



OLD FORT JACKSON

Wedding and Events Information



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Thank you for considering Old Fort Jackson for your special day!

This information packet contains general information on special events for our site.

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, reception or dinner event that neither you nor your guests will ever forget.

Whether you are planning a casual reception or a big bash, Old Fort Jackson is a unique venue that you and your guests are sure to enjoy. We are ready and available to answer any questions that you may have. Our goal is to make every event a great event!

We hope to hear from you soon!!

Old Fort Jackson Events Department



Site Rental Fees & Requirements

Pricing

- **\$18.00 per person for three hours use of the venue**, 50 person minimum (*final numbers are due one week prior to your event*). This fee does not include food or alcohol.
- **\$1,000 per hour** over the 3 hours included in the base fee (*set-up time is not included in your event time*).
- **\$50.00 per hour** labor fee for set-up, event time, and breakdown. If more than two people are required for labor an additional \$25 per hour for each person will be charged.
- An additional security fee may be included in your final invoice.

What's Included

- **Tables & Benches**
 - 30 eight foot farm tables
 - 12 eight foot folding tables
 - 130 wooden benches
- **Wedding Rehearsal** lasting 1 hour the day before and ending before 5pm
 - Event staff will be present but do not assist in wedding coordination
 - A **\$200 Fee** will apply for rehearsals lasting over one hour

Billing

If you choose Old Fort Jackson as your event venue, 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 to either provide a deposit or forfeit the date.

- **Deposits are \$1,000** to lock down the date and are included in the final balance (*deposits are non-refundable*)
- **Contract Balance:** due no later than 3 days before the event
- We accept payments in the form of cash, check, money order, or credit card



Add-On Items

- **\$50 per soldier per hour** when a soldier is in uniform. Soldiers can perform honor guard, informal presentations on the history of the Fort, conduct short tours, practice maneuvers, etc.
- **\$75- Infantry Drills + \$50/soldier/hour labor charge:** Includes musket firing and soldier maneuvers; requires at least two soldiers. Client will determine demonstration time and how long soldiers stay on site.



- **\$100 – Cannon Firing + \$50/soldier/hour labor charge** Includes two 12lb. Howitzer firings; requires at least two soldiers. Client will determine cannon firing times and how long soldiers stay on site.



- **\$150 – Cannon Firing + \$50/soldier/hour labor charge:** Includes one 32lb. firing; requires at least four soldiers. Client will determine cannon firing time and how long soldiers stay on site.
- **\$200 – Cannon Firing + \$50/soldier/hour labor charge:** Includes one Dahlgren firing; requires at least four soldiers. Client will determine cannon firing time and how long soldiers stay on site.

Non-infantry add-ons

- **\$150 - Encampment** which includes 19th century tents and period chairs - great for enhanced entertainment and photo opportunities.
- **\$75 – Campfire** (price for each individual campfire)





Old Fort Jackson ♦ 1 Fort Jackson Road ♦ Savannah, GA 31404

Outside Vendors must review site policies beforehand. Please provide contact information and arrival time for all vendors arriving on site.

- Outside vendors are allowed on site but must be licensed, provide proper insurance, documentation, and abide by all museum rules and regulations.
- Recommendations for preferred vendors are available but must be coordinated by the client. All rental companies and vendors must meet with the events coordinator at least two weeks prior to event date.

Setup is allowed during museum hours as long as it does not interfere with daily operations. Setup prior to 5:00 pm is subject to an hourly setup fee. **Vendors must check in with Old Fort Jackson's events coordinator upon arrival and before any setup begins.**

**Un-approved interruptions are subject to a fee.*

Breakdown must occur immediately following the event. Trash removal and bar stations are the responsibility of the museum staff. We are not responsible for removing, storing, or disassembling decorations. Please make arrangements to have all equipment, decorations, and rentals picked up after the event. **Anything left on-site after the event is subject to a fee.*

Savannah offers a variety of great rental companies and vendors. Listed below are a few of our preferred vendors and rental companies:

- Carlson's Premier Events
- First City Events
- Amy Harvey Designs
- Savannah Special Events
- Amazing Event Rentals
- French Knot Studios

Catering

Old Fort Jackson has a great list of preferred caterers. Please work directly with the caterer of your choice to design your perfect menu.

- Creative Catering
- Chef Nick Mueller
- River Street Riverboat Company
- Paul Kennedy Catering
- Susan Mason
- Cape Creations

Bar Options

Beer, Wine, & Soda \$21.35 /person **including sales tax**

(Choose 4 beers & 3 wines)

- Beer Options:
 - Coors Light
 - Bud Lite
 - Miller Lite
 - Michelob Ultra
 - Yuengling
 - Corona
 - Heineken
- Wine Options:
 - House Chardonnay
 - House Pinot Grigio
 - House Merlot
 - House Pinot Noir
 - Champagne

Medium Bar \$25.63 /person **including sales tax**

(Choose 4 beers, 3 wines from the beer and wine menu above)

- Smirnoff Vodka/Tito's
- Tanqueray Gin
- Bacardi Light Rum
- Scoresby Scotch
- Seagram's 7
- Jim Beam Bourbon
- Montezuma Gold Tequila

Premium Bar \$27.77 /person **including sales tax**

(Choose 4 beers, 3 wines from the beer and wine menu above)

- Absolut Vodka
- Bombay Sapphire Gin
- Bacardi Light Rum
- Captain Morgan's Rum
- Dewar's White Label Scotch
- Seagram's 7
- Jim Beam Bourbon
- Jack Daniel's Whiskey
- Jose Cuervo Gold Tequila

Bar Pricing Includes

- Soft drinks: Sprite, Coke, Diet Coke (plus mixers for full bar options)
- Plastic barware (glassware may be rented through rental company)
- One bartender per 50 guests & one bar set-up
- \$25/hr per bartender + tip jar (including set-up and breakdown)
- Old Fort Jackson's events coordinator **must** coordinate alcohol service. ***NO alcohol may be brought on site and is subject to an additional fine.***
- Guest must be 21 years of age to consume alcohol. Museum staff and bartenders reserve the right to request proper I.D. from any guest. Staff may also refuse service to anyone who is visibly intoxicated.

Add-ons

- Additional Bar Setup - \$150 per bar
- Specialty cocktails, specialty beers and special wine can be provided for additional fees.



Site Policies & Information

- Old Fort Jackson is open 7 days a week, 9:00am-5:00pm. All events may begin no earlier than 5:00pm.
- No material may be adhered to any wall in any manner (staples, tape, glue, nails, etc.).
**Damage done to our historic walls is subject to a restoration fee.*
- No glitter, confetti, or rice may be used. Flower petals & sparklers are allowed with proper disposal.
- Candles are permitted as decoration but must be in a holder to catch dripping wax.
**A clean-up fee will be issued for removal of wax.*
- No items can be staked into the ground without the approval and supervision of Old Fort Jackson's events coordinator.
- Absolutely NO material may be adhered to fort walls, tables, benches, posts or any other part of the fort in any manner (staples, tape, glue, nails, etc.). **Damage done to the historic fort is subject to a restoration fee. Fee will be determined by our preservation specialists.*

Smoking is permitted in outdoor areas. All smoking materials must be disposed of in provided receptacles.
**Cigarette clean-up is subject to a maintenance fee.*

Parking is available in our parking lot. Gates are locked after each event and unlocked at 9:00am the next morning. If guests leave their cars they may retrieve them the following morning.

Restrooms are available inside the fort as well as in the parking lot. Portable restroom rentals are allowed if you feel those provided aren't adequate for the number of guests.

Security may not be required but suggested for events over 250 guests to assist with parking and crowd control. If requested, security will be arranged for you through the Police Department at an additional fee.

Children are always welcome, though adult supervision is required at all times. They are also included in your guest count.





Please come have fun with us!

