

LIGHTNER



MUSEUM

REHEARSAL DINNER &  
WELCOME PARTY PACKAGE



# THE VENUE

*Your package includes 6 hours of exclusive access for your rehearsal dinner in the Lightner Museum Historic Pool.*

## THE LIGHTNER MUSEUM HISTORIC POOL

*The Historic Pool once served as the center of the entertainment complex for the Hotel Alcazar. The pool has been drained for quite some time, but the stunning architecture remains. The three-story ceiling and majestic twin staircases serve as a stunning backdrop for your rehearsal dinner.*



# VENUE STAFF

## DEDICATED EVENT MANAGER

*Your event manager works with you and your event coordinator to seamlessly assist with venue-related planning. They are also your venue team leader on event day.*

## SUPPORT STAFF

*A multitude of support staff are on hand the day of your event to greet guests, complete set up, open doors, transition spaces, and maintain cleanliness.*

# EVENT COORDINATOR

*The certified event coordinator from the Lightner Museum Rehearsal Package will assist you with the event planning process and use their expertise to execute the perfect rehearsal dinner!*

- Conducts up to two walk-throughs with clients, one at the beginning of planning and one 30 days out from the event
- Unlimited emails and phone calls
- Greets guests upon arrival to the event
- Manages rehearsal dinner timeline, including speeches, giving of bridal party gifts, etc.

## TABLES AND SEATING

GOLD CHIAVARI CHAIRS WITH CUSHIONS (UP TO 75)

60" ROUND TABLES (UP TO 9)

*Seats 8-10 guests per table*

48" ROUND TABLES (UP TO 4)

36" ROUND TABLES (UP TO 6)

*Seats up to 5 guests per table*

60" HALF MOON TABLES (UP TO 3)

8' x 2.5' RECTANGULAR BANQUET TABLES (UP TO 10)

6' x 2.5' RECTANGULAR TABLES (UP TO 2)

24" HIGH TOP TABLES (UP TO 6)

## LIGHTING, LINENS & DECOR

24 WHITE OR COLOR-CHANGING UPLIGHTS IN HISTORIC POOL

4 WHITE OR COLOR-CHANGING UPLIGHTS IN THE ALCOVES OF THE HISTORIC POOL

AMBIANCE EDISON BULB LIGHTING AROUND THE HISTORIC POOL

DESIGNATED IN-HOUSE DANCE FLOOR AREA

PIPE & DRAPE FOR CAFÉ ENTRANCE

CUSTOM WHITE ROLLING BARS

BLACK POLY COTTON TABLE LINENS

*50 people or less = up to 10 linens*

*75 people or less = up to 12 linens*

BLACK POLY COTTON NAPKINS (UP TO 85 )

*1 per guest +10 extra*

GOLD HIGH TOP SASHES (UP TO 6)

GOLD CHARGERS (UP TO 75)

132" ROUND GOLD SEQUIN LINEN (1)

*Can be used for either a sweetheart table or dessert table linen*

GEOMETRIC CENTERPIECES WITH FLAMELESS VOTIVES (UP TO 6)

TRIOS OF FLAMELESS PILLAR CANDLES (UP TO 6)

FLAMELESS VOTIVES FOR HIGH TOP TABLES (UP TO 6)

## ...AND MORE!

GUEST WIFI

HOUSE AMBIANCE MUSIC

HISTORY CARDS

*Many couples print their dinner menu on the back of their history cards. One card is provided per guest.*

ON-SITE SECURITY PRESENT FROM 30 MINUTES PRIOR TO GUEST ARRIVAL UNTIL 30 MINUTES AFTER GUEST EXIT

DAY-OF EVENT LIABILITY INSURANCE FOR UP TO \$1 MILLION IN COVERAGE

### PLANNING FOR DECOR NEEDS:

Table linen quantity:

Napkin quantity:

Cocktail linen quantity:

Charger quantity:

Sweetheart table linen needed?

☐ Yes

☐ No

Buffet table linen quantity: **2**

### OTHER DECOR NOTES:

*Work with your coordinator to add custom upgrades through St. Johns Illuminations--the Lightner Museum's preferred rental company--from lighting upgrades to lounge furniture to centerpieces and more!*

# BAR PACKAGE

3 hour beer and wine bar for your entire rehearsal dinner

Bar staff

Glassware, barware, napkins, and straws

Sodas and juices

## WINE SELECTIONS

### White (Select 2):

- CK Mondavi Moscato
- CK Mondavi Pinot Grigio
- CK Mondavi Chardonnay
- CK Mondavi Sauvignon Blanc

### Red (Select 2):

- CK Mondavi Red Blend
- CK Mondavi Merlot
- CK Mondavi Cabernet Sauvignon
- CK Mondavi Zinfandel

## BEER SELECTIONS

### Domestic (Select 2):

- Bud Light
- Michelob Ultra
- Miller Lite
- Yuengling
- Coors Light

### Imported & Craft (Select 2):

- Stella Artois
- Corona Extra
- Bold City Duke's
- Bold City Killer Whale
- Sweetwater 420
- Intuition I-10 IPA
- Cigar City Jai Alai

Ask about our customizable bar upgrade options!  
(Upgrades available for an additional fee)

Bar package options based on availability.



## BAR PLANNING NOTES:

### SIGNATURE COCKTAILS:

Do we want to add signature cocktails?

☐ Yes ☐ No

Signature Drink 1:

Signature Drink 2:

Signature Drink 3:

### CHAMPAGNE TOAST:

Do we want a champagne toast?

☐ Yes ☐ No

### OTHER BAR NOTES:

# CATERING

PROVIDED BY CHEF'S GARDEN CATERING & EVENTS



- Your rehearsal dinner package includes a buffet, service staff, service charges, standard china, and flatware
- Upgrade to a plated dinner or customize your menu for an additional fee
- Please advise the chef of any dietary requirements

## CONTACT INFO:

### NAME:

Elizabeth Van Nuys

### EMAIL:

elizabeth@cateringjacksonville.com

### PHONE:

904.607.6320

### ADDRESS:

3732 Mente Street  
Jacksonville, FL 32207

## MENU OPTION 1 - TASTE OF ITALY BUFFET

### Mains (Select 1):

- Classic Chicken Piccata
- Tuscan Shrimp or Salmon
- Eggplant Rollatini
- Classic Chicken or Sirloin Marsala
- Lasagna Bolognese
- Pasta Bar - Penne and Fresh Cheese Ravioli with a Selection of Two Sauces

### Sides (Select 3):

- Classic Caesar Salad
- Caprese Tossed Salad with Romaine
- Garlic Mashed Potatoes
- Roasted Vegetable Medley
- Sautéed Creamed Spinach
- Creamy Polenta

### Sweets (Select 2):

- Tiramisu Shooters
- Rosemary Lemon Bites
- Classic Mini Cannolis
- Caramel Budino in mini jar

(See next page for additional menu options)

# CATERING

## ADDITIONAL MENUS

### MENU OPTION 2 - THE MINGLER (COCKTAIL STYLE)

#### Dips & Spreads:

- Baked Brie en Croute with Fig Jam, Candied Pecans, Berries, and Grapes
- Warm Spinach and Cheese Fondue or Classic Bruschetta

Served with crostini and crisp flatbreads

#### Hors D'Oeuvres (Select 5):

- Southern Deviled Eggs with Smoked Paprika (GF)
- Mini Crab Cakes, Red Pepper Remoulade
- Churrasco Chimichurri Steak Satays (GF)
- Jerk Chicken Bites, Pineapple Chutney (GF)
- Citrus Grilled Shrimp Skewer with Key Lime Remoulade (GF)
- French Brie and Fig Phyllo Purses
- Mini Beef Wellingtons with Dijon Horseradish Aioli
- Caprese Skewers with Aged Balsamic and Basil Pesto (GF)
- Mushroom and Fontina Arancini
- Mini Chicken Empanadas with Avocado Crema
- Roasted Stuffed Mushrooms with Spinach, Boursin, Panko Breadcrumbs
- Bacon Wrapped Shrimp, Mesquite Butter (GF)
- Sausage en Croute with Pommery Aioli

#### Sweets (Select 2):

- Assorted French Macarons
- Carrot Cake Bites with Mascarpone Mousse
- Rosemary Lemon Bites
- Pecan Pie Tarts
- Peanut Butter and Chocolate Bar
- Key Lime Pie Shooters

### MENU OPTION 3 - LATIN FIESTA BUFFET

#### Mains (Select 1):

- Paella with Chicken, Chorizo and Shrimp
- Southwest Grilled Chicken with Lime Butter
- Churrasco Flank Steak with Chimichurri
- Mojo Pulled Pork
- Roasted Pork Loin with Pan Jus and Mango-Onion Chutney

#### Sides (Select 3):

- Garden Salad with Tomatoes, Cucumbers, Cheddar and Dressing
- Cilantro Lime Scented Rice with Simmered Black Beans
- Roasted Red Potatoes with Olive Oil and Herbs
- Roasted Vegetable Medley
- Mexican Street Corn

#### Sweets (Select 2):

- Churros with Hot Chocolate Dipping Sauce
- Rosemary Lemon Bites
- Dulce de Leche Shooters
- Hot Chocolate Brownie Bites

#### PLANNING INFORMATION: GUEST COUNTS

Adults:	Children 12 and under:	Children under 4:
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## REHEARSAL DINNER PACKAGE DETAILS

*The Lightner Museum Rehearsal Dinner Package is offered for Mondays through Thursdays 6 months or less away, based upon availability.*

### 6 HOURS OF VENUE ACCESS ARE INCLUDED WITH YOUR PACKAGE:

*Set up time: 2 hours*

*Event time: 3 hours*

*Vendor break down time: 1 hour*

FOR GUEST COUNTS OF 40 AND UNDER, HOST YOUR REHEARSAL DINNER AT THE LIGHTNER MUSEUM FOR

**\$5,000** *for Historic Pool rental, staffing, and included amenities*

**+ \$75.00** *per person over 21 for food and beverage (Minimum of 40 guests, ages 21 & up)*

AN ADDITIONAL CHARGE WILL BE APPLIED FOR GUEST COUNTS ABOVE 40 (SEE BELOW). MAXIMUM OF 75 GUESTS.

**AGES 21 AND UP: + \$75 PER GUEST**

**AGES 13 - 20: + \$50 PER GUEST**

**AGES 4- 12: + \$25 PER GUEST**

**3 AND UNDER ARE FREE**

*Pricing includes labor and service charges. Excludes sales tax.*

## UPGRADE YOUR REHEARSAL DINNER!

### NIGHT AT THE MUSEUM

*Enjoy a guided tour of the Hotel Alcazar and Otto Lightner's greatest collections! The Night at The Museum upgrade includes champagne upon arrival.*



**\$20 PER GUEST**

*Pricing excludes sales tax.*

### WELCOME PARTY IN THE POOL

*Extend your party in the pool by adding on 2 additional hours to your rehearsal dinner. Couples love having this option to create a welcome party for their traveling guests to join in on the pre-wedding celebration!*



**\$1,500 + BAR PRICING PER PERSON**

*Pricing excludes sales tax. You can also add on food for an additional fee through Chef's Garden!  
Maximum of 150 guests.*

## F A Q

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### IS PARKING INCLUDED?

*Parking is complimentary in St. Augustine on the street and behind the Lightner Museum after 5 p.m. on a first come, first served basis, but cannot be reserved.*

### IS INSURANCE INCLUDED?

*Yes! Your package includes a Day of Event Liability Insurance Policy for up to \$1 Million of coverage for the client(s).*

### IS THERE ON-SITE SECURITY?

*Yes! Your event manager will arrange for a uniformed St. Augustine Police Officer to be on site throughout the entirety of your event.*

### ARE LINENS INCLUDED?

*Yes! Your package includes black poly cotton linens and one round gold sequin linen.*

### MAY I ADD ON ADDITIONAL TIME TO MY REHEARSAL DINNER PACKAGE?

*Yes! Additional time will be an additional \$750 per hour prior to midnight + additional fees for bar service if you have not already met the 5 hour maximum.*

### WHAT ARE THE AVAILABLE START TIMES?

*Between 5:30 pm and 7:00 pm*

### OTHER PLANNING NOTES: