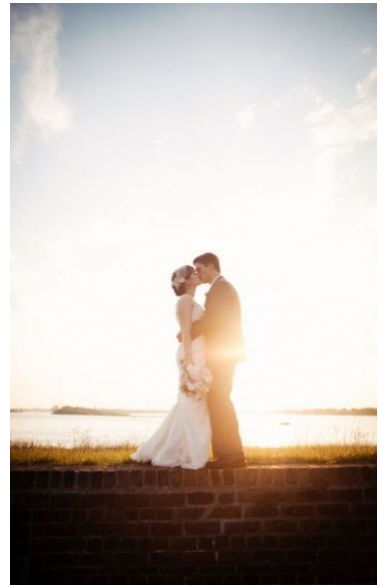
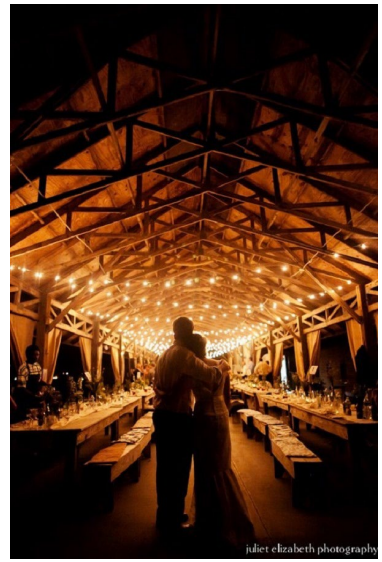
Add-On Items

- **\$50 per soldier per hour** when a soldier is in uniform. Soldiers can perform honor guard, informal presentations on the history of the Fort, conduct short tours, practice maneuvers, etc. Uniforms dependent upon availability.
- **\$75 - Infantry Drills + \$50/soldier per hour labor charge:** Includes soldier maneuvers; requires at least two soldiers. Client will determine demonstration time and how long soldiers stay on site.
- **\$75 – Musket Firing + \$50/soldier per hour labor charge:** includes demonstration of firing techniques.
- **\$100 – Cannon Firing + \$50/soldier per hour labor charge:** Includes one 12lb. Howitzer firing; requires at least two soldiers. Client will determine cannon firing times and how long soldiers stay on site.
- **\$150 – Cannon Firing + \$50/soldier per hour labor charge:** Includes one 32lb firing; requires at least four soldiers. Client will determine cannon firing time and how long soldiers stay on site.
- **\$200 – Cannon Firing + \$50/soldier per hour labor charge:** Includes one Dahlgren firing; requires at least four soldiers. Client will determine cannon firing time and how long soldiers stay on site.
- **\$50 – Move 12lb cannon off demibastion**



Non-Infantry Add-ons

- **\$200 – Blacksmithing Demonstration:** Demo of techniques and equipment; dependent upon availability
- **\$150 – Encampment:** Includes 19th century tents and period chairs – great for enhanced entertainment and photo opportunities.
- **\$75 – Campfire** (price for each individual campfire) Wood supplied and fire-fed for duration of event by event staff only.
- **\$2 – Wooden Lanterns** (price per lantern). Only flameless votives permitted.



Outside Rentals & Vendors

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

- 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. All rental companies and vendors must meet with the events coordinator at least two weeks prior to event date.

Drones: To apply for permission to use and operate an unmanned aerial vehicle or system (drone) within Coastal Heritage Society's Site(s), an application must be completed, signed, and submitted to CHS with evidence of insurance and application fee of **\$50**.

Setup is allowed during museum hours as long as it does not interfere with daily operations. Setup prior to 5:00 pm is subject to an hourly setup fee. **Vendors must check in with Old Fort Jackson's Event Coordinator upon arrival and before any setup begins.**

**Un-approved interruptions are subject to a fee.*

Breakdown must occur immediately following the event. Trash removal 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.*

Savannah offers a variety of great rental companies and vendors. Listed below are a few of our preferred vendors and rental companies:

- Ranco Event Rentals
- Event Works
- Royal Restrooms
- First City Events
- Amy Harvey Designs
- Savannah Special Events
- Amazing Event Rentals

Catering

Old Fort Jackson has a great list of preferred caterers. Please work directly with the caterer of your choice to design your perfect menu.

- Erica Davis Catering
- Chef Nick Mueller
- River Street Riverboat Company
- Paul Kennedy Catering
- Susan Mason
- Cape Creations
- Thrive
- Wiley's BBQ

Bar Options*

Beer, Wine, & Soda \$24 /person

(Choose 4 beers & 3 wines)

- Beer Options:
 - Miller Lite
 - Bud Lite
 - Michelob Ultra
 - Coors Light
 - Blue Moon
 - Corona
 - Yuengling
 - Heineken

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

**options are subject to change and are dependent upon availability*

Medium Bar \$28 /person

(Choose 4 beers, 3 wines)

- Smirnoff Vodka
- Tanqueray Gin
- Bacardi Light Rum
- Scoresby Scotch
- Seagram's 7
- Jim Beam Bourbon
- Montezuma Gold Tequila

Premium Bar \$32 /person

(Choose 4 beers, 3 wines)

- Tito's 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 Whiskey
- Jose Cuervo Gold Tequila

Bar Pricing Includes

- Soft drinks: Sprite, Coke, Diet Coke (plus mixers for full bar options)
- Plastic barware (glassware may be rented through rental company)

\$25/hour – per bartender + tip jar (including set-up and breakdown)

*one bartender per 50 guests

*cash bars are available by request.

Old Fort Jackson's Event Coordinator **must** coordinate alcohol service. ***No alcohol may be brought on site and is subject to an additional fine.***

Guests 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 refuse service to anyone who is visibly intoxicated.**

Add-ons

- **\$150** – Additional Bar set-up
- Specialty cocktails, beers, and wine can be provided for additional fees.

Old Fort Jackson ♦ 1 Fort Jackson Road ♦ Savannah, GA 31404

Site Policies & Information

- Old Fort Jackson is open from 9am-4pm with seasonally varied days. Please contact Event Coordinator for available dates. 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.*
- 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.*
- No items can be staked into the ground without the approval and supervision of Old Fort Jackson's events coordinator.
- Absolutely NO material may be adhered to fort walls, tables, benches, posts or any other part of the fort in any manner (staples, tape, glue, nails, etc.). **Damage done to our historic fort is subject to a restoration fee. Fee will be determined by our preservation specialists.*

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. Gates are locked after each event and unlocked at 9:00am the next morning. If guests leave their cars they may retrieve them the following morning.

Restrooms are available inside the fort as well as in the parking lot. Portable restroom rentals are allowed if you feel those provided aren't adequate for the number of guests.

Security may be required and is available upon request.

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



