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SHIPS OF THE SEA MARITIME MUSEUM
WILLIAM SCARBROUGH HOUSE AND GARDENS

Event Rental Packages 2024-2025

Event rentals are available using the entire compound of Ships of the Sea Maritime Museum, which encompasses two acres of garden venue space in the Historic District of downtown Savannah. The North Garden and Scarbrough House Garden serve as lush event space for corporate dinners, nonprofit fundraisers, and many other types of events. The use of the entire facility is included in rental cost.

The North Garden houses a roofed, open-air event space called the Assembly Room, which is 90 ft. long and 60 ft. wide or 5,400 sq. ft. It is equipped with limited stage lighting and a sound system. The Assembly Room can comfortably seat 320 people at round tables, and in a tighter set-up, can seat 350. Theatre seating can accommodate more than 550. An attached support facility includes a catering prep room, a green room with a private shower, and large multi-stall restrooms. The entire North Garden space can safely hold up to 1,000 people.

The Scarbrough House Garden is the smaller of the two spaces and is rich with historic charm. The dimensions of the terrace are 40'x60', and it has a small, covered pavilion on the west end that is 40'x14'. The garden is perfect for smaller events and comfortably seats up to 250 chairs arranged in theater style seating or up to 100 guests at round tables.

Rental Fees

- **Corporate event - \$4,500.00**
- **Non-profit - \$2,500.00**
- **Wedding & Celebrations - \$10,000**

Please note: These rental fees do not include the cost of your Certificate of Insurance. Fees are subject to change based on market comparisons and availability of products.

Rental hours are 5:30pm – 11:00pm keeping in mind the Museum and gardens are open to the public 10am-5pm. Vendors are welcome to set up prior to the event at no additional cost. Load-in may be scheduled as early as 10AM the day of the event. Load-out must be scheduled the same day and completed within two hours of the event's conclusion. Guests may request for the Museum to close one (1) hour early at 4:00pm to allow for a 4:30pm to 11:00pm event at an additional cost.

Initial _____

Please contact the Events Department for the most current scheduling information, as availability changes frequently. You may ask to hold a tentative date for up to 48 hours. During that time, you have the right of first refusal if we receive another inquiry for that date.

Payment Terms:

A **fifty percent (50%) non-refundable** deposit is due with a signed copy of the contract to secure your reservation. We accept credit card payments, as well as personal checks and cashier's checks. All final payments are due 2 weeks prior to the event.

Please note a 3% courtesy fee will be added to all credit card transactions.

Additional Items Required and Due Dates:

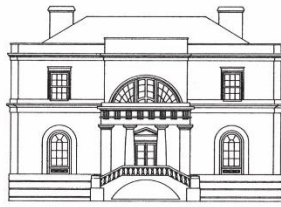
The Beverage Service Agreement or the confirmed alcohol services package selection is due one month prior to the event. Once the Museum is provided with the final headcount, the final invoice will be generated to include the second half of the rental payment, the alcohol services package agreement total, and additional fees when applicable.

Final payment, repair/cleaning deposit of \$750, and the certificate of insurance must be received by the museum no later than two weeks prior to the event.

Insurance:

We require a Certificate of Insurance for \$1 million aggregate, naming Ships of the Sea Maritime Museum as additionally insured. If you are serving any beer, wine or hard liquor, you must include liquor liability on the Certificate. (Many brides use WedSafe.com, but other event insurers are available.) The Museum strongly encourages all renters to consider event cancellation insurance. Event cancellation insurance protects the renter's event expenses against cancellation, relocation, or postponement of the event for reasons beyond the control of the renter. The Museum also strongly encourages any renters booking dates during hurricane season (September 1st through November 30th) to purchase insurance before the start of this season as insurers will not write policies when hurricanes are in progress anywhere along the east coast.

The Museum incurs expenses in preparing for an event prior to the event date and consequently refunds will not be given for cancellations.



Initial _____

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Garden Policies and Guidelines

Alcohol & Beverage Services

The renter must agree to comply with and abide by all local, state and federal laws applicable to the serving of alcoholic beverages. Due to state law, all alcohol must be purchased by Ships of the Sea from wholesalers. **No alcohol may be “carried in” for any events. Any alcohol ordered under Ships of the Sea’s liquor license may not be taken off site at any point, which also applies to any special ordered alcohol leftover from an event.** Please speak with the events staff regarding your alcohol needs. The renter shall be responsible and liable for any and all damages arising out of the use of alcoholic beverages at events. The renter specifically agrees to take whatever steps may be necessary to ensure that alcoholic beverages are not served to minors at events.

Ships of the Sea does not permit single-use plastics on site and can offer paper cups to serve alcohol at the bar. Renters are required to rent glassware for the event, if they opt not to use the paper cups offered. Eco-friendly, reusable plastics are permitted, but must be removed from the site at the end of the event. **Ships of the Sea does not have glassware for bar services.**

Eco-friendly Policies

Ships of the Sea does not permit single-use plastic on site in the effort of working toward protecting our environment and waterways. The Museum respectfully requests that all renters using our site take this into account when planning their event at our venue. The renter is responsible to inform all vendors of this policy. Eco-friendly, reusable plastics are permitted, but must be removed from the site at the end of the event. Due to the fact that the City of Savannah and local waste management companies do not offer recycling options for businesses in our area, we appreciate any and all efforts made toward reducing the waste at events held at our venue in order to better our community and planet at large.

Garden Use and Museum Equipment Placement

Due to the complex nature of the rental equipment required, Ships of the Sea Museum strongly encourages renters to utilize the North Garden Assembly Room for complex events such as event receptions. Given that the venue is a fully outdoor and open-air facility, renters need to take into consideration that the space is exposed to various natural elements.

Should the renter choose to use the Scarbrough Garden or the Pergola for their event, they must provide the Museum with a rain contingency plan one week prior to the event. The renter must either plan to move the event into the Assembly Room or have a tent on hold with their chosen rental company. The Scarbrough Garden can fit tents up to 30ft x 60ft. If the renter chooses to use the uncovered Scarbrough Garden as their primary event space, they assume all risk should weather become an issue. The maximum capacity of the Scarbrough Garden for a reception is 100 persons. Under no circumstances may a dance floor be installed in the Scarbrough Garden. Additional lighting is recommended. The electricity in the Scarbrough Garden is limited and these constraints must be considered when selecting any form of entertainment for the event.

The garden plantings are seasonal and are at the sole discretion of the Museum's gardener. No garden plantings may be moved, altered, or replaced for any reason. Renters are liable for any damages incurred in the gardens during an event. Should this occur, the renter will be held financially responsible and will result in the loss of the deposit.

The design of the North Garden facilitates comfortable air flow through the space that deter various insects. Should this pose a concern for an event, however, renters may employ the Museum's pest control company independently to spray the gardens prior to the event. Ships of the Sea requires that an all-natural organic pesticide be used throughout the gardens. Under no circumstances, are renters allowed to spray bug repellent or pesticides themselves, as certain chemicals can cause damage to the plants in the gardens.

Ships of the Sea does not provide tables, linens, chairs, special lighting, glassware for events. Renters are required to either supply them or use a rental company for all other event decorations and materials. The bar provided by the Museum may be used within the Assembly Room and in the North Gardens around the Maple Grove or under the Pergola. Secondary bars or any bar requested to be placed outside the Assembly Room will either need to be rented from one of the Museum's preferred rental companies or the Museum will set up banquet tables to act as the bar.

Initial _____

We request diagrams of the event space one week prior to the event, indicating the layout of tables, chairs, the bars, etc. The Event Department also encourages renters or planners to provide a timeline for the day of the event indicating the arrival of vendors and event activities.

Preferred Vendors

For your convenience, we have provided a list of our preferred vendors. These are vendors that have completed a successful event with the museum and have agreed to follow a list of expectations as well as all policies set forth by the museum. We require all vendors to provide a certificate of insurance indicating general liability coverage in the minimum amount of \$1,000,000 general aggregate listing Ships of the Sea Maritime Museum as additionally insured for the year. This list does not include all event vendors in Savannah or the surrounding areas, but it is inclusive as to who can or cannot work at the facility. Should you desire to choose a vendor that is not on the list, the vendor must meet with the Events Department, secure the manager's written approval, and submit all necessary documentation. We are always looking to welcome new vendors to our facility!

Load In / Load Out

Load in for the event may begin as early as 10am the day of the event. A full load out must be scheduled the night of, immediately following the event. **All rental equipment and decorations brought on site must be removed from the venue within the two hours immediately following an event.** This includes but is not limited to: tables, chairs, lighting, staging, dance floor, table decorations, chandeliers, table linens, AV equipment, furnishings, and send off items as well as any boxes or trash generated from the aforementioned. All boxes must be broken down before being placed in our dumpster. Ships of the Sea must pre-approve other arrangements, if the renter or rental company requires additional time to set-up/breakdown for an event outside the mentioned time frame, as long as it does not interfere with another scheduled event or Museum operations. No personal items will be left in the green room overnight.

Decoration Terms

Plans for decorations, including drapery, lighting, signs and banners, are subject to the Museum's approval. Only masking tape may be used to affix decorations. Nails, screws, etc. may not be hammered into columns or ceilings. All decorations supplied from an outside source must be removed within two hours following the conclusion of the event. *To protect the garden from fire*, open flames are not permitted within the garden spaces. LED candles are required unless express permission is given by the Events Department. Under no circumstances are motorized vehicles, including but not limited to cars and motorcycles, allowed within the gardens. All sponsors and sponsorship materials must be deemed appropriate by Museum staff prior to the day of the event. In the instance that Ships of the Sea has a public art exhibit installation on display in the gardens that coincides with the event, renters are not permitted to incorporate any decorations that are offensive to the integrity of the artwork. (Please see Museum Garden Exhibits section). Renters are liable for any damages incurred.

Museum Garden Exhibits

Due to the nature of the venue, there may be a Museum exhibit on display in the gardens at the time of a private event. **These exhibits will not be moved or altered for any renter, with no exceptions.** Renters are not permitted to incorporate any decorations that are offensive to the integrity of the artwork. Ships of the Sea Museum reserves the right to schedule and display exhibits on the property throughout the year but will not locate installations in the Scarborough Gardens or Assembly Room.

The Museum cannot guarantee that exhibits will not be scheduled in the garden that coincides with renters' event date, regardless of if one was not scheduled at the time of signing a contract. **The Museum will not offer any financial concession to a renter for an exhibit on display at the time of the event.** Renters are liable for any damages incurred to exhibits inside the Museum or outside in the gardens during an event.

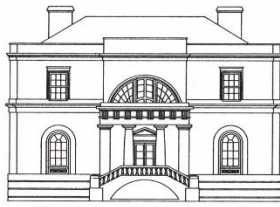
Initial _____

Smoking

Smoking is not permitted in the Scarbrough garden, Assembly room, Maple Grove, Sisters Garden, stairwells, restrooms, bridal suite/green room, fountain, pergola or any other areas within the museum or garden grounds. This includes, but is not limited to, vaping, smokeless tobacco or e-cigarettes. These activities are limited to the parking lot or city streets and sidewalks. Should you, your guests or your vendors violate this policy, the \$750 cleaning/repair deposit will not be refunded and violators will be asked to leave.

Security Terms

The Museum's events department will coordinate security through the Savannah Police Department for every after-hours Museum event. The renter will be required to cover officers at \$40 per hour (minimum of 4 hours). The Museum will make the final decision as to the number of security officers required for any particular event. Security of the grounds and the safety of the guests are paramount. Any breach of security or safety regulations can result in cancellation of an event at any time.



Initial _____

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Beverage Service Packages

These options are based upon a four-hour function which includes one bar, uniformed bartenders, ice, napkins, and filtered water with paper cups. Ships of the Sea does not provide glassware and does not permit the use of single-use plastics on site. Please select one of the packages below. Any extras, special orders, or changes to the standard packages will need to be confirmed in advance. The finalized beverage service package agreement is due one month prior to the event date. The final head count and payment is due two weeks prior to the event date.

Beverage Packages

Tier 1

\$30/per person

- A choice of five domestic beers, red and white house wines and soda is included.

Tier 2

\$40/per person

- A choice of five assorted domestic and premium beers, red and white house wines and five house liquors; soda and mixers are included.

Tier 3

\$50/per person

- A choice of five assorted domestic and premium beers, four house wines (2 red, 2 white), one sparkling wine, five premium liquors and a specialty cocktail; soda, and mixers are included.

Package Upgrades

Wine Upgrades: Though our house wine lists have been thoughtfully selected and curated by local wine specialists, we understand that you may wish to upgrade your wine selection. The price varies depending on the type of wine and the distributor. Please contact the Events Department for pricing.

Additional Bar(s): Additional bars can be added for a flat fee of \$750 per bar which includes set-up, stocking, and bartenders.

Champagne: If you would like to celebrate with a champagne toast or offer champagne during your event, please contact the Events Department. We have options by the bottle or the case.

Specialty cocktails: Should you wish to add a specialty cocktail to your package, please let the events department know and one of our bartenders would be happy to create something specifically for you and your event. Specialty cocktails are included in our Tier 3 package but can be added to other packages for an additional fee.

Bartenders

The events department will determine the number of bartenders needed for your event. On average, this is 1 bartender for every 50 guests. All our bartenders and managers are certified through Responsible Alcohol Server Training. Should you have a specific request regarding the number of bartenders you would like for your event, please talk to the events department.

****Prices are subject to change based on availability. ****

****Please note that liquor in Georgia is taxed at 10% and will be added to your final bar package. Additionally, a 20% gratuity will be added as well. *****

Initial _____

Alcohol Service Guidelines & Policies

- Ships of the Sea does not provide glassware. You will need to rent glassware for your event. If paper cups are acceptable, please let us know and the Museum will accommodate. Dishwashing is not available on site.
- In order to curtail the pollution of our waterways, Ships of the Sea is a plastic free zone.
- Ships of the Sea does not permit serving shots at any time during an operating bar (please note a “neat” pour of a selected liquor is NOT the same as a shot).
- Any special requests for ordering alcoholic brands that are not offered on current bar menus are subject to service surcharges.
- Please count all vendors in the total number of guests who will be drinking for the event. Vendors will not be served alcoholic beverages unless accounted for. This includes catering staff, band members, DJ’s, photographers, event coordinators and planners, etc.
- Ships of the Sea does not have an ice machine for catering use.
- Due to the City and State laws of Georgia, Ships of the Sea is not allowed to operate bars on Sundays without a special event permit.
- Per city and state alcohol regulations, alcohol may not be brought on site by anyone other than a licensed distributor. This includes beer, wine, and liquor of any kind. **If any outside alcohol is discovered by Ships of the Sea staff, it will be confiscated and destroyed.**

By signing below, you indicate that you have read and agree to abide by the guidelines and policies stated above.

Name: _____

Date: _____

Signature: _____