

OLD FORT JACKSON

Wedding Information Packet



1 Fort Jackson Road, Savannah, GA 31404 Phone: 912-232-3945 or 912-312-4155 weddings@chsgeorgia.org

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One of the most important decisions you will make is choosing a venue for your wedding and reception. 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, and reception that neither you nor your guests will ever forget.

Named after Revolutionary War hero James Jackson, Old Fort Jackson was built to defend the port of Savannah from attack via the river. Originally, our site played host to the "Mud Fort," an earthen battery used to house guns, during the Revolutionary War. During the administration of President Thomas Jefferson, the United States began building a series of coastal fortifications for the continued defense of Savannah.

During the American Civil War, Old Fort Jackson was seized by the government of Confederate Georgia. After the fall of Fort Pulaski to the Federal (Union) Navy, Fort Jackson served as headquarters for the Savannah River Defense system. It continued to serve as such until December 20, 1864, when the Confederate garrisons of Savannah evacuated to South Carolina, just ahead of the arrival of Federal Commander, William Tecumseh Sherman.

Whether you're thinking intimate and casual, or something grander, Old Fort Jackson will be happy to accommodate your needs. We look forward to assisting you with preparations for your special day.

We hope to hear from you soon!

Old Fort Jackson Events Department





Old Fort Jackson Sample Dinner Menus

Captain's Dinner

Baked Chicken with Rosemary
Beef Tips with Mushrooms and Onions
Mashed Potatoes *or* Steamed Rice
Green Beans
Buttered Corn
Garden Salad
Rolls and Butter
\$38.50 per person

Soldier's Favorite

Carved Roast Beef, Ham or Pork Loin
Chicken Breast with Champagne Sauce
Mashed Potatoes
Yellow *or* Wild Rice
Garden Salad
Yellow Squash, Zucchini and Roasted Red Pepper Medley
Rolls and Butter
\$44.00 per person

Savannah Buffet

BBQ Pork
BBQ or Southern Fried Chicken
BBQ Ribs
Buttered Corn
Savannah Red Rice
Macaroni and Cheese
Coleslaw
Cornbread
\$44.00 per person

Lowcountry Boil

Steamed Shrimp
Smoked Sausage
Baked *or* Fried Chicken
Savannah Red Rice
Corn on the Cob
New Potatoes
Coleslaw
Rolls and Butter
\$49.50 per person

All Dinner Programs Include:

Exclusive use of
Old Fort Jackson for
three hours.

Site information and history
presented by a certified
interpreter.

White linen tablecloths and
disposable dinnerware
(china and silverware are
available upon request at an
additional cost)

Sound system and podium
usage (available upon
request)

Restrooms

Set-up and Clean-up

All dinners include dessert
and two non-alcoholic
beverages. Coffee stations
are available upon request.
Dinner menus are based on
a 50 person minimum.

Old Fort Jackson Beverage Selections

Beer, Wine and Soda

Budweiser
Bud Lite
Miller Lite
Yuengling
Non-alcoholic Beer

Beringer Pinot Grigio
Beringer White Zinfandel
Woodbridge Cabernet
Woodbridge Chardonnay
Woodbridge Merlot

Coke
Diet Coke
Sprite
Bottled Water

\$19.95 per person

Medium Bar

Budweiser
Bud Lite
Miller Lite
Yuengling
Non-alcoholic Beer

Beringer Pinot Grigio
Beringer White Zinfandel
Woodbridge Cabernet
Woodbridge Chardonnay
Woodbridge Merlot

Coke
Diet Coke
Sprite
Bottled Water

Smirnoff Vodka
Gordon's Gin
Bacardi Light Rum
Captain Morgan Rum
Scoresby Scotch
Seagram's 7
Jim Beam Bourbon
Montezuma Gold Tequila

\$23.95 per person

Premium Bar

Budweiser
Bud Lite
Miller Lite
Yuengling
Non-alcoholic Beer
Heineken
Corona

Beringer Pinot Grigio
Beringer White Zinfandel
Woodbridge Cabernet
Woodbridge Chardonnay
Woodbridge Merlot

Coke
Diet Coke
Sprite
Bottled Water

Absolute Vodka
Tanqueray Gin
Bacardi Light Rum
Captain Morgan Rum
Dewar's Scotch
Crown Royal
Jack Daniel's Whiskey
Cuervo Gold Tequila

\$25.95 per person

Prices are based on one bar set-up, which will provide adequate service for your guests.

Additional Bar Set-Up \$150.00 per bar

Additional Bartender \$ 75.00 per bartender

Included in Your Event:

Plastic Barware and Bar Supplies

Mixers

Bartender(s)

A selection of liqueurs is available for liquor bars at no additional cost (upon request).

Choices include:

Amaretto liqueur

Peach Schnapps

Coffee Liqueur

Irish Cream

The Old Fort Jackson staff must coordinate alcohol service.

Absolutely NO alcohol may be brought in from an outside source!

Guests must be 21 years of age to consume alcoholic beverages. Old Fort Jackson staff and bartenders reserve the right to request proper I.D. from any guest.

Entertainment

Old Fort Jackson offers entertainment that adds nicely to the overall site experience.



Our interpretive staff will fire a cannon salute to your new union.



Interpretive Musicians (\$300.00)

Dressed in period costume, our interpretive musicians will perform a selection of 19th century music for you and your guests. Our musicians are also available to perform during wedding ceremonies.

Bonfires (no additional charge)

Relaxing bonfires are perfect for your guests to gather around while they enjoy the nostalgic atmosphere of the fort.

Certified Interpretive Guides (no additional charge)

Our highly trained interpretive staff can be available to answer questions about the site and provide general information for your guests (history buffs or otherwise!).

Guided Tour (no additional charge)

A guided tour of the fort will provide you and your guests with a greater understanding of the Old Fort Jackson. Tours may be offered at your guests' convenience and can be staggered to occur throughout the evening.



Photograph by Tim Will Photography. www.timwill.com

Fireworks: (Fees applicable)

See sparks fly on your special night! No other night will be the same. Please inquire about scheduling fireworks as the grand finale for you and your guests on your wedding night.

Wedding Rehearsal

No additional charge for a wedding rehearsal the day before the ceremony will apply if:

- The rehearsal lasts one hour or less
- The rehearsal involves only the wedding party, officiate and parents

In any other case, a \$100.00 fee will apply for rehearsal over one hour and up to (but not over) two hours.

Event staff will be present during your rehearsal to answer questions, but do not assist in wedding coordination. Please make any necessary arrangements in order to facilitate the flow of your rehearsal.

Billing

If you choose to hold your wedding at Old Fort Jackson, we will place a tentative hold on the selected date (without a deposit) until more details are finalized. During this period, if another client expresses interest in the same date, you will be contacted first to provide a deposit.

Deposit Information

A deposit of \$1,000.00 or 20% of the working total, whichever is greater, is required to “lock in” the requested date and time. Your event is not confirmed until a deposit is received.

Contract Balance

The remaining balance on the contract is due no later than the day of the event. Please let us know prior to your event if you need to make alternate payment arrangements.

Event Time Overage

All of our pricing is based on a 3-hour event. If more time is needed or used, an overage fee of \$600.00 per hour will apply.

Cancellation

Our cancellation policy is as follows:

- Prior to ninety (90) days : full refund
- Within thirty (30) days : no refund given

We accept payments in the forms of cash, check, money order, Visa, Mastercard or American Express.

Vendor Information

Catering Services

Old Fort Jackson uses local caterers, but licensed outside caterers are welcome. We ask that they provide proper insurance documentation at least 30 days prior to the event and abide by all site rules and regulations. A site visit and meeting with the preferred caterer must be scheduled before the event so that they may be informed of all site policies.

Our dinner menus may be amended to fit your needs. Everything from buffet-style dinners to seated, plated affairs can be accommodated, and we are more than happy to work with you on all details concerning your meal.

Alcohol

Due to state and local licensing policies, Old Fort Jackson must be responsible for all alcohol service during your event. Absolutely **no** outside alcohol may be brought on-site for any reason. Old Fort Jackson reserves the right to refuse service to anyone under the legal drinking age or to anyone who is visibly intoxicated. Taking “shots” of alcohol during any event is prohibited.

All of our bar pricing is per person and includes bartenders, bar supplies and mixers. If you would prefer a specific brand or type of alcohol that is not listed on our menus, let us know. We would be happy to order it for you; pricing variations will apply.

Equipment and Service Rentals

All vendors delivering or retrieving rented equipment must notify the events coordinator prior to arrival. All speed limit signs and site policies must be honored.

We provide tables, benches and linens for up to several hundred guests. Renting special items is acceptable and can be coordinated through us.

Music and DJs

You are welcome to coordinate a dj service or band for your event. Please be aware that harsh or offensive music is prohibited. A list of music selections must be given to the events coordinator prior to your event. When booking a musical act, please provide us with contact information so that we are able to get in touch with the performer to coordinate their sound/power needs, etc.

Set-Up and Break-Down Policies

We arrange each set-up schedule on a case-by-case basis. Set-up on the day of the event may begin as early as required by your schedule. However, additional fees may apply if the set-up is disruptive to our daily operations, is very labor-intensive, or requires additional staffing on our part. Please contact us and we will schedule your event individually. Breakdown of any event must occur as soon as possible so that we may be ready for our visitors the following day; remember, we are open seven days a week! It is the responsibility of the client to provide enough people to set up and break down all decorations in a timely manner. Please make prior arrangements to have your equipment, supplies and decorations picked up after the event ends. Anything left on site after an event may be subject to a fee.

General Site Information

Old Fort Jackson is open seven days a week, 362 days per year. Thousands of visitors explore the museum annually, including locals, tourists, school groups and convention attendees. Our site is very active, both in daily operations and through preservation work, and our goal is to provide a meaningful and enjoyable experience for every one of our guests.

We are very flexible with the event process, but are also fully dedicated to preserving the integrity of our site. Thus, certain regulations may apply that are different than those of a hotel banquet room or restaurant. All of our rules and regulations are in place to protect the safety of our guests and the historic nature of the site.

Site Policies

- Old Fort Jackson is open daily from 9:00am until 5:00pm. All dinner events must begin no earlier than 6:00pm.
- Please be respectful of our national historic landmark. Obey all posted speed limit and safety signs.
- We offer several loading and unloading locations. Please contact the events coordinator prior to your arrival to deliver outside items to the fort.
- Any and all vendors (event rental companies, caterers, florists, etc.) must speak with us beforehand to review site policies and expectations. Please provide contact information for all vendors that will be arriving on site. Old Fort Jackson is a unique event venue, and our policies are often very different from the policies of other event venues in the area.
- Absolutely no material of any sort may be adhered to any wall in any manner (staples, tape, glue, etc.). All of our walls are historic, and any material stuck to them may cause irreparable damage. Damage done to any of our walls or structures is subject to a restoration fee.
- Nothing may be staked into the ground without supervision by a manager or event coordinator. This includes supports for tents and hooks for lighting.
- We do not allow glitter, confetti or rice to be thrown or used as decoration during any event.
- Candles are permitted as decoration, but must be placed on receptacles to catch any falling wax. A cleanup fee will be imposed if removal of wax on tables, chairs or any surface is necessary.

Smoking

As we are a semi-outdoor site, smoking is permitted on the museum grounds. All smoking materials must be disposed of properly in provided receptacles placed in various locations around the site. Absolutely no cigarette or cigar butts should be thrown on the ground for any reason.

Parking

We have large parking areas available at no extra charge. Please inform us of the type of transportation that your guests will be using. Please inquire about a map to the fort. This will be helpful for your guests arriving by personal automobiles.

Restrooms

Restrooms are available inside the Fort. If you have elderly guests or guests who have trouble walking, other arrangements may need to be made. We work closely with various restroom rental companies and can provide assistance with this matter for groups larger than 200.

Security

While not required, security is suggested for large events in attendance to assist with parking and crowd control. If requested, security will be arranged for you through the Savannah-Chatham Metropolitan Police Department at an additional fee.

Children

Children are absolutely welcome at events. Adult supervision is required at all times for our small guests. We have alternate dinner pricing available for any children in attendance. Be sure to include them in your guest count so that we may price your event accordingly.



Photograph by Donna Von Bruening Photographers. DVBPHOTO.COM