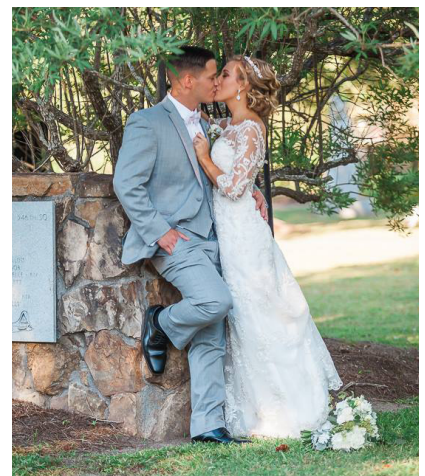


NATIONAL MUSEUM
OF THE
MIGHTY EIGHTH AIR FORCE

Event Department Rental Policies



175 BOURNE AVENUE · POOLER, GEORGIA 31322
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NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

"ONE OF THE WORLD'S MOST POWERFUL MUSEUM EXPERIENCES"

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 the 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.

We make our meeting and special event rooms in this incredible facility as well as our Chapel available for rental in order to support the mission to which we are so dedicated. We are delighted to welcome you and your group and are pleased to be the host location for your event.

Following is an overview of Museum policies for your review. Please contact the Events Department to discuss this information as it relates to your event or to help you reserve space for your event.

We look forward to working with you.

Holly Kirkpatrick
Director of Meetings, Tours and Special Events
hkirkpatrick@mightyeighth.org
(912) 988-1845

Christa Smith
Senior Events Associate
csmith@mightyeighth.org
(912) 988-1844

Carson Daley
Special Events Associate
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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 the policies and procedures listed herein. 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 set-up time, event time (up to 5 hours), and move-out 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 possibly be arranged at additional costs determined per event. Set-up in a public area such as the Rotunda may not begin until 3:00 PM without special permission, and the event start times in this area shall not be prior to 5:30 PM except by prior written arrangement.

The Museum will accommodate multiple events at any given time due to the many different rooms we have available. Please feel free to inquire about this.

Important steps to assist you in coordinating your National Museum of the Mighty Eighth Air Force event:

1. Contact the Events Department to check the availability of the date you are interested in for your event.
2. Set up an appointment to meet with the Events Department for touring, information and answers to your questions.
3. Confirm the date with a signed contract and deposit.
4. Contact your caterer for food and beverage arrangements.
5. Confirm all bar arrangements with the Events Department.
6. Request A/V services and equipment through the Museum's Events Department or through a qualified vendor.
7. Submit any invitation copy or publicity releases where the Museum's name is used to the Events Department for approval PRIOR to mailing or use.
8. Make sure any and all outside service vendors and arrangements are approved by the Museum prior to the event.
9. Confirm all finalized schedules and arrangements through the Events Department a minimum of 30 days prior to your event.
10. The Client is charged with the responsibility to share the information in this document with all vendors he/she might choose to use.

Access to Event Rooms

For set up purposes event rooms will be available not less than 2 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.

Alcoholic Beverages

Due to licensing, all alcoholic beverage service must be handled by The Museum. Georgia ATF laws must be followed while on the premises. Persons under the age of 21 may not be served alcohol under any circumstances and I.D.'s will be checked.

Absolutely no alcoholic beverages may be brought into the Museum or onto the Museum grounds including parking lot areas, at any time. Further, no alcoholic beverages served may be taken off these premises. Violation of these policies may result in expulsion of the guest and/or termination of the event. Persons who in the Museum staff's judgment are alcohol impaired will be refused service.

The Museum charges a fee per bartender of \$125.00. The Events Department suggests approximately one bartender for up to 100 guests and at least two for a larger number. The number of bartenders appropriate to your event and bar arrangements will be determined by the Events Department. We serve our beverages in high end plastic drink glasses. We do not serve shots of alcohol at any event. Bar services at the Mighty Eighth will close 20 minutes prior to the end of any event with no "Last Call". Please note there is no ATM on the premises.

The Museum requires a police detail for any afterhours event (after 5 PM) or for any event serving alcohol. The Museum will take care of the scheduling for this, and the \$120 charge will be placed on your contract. Proms will require a five hour detail and the fee will be \$150.00. Please see page 15 and 16 for bar selections.

Animals

With the exception of guide or service animals, animals are prohibited in the Museum.

Audio/Visual

The Museum offers a list of Audio Visual Equipment for your rental; however, outside vendors may be used for A/V as long as their equipment is compatible and does not interfere with Museum electronics, sound, etc. Clients holding events requiring audio/visual set-up must contract with a qualified A/V vendor. All cords and cables must be supplied by your vendor of choice and be visibly secured and approved for safety.

The Museum does include an onsite A/V technician with the rental price of our LCD projector and screen combo. The tech will handle any issues that may arise with incompatible laptops/ iPads/ connections/ etc. and any audio issues that may arise. You are welcome to bring your own AV; however, we ask that you either bring your own A/V technician or utilize the services of our on-site a/v technician; arrangements must be made in advance. The museum will not be held responsible for any a/v issues or problems should you fail to utilize our equipment or support services. This applies to the following room rentals: the Rotunda, Art Gallery, High Wycombe, and Combat Gallery.

Balloons

No balloons of any kind are allowed in the Museum.

Banners/Hanging Items

Event-related banners may be hung only with prior approval from the Museum and only on freestanding poles. Banners and other items may not be hung from Museum walls, staircases, banisters, railings, etc. Banners that cannot be hung safely and without causing damage to the Museum will not be approved. Banners or other promotional materials found to be objectionable by Museum administration will be removed at the Museum's discretion. Advance notice is required to hang banners from poles and the client will be charged for rental of these poles.

Billing

Full payment is due on rental space and other services 30 business days prior to the event. Any charges incurred during the event including alcohol must be paid 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. Any payments made within 10 days of event date will be made by credit card, bank check or cash.

Cancellation

Events cancelled in excess of 90 days prior to the event will receive 50% of their deposit back and the remainder of the deposit will be forfeited.

The ENTIRE deposit will be NON-refundable if event is cancelled within ninety (90) days of scheduled event date. If the event is rescheduled within one year, the deposit will be held and re-applied to the new date less a \$50 administrative fee.

The cancellation of any event must be written and submitted to the Events Department by the contract signee. Status of deposit will be determined according to the date when the letter of cancellation is received by the Events Department. Any refunds will be returned to the person who paid in the same method the payment was made; 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, but that no other warranty is granted or implied.

Casino Functions

Casino functions and other gaming events are allowed on Museum property only as part of fund-raising efforts for community and non-profit organizations and must be in accordance with local, state, and federal regulations and laws.

Catering

Please see pages 13 and 14 for our list of caterers.

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, a clean-up fee will be determined and added to the final bill. If you have not arranged cleanup and busing of tables (removing plates, utensils, trash, etc.) with the caterer the client is responsible. A fee may be assessed for the cleanup of tables if museum staff has to take care of cleanup.

No items may be stored overnight. All decorations and other items left behind will be regarded as refuse. If there is any damage to the National Museum of the Mighty Eighth Air Force buildings or property, a repair or replacement fee will be assessed.

The Renter further assumes the obligation to indemnify and hold harmless the National Museum of the Mighty Eighth Air Force, its trustees, officers, agents and employees against any and all damages, claims, expenses, or other liability due to personal injury or death, or damage to property of theirs, arising out of or suffered through any act or omission of Renter, its employees, agents, contractors or guests, in connection with its use of Museum facilities or property. Further, the Renter assumes ALL responsibility of damage to any part of the facility or its contents as a result of their guest, caterer, or service professional. All events must comply with the rules and regulations of the National Museum of the Mighty Eighth Air Force and all city and state laws.

Cooking

Absolutely no cooking or cooking stations are allowed in the Museum.

Date Confirmation

Reservations may be held on a no obligation "tentative" basis for one week. At the end of this time a contract will need to be signed and a deposit of 50% of the room rental fees will be required or the space will be released. Contracts should be signed and returned with deposit within 10 days. Until a deposit and signed contract are received, the hold will be regarded as tentative. The Museum reserves the right to change rooms as long as the accommodations are the same or better.

Decorations

Items such as glitter, confetti, and streamers as well as bubble, smoke or fog machines are not allowed in the Museum. Should clean-up of these items be necessary, a fee equal to the amount of the clean-up, repair, or replacement, will be added to the final bill. Fee will be determined by an Events Department Associate. All client/vendor decorations are subject to pre-approval by the Events Department prior to an event. The use of candles requires pre-approval and all flames must be enclosed. Approval is given on a case-by-case basis from the Events Department and no open-flame candles will be approved. The use of tape, decals, wire, staples, tacks, glue, or similar items is prohibited. Absolutely no items may be attached to any Museum surfaces. The Client is responsible to make arrangements for any decorations to be placed out at an event; museum staff does not assist in any decorating.

For any cakes being delivered, please advise your baker of what room and time the delivery should be made. The museum staff will NOT be responsible for cakes being set out and will NOT touch or move any cakes.

Decorator Services

Outside decorating companies may be used with prior coordination and all arrangements must be approved by the Events Department. No set-up/tear-down will be allowed during normal Museum hours without prior consent of the Events Department. The Museum makes available for rental: table linens and skirting, hurricane globe candle centerpieces, white lantern centerpieces, and chair covers with sashes. Specialty tulle with lighting for the staircases in the Rotunda may also be ordered. The museum staff will set out any rental items ordered from the Events Department. Specialty lighting packages are available for your event; ask for more information from the Events Department. Please see our additional list of services offered (Page 14) 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. Items may not be delivered prior to the contracted move-in time on the event date without prior approval. Deliveries must come to back door delivery area.

Deposits

Deposit of 50% of the room rental fees is required at time of contracting. Contracts should be signed and returned with deposit within 10 days. Total Payment of all charges is due thirty (30) days prior to the event. Events cancelled in excess of 90 days prior to the event will receive 50% of their deposit back and the remainder of the deposit will be forfeited. The ENTIRE deposit will be NON-refundable if event is cancelled within ninety (90) days of scheduled event date. If the event is rescheduled within one year, the deposit will be applied to the new date less a \$50 administrative fee. The cancellation of any event must be written and submitted to the Events Department. Status of deposit will be determined according to the date

when the letter of cancellation is received by the Events Department. All BAR invoices and any other remaining charges must be settled at conclusion of event via credit card unless previous arrangements have been made with the Events Department.

Equipment/Supplies

The Museum provides tables and chairs for your event. Special furniture or equipment may be ordered through the Events Department or directly. The Museum provides table linens per the attached price schedule, as requested. A/V requirements should be arranged with the Museum or a reputable A/V vendor. Decorator and office needs (fax, copier) must be handled by the client. Arrangements for these items must be made prior to the event. If copies need to be made a charge of \$0.15 per copy will be added to the contract. The client or contractor must provide dollies, carts, etc., for loading and unloading. The Museum reserves the right to refuse unsafe dollies or carts in the Museum.

Event Information

The Museum is not responsible for providing event information to the public. A contact number for your organization should be included 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 or portion thereof after 11:00 PM. This must be arranged in advance. No event may stay later than 12:00 Midnight. Access prior to 8:00 AM will be charged at \$100.00 for the hour or portion thereof.

A one hour wedding rehearsal is included in the rental rate for the Chapel of the Fallen Eagles. This is generally scheduled one day prior to the wedding during regular museum hours based on availability. The Events Department reserves the right to change the date and time. After hour rehearsals are available from 5 PM to 6 PM for an additional fee of \$100.

Exhibit Areas

Access to Museum Exhibit areas is not included in the rental rates. Access to Exhibit areas may be added to your contract both during the day and after hours for an additional charge; please speak with an Events Department Associate for information. Absolutely no food or drink, outside equipment, or decorations may be taken into exhibit areas. All photography is prohibited in the Mission Experience.

Fundraisers

All fundraising events must be by invitation/ticket sale only and have prior approval from the Museum. Fundraisers paid for by political parties and political action committees are permitted, however the Museum will grant equal access to opposing parties. The Museum reserves the right to refuse fundraisers (or any event) for any group that discriminates on the basis of race, color, ethnicity, gender, age, religion, or disability.

Insurance

If an event requires special or additional insurance, The National Museum of the Mighty Eighth Air Force and Chatham County shall be named as additionally insured. The client may not occupy the Museum without sufficient proof of said additional coverage. Said events contracted by individuals must supply all requirements for coverage as deemed appropriate by the Museum's insurance representative.

Internet Access

The Museum has complimentary wireless internet service available, please inquire for password.

Invitations

Invitations for rental events may not use the name of the Museum except as the designated location of the event. When listing the room(s) you have rented, please refer to the full names listed on page 11-12. A client may not use the name or likeness of the Museum to promote any event unless prior written approval has been granted by the Events Department. The Museum must review and approve any invitation copy before its release.

Loading and Unloading Equipment

Delivery schedules must be arranged in advance with the Museum's Event Department staff or Facilities/Maintenance staff. The Museum cannot provide dollies or carts for the loading and unloading of contractor equipment or supplies. Seven days advance notice is required. Dollies and carts are available for client use.

Media

Client must apprise the Museum's Event Department of any anticipated media coverage, both print and electronic, that may occur in conjunction with any event. All written media news releases and news conferences must be coordinated and approved through the Events Department no less than forty-eight hours prior to the scheduled event. 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, or other entertainment will be required to notify Museum Events Department in advance of their equipment type, electrical set-up, and requested delivery schedule. Load-in must be arranged in advance for Rotunda events and may not conflict with Museum operations or Museum visitor relations. Sound checks may not take place in The Rotunda until after 5:00 PM unless prior approval has been arranged. The Museum will not provide equipment or any set-up of equipment for bands or DJs, such as microphones, electrical tape, and stages. Please have any vendor with extraordinary power needs contact a Museum Events Department Associate for further assistance.

If entertainers perform on a riser / stage, this stage may not cause damage to any floor surface. It will be the sole responsibility of the Client to contract with the appropriate vendor for any staging equipment including, but not limited to, risers, staging, pipe and drape, etc. Events Department must be notified and approve all such equipment at least five (5) days prior to event. Requests must be approved in writing by the Events Department.

It is the responsibility of the renter, the band, or DJ to use floor protection approved by the Museum under their equipment during load-in and load-out and during the event. All load-in and load-out must be coordinated with the Events Department or Facilities Management. The Museum reserves the right to prohibit any equipment needing more power than the standard electrical outlet provides or any equipment that the Museum believes is a fire or safety hazard.

The Chapel is equipped with a sound system that is available for use. The sound system is compatible with a CD, iPod, laptop, or smartphone (**Tip-** you will want to have music downloaded onto a smartphone so that it may be placed in airplane mode). We do ask that you assign someone to run the music for you as your event team member 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 still 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. Vehicles are not to be left in the Museum parking lot overnight, and the Museum accepts no responsibility for damage to vehicles or items removed from vehicles while parked on Museum property at any time. In fact, the Museum strongly urges that valuables are not left in vehicles and that vehicles are kept locked.

Photography

Still photos, filming and/or videotaping are normally allowed during an event, unless otherwise specified. Still photography, film or video intended for commercial use, that specifically includes the Museum and/or any of its exhibits (interior and/or exterior), is not allowed without specific prior written consent from the Marketing Manager or Museum CEO. No photography/filming/videography of any kind is ever allowed within the "Mission Experience" exhibit.

Clients of the museum are welcome to have photo shoots in permitted areas throughout the museum, complimentary. The Events Department should be notified ahead of time. If you are not a client, a \$250 photo shoot fee is required. This will allow for a photo shoot to take place during museum business hours in permitted areas; arrangements must be made through the Events Department.

Posters/Signage

Posters and signs are to be mounted on easels or other individual displays. They may not be affixed in any way to Museum surfaces. It is the client's responsibility to bring easels or include easels as part of the Museum rental agreement. Banners or other promotional materials found to be objectionable by Museum administration will be removed at the Museum's discretion.

Pricing

All prices quoted are subject to change unless a contract has been signed.

Private or After Hours Museum Tours

Arrangements may be made for the exclusive rental of the entire museum facility for the evening or for tours of exhibit areas after regularly scheduled Museum hours. Prices for specialty arrangements such as these will be quoted on a per event basis and are only available with advance notice and may not conflict with scheduled Museum activities.

Security

The Museum requires for all events scheduled after regular Museum business hours to employ Pooler Police officers to protect its property and maintain a safe environment during events. Event security is not included in the rental rate and as of January 1, 2016 the fee is \$120. The Museum will make arrangements for security and place charges for these services on your contract. This will apply to all events serving alcohol during Museum operational hours as well.

The Museum is not liable for any loss, theft, or vandalism that occurs during client's rental of the facility.

Set-up

All tables shall be at least 6 feet from walls and/or art or exhibits.

Smoking

The entire Museum facility is a smoke-free environment. The use of tobacco products is not allowed in any part of the Museum. We do have designated smoking areas outside the building

Tax Exempt Status

The Museum will honor any organization's tax exempt status with the proper documentation.

Tentative Holds

The Events Department will, if requested, place a tentative hold on a specific function room for a specific date and time, for one week. At the end of this time, the client will be requested to secure the date with a signed contract and deposit; otherwise the space will be released.

Vendors

All service vendors (decorators, musicians/entertainment, etc.) must be approved by the Museum no later than two weeks in advance of the event date. 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. The client is charged with the responsibility to share the information in this document with all vendors he/she might choose to use.

Wedding Ceremonies

Ceremonies are only permitted in The Chapel.

Wedding Rehearsals

A one hour rehearsal is included in the rental fee of the Chapel and is allowed based on availability. After the one hour included, if additional time is needed for a rehearsal, there is a \$100 per hour charge. Rehearsals must be scheduled during regular museum hours (9 AM to 5 PM) and are subject to change based on event scheduling. There is a \$100 fee to schedule a rehearsal from 5 PM to 6 PM.

Room Pricing and Capacity

Major General Lewis E. Lyle Rotunda

This magnificent circular room, 90 feet in diameter, is the centerpiece of the Museum. Its soaring 30 foot ceiling is covered with a centered parachute, creating a very beautiful and inspiring effect. The Rotunda is the ideal setting for large events. It will accommodate up to 600 guests for a stand up reception, 300 for a dinner and 260 for a dinner with dancing. It is ideal space for a wedding reception, reunion dinner, or corporate event. Events in the Rotunda may not begin before 5:30 PM. The rental fee is \$2150.00

Colonial Group, Inc. Art Gallery

This beautiful room has a wonderful "window wall" with a view of the Museum's Combat Gallery of historical aircraft. The walls are adorned with handsome aeronautical pictures from the Museum's private collection. The Art Gallery is an excellent choice for social luncheons and smaller receptions, training sessions and meetings. It accommodates 225 for a stand up reception, 150 for dinner, 130 for dinner with dancing and 100 classroom style. The Art Gallery is available to rent throughout the day and evening hours; the rental fee is \$1075.00.

The High Wycombe Room

This spacious private room measures 48 feet by 42 feet and is on the second floor of the museum with elevator access and its own rest room 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, 90 for a classroom set up and 150 theatre style. Its private location lends itself to small receptions as well as corporate events. Available at any time, the rental fee is \$875.00.

The Flight Room

Our most popular room for corporate meeting and business events, the Flight Room will accommodate 36 people classroom style and 30 people in a conference setting or u-shape. It has an adjoining space perfect for the set-up of breakfast, lunch or dinner buffets. It is accessed by staircase or elevator and is on the second floor with its own rest room facilities. Available at any time, the rental fee is \$400.00.

The Pub

Designed as a quaint British pub, this room with its warm welcoming feel features a magnificent mahogany bar with antique pub tables and is ideal for small private cocktail or dinner parties for 50 or less. Available evenings after 5:30, the rental fee is \$600.00 Sunday, \$500.00 Monday through Thursday evening and \$700.00 on Friday evenings.

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. Available at any time, the rental fee is \$250.00 for a full day.

Combat Gallery

Dine under the wing of our B-17, in our awe inspiring Combat Gallery. Seating up to 70 guests under the left hand wing, it is sure to leave your guests impressed. The room can seat 150 for dinner around all areas of the plane. Available any time after 5:30 pm, the rental fee is \$975.00. You may inquire about renting our Combat Gallery for the hour at a rate of \$250.00 for a cocktail hour area.

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 with antique furnishings, it is set in the midst of our beautiful Memorial Gardens. The Chapel is perfect for weddings, vow renewals and memorials. Seating 100 guests, it is available throughout the day and evening and the rental fee is \$800.00.

Mid-week Rates. Holiday Rates and Special Long Weekend Rates may apply. Please inquire.

All pricing subject to change

Caterers

For your event catering needs the Museum maintains a list of approved caterers that you will need to choose from, including the Museum's in house restaurant; **Miss Sophie's**. Miss Sophie's is chef owned by Mrs. Teri Bell and she offers a fabulous 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. These caterers are well known to the Museum and the greater Savannah area as some of the area's finest. Their offerings, styles, menus and price points vary. From a casual good old southern BBQ to light casual lunches to the finest gourmet foods, with everything in between, we know you will be pleased for the opportunity to work with any of these caterers and will find exactly what you are looking for to complement all the arrangements for your event here.

Please contact these caterers directly at the numbers listed below. Once you have made a decision, please contact the Events Department. Client accepts responsibility for all charges incurred for catering and the Museum is not responsible for any catering costs.

Caterer	Phone	Website
Barnes Restaurant Catering Hugh Barnes/Regina Cone	912-355-3850	www.barnesrestaurant.com catering@barnesbbq.com
Chef Nick Mueller & Co. Mahgniffe, LLC Nick Mueller/Tracy Mueller	912-728-8150	www.chefnick.net chefnickmueller@gmail.com
Jim 'N Nick's Bar-B-Q Hannah Chapman	843-321-4198	www.jimnicks.com sccatering@jimnicks.com
Magnolia Grill Catering Corie Thomas	912-844-6732	www.magnoliagrillcatering.com eat@magnoliagrillcatering.com
Moe's Southwest Grill Andy Jennings	912-335-2520	www.moes.com/catering moesofsavannah@gmail.com
Miss Sophie's/ The Mighty Eighth Teri Bell	912-330-0778	www.sophiesmarketplace.com culinaryteam@savannahbellcatering.com
Paul Kennedy Catering Margaret Ingmire	912-964-9604	www.paulkennedycatering.com margaret@paulkennedycatering.com
Savannah Event Catering Mark Scomo/ Hayley Scomo	912-660-7533	www.savannaheventcatering.com events@savannaheventcatering.com
Simply Southern Amy Moore	912-754-1162	www.simplysoutherncaterers.com
Southern Graces Bethany Hewitt	912-509-0878	www.southerngraces.com bethany@southerngraces.com
Southern Image Catering Pamela Shores	912-759-3535	www.southernimagecatering.com pshores@southernimagecatering.com

Available Rental Items

Flip Charts & Markers	\$25.00
Easels- Wood	\$6.00
LCD Projector & Screen (Includes A/V Tech for first 2 hours)	\$250.00
LCD Projector & Screen- Flight Room	\$120.00
LCD Projector & Screen- Hunter BR	\$120.00
Screen	\$10.00
Large Screen	\$25.00
Podium/ Wireless Microphone	\$15.00

Table Linen

Skirting	\$8.00
White 90" x 90" tablecloth	\$6.00
White 54" x 120" tablecloth	\$6.00
White 54" x 54" tablecloth	\$4.00
Napkins	\$.75

A La Carte Services

Star or Plane Centerpieces	\$ 5.00 each
Wooden Base	\$ 5.00 each
Hurricane Globes & Mirrors	\$10.00 each
White Lantern Centerpieces	\$15.00 each
Pipe & Drape	\$ 5.00 per linear foot
Lights & Tulle / Rotunda staircases	\$175.00 / both sides
Floral Pedestals (4 available)	\$10.00 each
Chair Cover & Sash (Satin or Organza)	\$4.00 per chair
High Top cocktail table w/ floor length cloth	\$13.00

National Museum of the Mighty Eighth Air Force Beverage Service

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:

All alcohol served on the premises must be provided by the National Museum of the Mighty Eighth Air Force as we are the fully licensed facility. Georgia ATF laws must be followed while on the premises. Absolutely no alcoholic beverages may be brought into the Museum or onto the Museum grounds including parking lot areas at any time. No alcohol is allowed to be taken from the building at any time. Violation of these policies may result in the expulsion of a guest(s) or the termination of the event. Persons under the age of 21 may not be served alcohol under any circumstances. We reserve the right to refuse service of alcoholic beverages to any guest who in our judgment is intoxicated.

Bartenders are scheduled at the discretion of client and charged to the client at \$125.00 per bartender. The Events Department recommends at least one bartender for up to 150 guests. We serve our beverages in high end plastic drink glasses. The museum does not serve shots of alcohol.

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 the fee listed on your contract of \$120.00 (as of January 1, 2016).

Types of Service

You may opt to have a “Cash Bar” at which your guests may purchase their choice of beverage. Current cash bar pricing is as follows (Pricing subject to change):

Domestic Beers	\$4.00
Imported Beers	\$5.00
House Wine by the Glass	\$6.00
House Brands Mixed Drinks	\$6.00
Premium Spirits Mixed Drinks	\$8.00
Sodas / Bottled Water	\$1.00

A second option is a “Host” or “Open” Bar, where all alcohol served to your guests is put on a master bill to be paid by the client. Drinks are billed on a consumption basis at the above listed prices. A 20% Gratuity will be added to the bill for the bar staff.

Lastly, “Blended” bar service is also popular. This would be having a “Host” bar for a specified time period or dollar amount and then switching to a “Cash” bar.

Bar Selections

Please choose 4 of the following beers to be served.

Domestic Beers:

Budweiser
Bud Light
Michelob Ultra
Miller Lite
Service Brewing Rally Point
Service Brewing Ground
Pounder Southbound Hop'lin
IPA Southbound Scattered Sun
Yuengling

Imported Beers:

Corona
Heineken

House Wine

Woodbridge Chardonnay, White Zinfandel, Cabernet Sauvignon and Barefoot Moscato.

House Brands:

Bacardi Rum
Smirnoff Vodka
Gordon's Gin
Grant's Scotch
Canadian Mist
Kentucky Gentleman Bourbon
Montezuma Tequila
Amaretto

Premium Spirits:

Captain Morgan Spiced Rum
Tito's Vodka
Beefeater's Gin
Dewar's Scotch
Crown Royal Whiskey
Maker's Mark Bourbon
Jack Daniels Whiskey
Jose Cuervo Tequila

Champagnes

Asti Spumante or Korbel \$25.00

All wine & champagne services are subject to 20 % Gratuity. Wine may be purchased by the bottle for tables. Ask your Events Department for pricing.