Event Rental Information

Thank you for considering Harper Fowlkes House for your special day. This packet contains general information about our event options. Please contact the information below if you have questions that are not covered in this packet.

Weddings | Bridal Showers | Sunday Wedding Brunch | Birthday Parties | Corporate Events

**For inquiries, please contact:**
Lee Booth | Event Coordinator
lbooth@chsgeoriga.org
cell: 912.665.7131
# Site Rental Fees & Requirements

## Pricing

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Min/Max # of Guests</th>
<th>Fee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seated Meal at Dining Table</td>
<td>10/18 inside</td>
<td>$2,600</td>
<td>2 hours</td>
</tr>
<tr>
<td>Wedding Ceremony Only in Garden</td>
<td>20/120 for ceremony</td>
<td>$1,200</td>
<td>1 hour minimum</td>
</tr>
<tr>
<td>Ceremony, Cocktail Hour in Garden</td>
<td>20/120 for ceremony &amp; cocktail hour</td>
<td>$2,200</td>
<td>2 hours</td>
</tr>
<tr>
<td>Ceremony, Cocktail Hour &amp; Reception in Garden</td>
<td>20/120 for ceremony, cocktail hour &amp; reception</td>
<td>$3,200</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>Limited Touring of House</td>
<td>10/25 at a time for touring</td>
<td>$10 per person at event</td>
<td>Varies depending on guest count</td>
</tr>
<tr>
<td>Dressing Room</td>
<td>1/8 in dressing room</td>
<td>$300/flat price</td>
<td>6 hours 10am-4pm</td>
</tr>
<tr>
<td>Photography, Inside and/or Outside</td>
<td>Couple, Photographer, +1</td>
<td>$200.00/hour</td>
<td>1 minimum</td>
</tr>
<tr>
<td>Close the house down for business. Garden and Carriage house access only.</td>
<td>Planner, rental companies, bridal party</td>
<td>$1000 for weekday, $1200 for Saturday</td>
<td>Full Business Day, 10am-4pm</td>
</tr>
</tbody>
</table>

## What's Included

- **Inside Events**
  - Access to 1st and 2nd floor of house
  - Caters may use kitchen to prep food (they cannot cook as our kitchen is not certified)
  - Table, chairs and linen on table in dining room for seated meal of 18
  - 1-hour set up time before event and 1 hour clean up time after event
  - Weddings may have a 1-hour rehearsal the day before the wedding (scheduled a month ahead with Event Coordinator)

- **Outside Events**
  - Access to garden and back porch
  - Carriage house with bathroom and bar
  - Weddings may have a 1-hour rehearsal the day before the wedding (scheduled a month ahead with Event Coordinator)

## Billing

A tentative hold can be placed on the selected date without a deposit. This will give you the “right of first refusal”. If another client expresses interest in the same date, you will be contacted and will have a week to provide a deposit or the dated will be forfeited.

- Deposits are half of the total amount, including tax
- Final balance and final count are due 1 week before the event
- For deposits we accept cash, check, money order or credit card. Final payment cannot be made with a check
Site Policies & Information

- Any additional event time outside of the agreed time, will result with a charge at $1,000 per hour. If you would like extra time, it can be paid in advance. In accordance to a zoning board decision, no event may last past 8pm during the period from March 21st through September 21st and 7pm during the period from September 22nd through March 20th. Any additional cleanup time over an hour, following event including, but not limited to, removal of flowers and other decorations is subject to a cleanup fee of $100.00 per hour.

- In the event of Event cancellation by Client, deposits are nonrefundable. Coastal Heritage Society may cancel booked events due to inclement weather, emergency conditions, or events beyond our control. In case of cancellation initiated by Coastal Heritage Society, all rental and deposit fees will be refunded. No refunds or reductions will be made regarding any alterations of event numbers or time usage after final payment has been made.

- No amplified music is allowed outdoors. Acoustic music such as guitar, harpist, violinist or a string trio are allowable. The house is located in a residential neighborhood. No music louder that the noise ordinance permits, which is 50 decibels or the level of a normal conversation, is allowed. No outdoors music shall be permitted before 10:00am or after 7pm or 8pm (depending on the time of year).

- The use of glitter and confetti is prohibited. Nothing may be attached to on site using glue, tape, tacks, nails or staples. All decorations and lights must be removable, and leave no damage to the site. Staking items into the ground is prohibited.

- Any children present during the event must be supervised at all times.

- In case of rain, for outside events, no access to house is given. Client should provide a 30’x30’ or 30’x60’ tent.

- It is highly recommended that you have an event planner or day of planner.

- Maximum crowd size outside is 120.
Vendor Information
This is a list of recommended vendors based on positive past experiences with clients and Harper Fowlkes House. These are just recommendations and you are not required to use these.

Catering
- Nick Mueller
- Current Catering
- Thrive Catering
- B Local
- Fox & Fig (vegan)

Alcohol Vendors
If you are having alcohol at your event, you must get it through a vendor that has a Beverage Catering License and there must be someone on site to serve the alcohol as well.
- Ganem & Sons | charlieganem@gmail.com & johnpganem@gmail.com
- Chu’s | brbmart@comcast.net
- Johnnie Ganem Package Shop | marianne@johnnieganem.com

Bakery
- Baker’s Pride

Acoustic Music
- Coastal Chamber Musicians

Rentals
- Event Works Rentals
- Amazing Event Rentals
- Beach view Event Rental & Design
- Savannah Vintage Rentals

Coordinators
- Ivory & Beau | Abigale Littles ivorybeauweddings@gmail.com
- Design Studio South | alysse@designstudiosouth.com

Photography
- Apt. B Photography | Wendy Norman wendy@aptbphoto.com

Transportation
- Callan’s Classics
Photographs of Harper Fowlkes House

For more photographs, please check out our Pinterest page,
https://www.pinterest.com/HarperFowlkesHouse/
All photographs in this packet are taken by Apt. B Photography

*Photograph taken from Orleans Square looking at the front of Harper Fowlkes House*
Photograph taken in the main hallway of Harper Fowlkes House as the Bride and her Father are about to walk out to the ceremony.
Photograph taken in 2nd floor dressing room
Photograph of musician taken on back porch
Photograph of ceremony in the garden
Photograph of reception set up in the garden
Thank you for your interest in Harper Fowlkes House. Please contact us for availability and any questions you may have.

Harper Fowlkes House
230 Barnard Street
Savannah, GA
31401
House number: 912.234.2180

Lee Booth | Event Coordinator
Cell number: 912.665.0401
lbooth@chsgeorgia.org