Thank you for your interest in Savannah Station for your Event.  The  
rental on Saturdays is $2975. Sunday rates are $2775. Friday rental rate is $2475. The rate on Monday thru Thursdays is $1750. Rental of the facility for any of the above mentioned  
time slots allows you use of the facility for four(4) hours for your event, two  
hours prior of your event start time for setup, and two hours afterward for  
breakdown. If extra time is needed for setup, breakdown, and/or your event, additional  
hours are available for $150.00 dollars. You may also rent the facility for  
the entire day on Saturdays (16 hours total) for a rate of $3975. (As a general rule  
of thumb, most events are still 4 hours in duration.) All parties must end by 1 am.  
  
Facility rental includes use of the facility for the amount of time indicated above, use of tables, chairs and a Savannah Station staff person to be on-site for your event. We do have a 20% Service Fee (captioned on the Event guidelines) with a $150.00 Minimum which includes set up and breakdown of tables/chairs and general clean up. There is an additional $250.00 Ceremony  
Setup Fee should you choose to have your wedding ceremony here in addition  
to your reception.

Your Beverage Service must be set up and co-ordinated through Savannah Station. The charges for the Beverage Service you choose are in addition to the rental of the facility. The attached Non-Alcoholic Beverage Service is the MINIMUM beverage service requirement. See menus attached to this letter for examples. **It is the Law in the State of Georgia that all persons consuming alcoholic beverages be of legal drinking age and have proper government issued identification on their person.**

We do not have set menus from which to choose.  We may customize events based  
on what you prefer and your budget.  If you would like us to help you put a  
package together for you, please let us know. We simply need to know if you would  
like heavy hors d'oeurves, a buffet or plated meal, alcoholic or nonalcoholic  
beverages as well as your budget constraints.  We may also assist with  
cake, flowers, bands and DJ's. If you prefer to plan your event yourself, we have  
a list of Approved Caterers from which you may chose (if your preferred  
caterer is not on our Approved List, there will be a minimum fee in the amount of  
$500.00 for them to do your event here...they must also have proof of being  
licensed and insured). We require that your Beverage Service be coordinated through our  
office and all events must have a Security Officer (their current rate of  
pay is $28.00 per man-hour with a 4 hour minimum; (Sunday and Holiday rates are higher. We have an officer that schedules the officer(s) on your behalf and Savannah Station bills you for their time. All additional charges (aside from the Facility Rental) are due ten (10) days prior to your event.  
  
We look forward to hearing from you. If you have yet to visit our web site,  
[www.savannahstation.com](http://www.savannahstation.com), please take the time to do so.  If you have any  
questions, please call**912-233-5400** or e-mail.  Again, thank you for your  
interest.  
  
Sincerely,

Theresa Reed               
[Theresa@savannahstation.com](mailto:Theresa@savannahstation.com)

All payments with Bank Cards will be subject to a 3% Convenience Fee.