

WEDDINGS & EVENTS

Telfair Museums is pleased to present its unique facilities in consideration for your special event. Featuring the Telfair Academy, the Owens-Thomas House and the Jepson Center, we hope you find the enclosed information useful in making your event location decision.

A trio of venues, Telfair Museums includes two national Historic Landmark buildings – Telfair Academy and Owens-Thomas House – and Savannah’s latest architectural landmark, Jepson Center. Each of these stunning properties offers diverse and intriguing events space ideal for any occasion.

Please contact me to schedule a site visit or for more information. It is my pleasure to discuss with you how one of our historic facilities can contribute to the success of your event. I can be reached at **912.790.8879** or at denmarkj@telfair.org for more information on hosting events at Telfair Museums.

Sincerely,

Jessica M. Denmark

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Marketing & Events Rental Manager
Telfair Museums



Built in 1819 as a private home for Savannah's Telfair family, Telfair Academy now serves as the South's oldest public art museum and as one of Savannah's most unique rental venues. The Academy's dark wood Rotunda can accommodate as many as 200 for seated dinner and 225 for a cocktail reception. Its marbled Sculpture Gallery can seat 100 for dinner or 150 for cocktails. Events at the Academy are limited to 300 guests with ample room for music and dancing to provide a spectacular event amidst works of Telfair Museums' permanent collection of art.



The Investment: \$7500 high-season ~ March – June & September – November
\$5250 off season ~ January – March, July – August & December

Pricing includes venue rental, internal security and required certificate of insurance. Galleries and exhibits open and available at additional charge. Discounts available based on day of week, season and other bookings or events.



Opened in March 2006, the range of facilities at the exciting new Jepson Center ensures its status as one of Savannah's most sought after special event locales. **Jepson Center** is our more modern building and features a soaring glass-walled marble atrium that can hold up to 400 for a reception, but will seat 150 for a sit-down dinner in the three-story Atrium. The spacious floor, gorgeous staircase and amazing galleries, make for an incomparable event. We also host wedding ceremonies in the atrium of the Jepson, followed by cocktail hour on the third floor sculpture terraces while the caterer "flips" the room and then the reception back in the Atrium.



The Investment: \$5250 high-season ~ March – June & September – November

\$4000 off season ~ January – March, July – August & December

Pricing includes venue rental, internal security and required certificate of insurance. Galleries and exhibits open and available at additional charge. Discounts available based on day of week, season and other bookings or events. Other available spaces include 220-seat auditorium and a multi-purpose boardroom.



*T*he English Regency garden of the historic Owens-Thomas House is a delightful location for outdoor cocktail parties or receptions for up to 100 guests or a small wedding ceremony. Situated between the national landmark house museum and the historically-significant carriage house, the lush parterre garden is bordered by a high wall providing controlled access exclusive to events. The central clover fountain is a perfect place for photographs while the broad back porch added by its original owners overlooking the garden can accommodate four to six musicians for entertaining guests with true Southern hospitality.



*T*he Investment: \$2000 high-season ~ March – June & September – November

\$1500 off season ~ January – March, July – August & December

Pricing includes venue rental, internal security and required certificate of insurance. Tours of the house and docents are available at an additional charge. Events in the garden are not refunded due to unfavorable weather. Please have an alternate plan in place upon booking.

FAQS ABOUT RENTING TELFAIR MUSEUMS

Telfair Museums is pleased to make Telfair Academy, Jepson Center, and Owens-Thomas House garden available for special events. The primary purpose of the facilities is that of an art museum and gallery space. Consequently, the facilities are not designed or staffed to readily accommodate special events. In an effort to keep the museums maintained and accessible for event use, the following questions and answers will address the most common concerns about renting the museums.

Q. Does the museum provide tables and chairs, or other rental items?

At this point, Telfair Museums does not provide any rental items. This may change in the future, after which our rental policy will reflect those changes.

Q. Can I have votive tea light candles at my ceremony or reception? What if they are outside along the steps?

As pretty as flickering candles can be, Telfair Museums does not allow open flames at any of the sites, due to the risk of fire. This is especially enforced inside the buildings, where much of the museums' art work is on display, but also outside, due to the historic or exclusive nature of the sites.

Q. I'd like to bring in drapery and fabric to hang from the walls and ceiling. Is this allowed at any of the sites?

Telfair Museums has a strict 3-foot or more rule when determining decoration and table placement. Any items, including tables, chairs, lighting set-up, catering stations, bar service, etc must be at least 3 feet from any art work, sculpture, walls, pianos, or decorative arts. No items are to be placed on paintings, sculptures, pianos, mantels, decorative arts or furniture. Dining tables must be so a seated guest is at least 5 feet out to accommodate for the chair and seating. For serving stations with an attendant, the table must be positioned to allow the attendant to be three feet from the art work or wall. If the height of any object is greater than three feet, the distance from the wall must exceed the height by one foot. Anything over 10 feet in height must be approved in advance.

Q. I would like to have a sauté station at my dinner reception. Where can the caterer set-up that station?

Telfair Museums does not permit open flames or cooking of any kind inside the buildings. There is to be no use of sterno, butane, propane or baking torches, as well as any kind of preparation or cooking that emits steam, grease, smoke or anything of the kind. Telfair Museums has several electric chafing dishes that approved caterers are permitted to use.

Q. My aunt is a wonderful cook. Can she cater my wedding reception?

Telfair Museums features a list of approved caterers that are permitted to cater within the venues. All of the caterers on the list have worked at all the sites and are familiar with the catering accommodations provided to them. If you are not able to use someone on the list or have specific dietary needs such as kosher food preparation or cultural requirements, please contact the Facilities Rental manager for more assistance.

Q. I really want this date. Can you hold the date for me until I can make the deposit?

Dates fill up very quickly at Telfair Museums, so unfortunately, a specific date cannot be held, and is not considered booked until a signed contract and rental deposit has been submitted.

Q. Where can I get tables and chairs? What florist should I use? Do you know of any good bands? Etc. After years of working with numerous rental companies, florists, musicians, cake designers, etc in Savannah, Telfair Museums is proud to be a part of Savannah Wedding Professionals. The museum not only provides a list of nearly all the vendors you need, but most of them are also SWP members. All vendors on the list have worked at the museums' over time and are welcome to work with us for your special day. We also provide a checklist for you to review, as well as address with your vendors so everything is planned accordingly.

Q. My cousin is acting as my wedding planner. Can you meet with her to go over everything?

While your cousin may be an excellent wedding planner, don't you want her to be able to enjoy the day too? Telfair Museums strongly suggests that you consider one of the planners on our preferred list. All of those listed have worked the museum and are very knowledgeable about possible set-ups and use of the buildings. They are all budget-friendly and more than happy to work with you on your Telfair Museums' wedding.

The FAQs are not intended to answer every question you might have, so for more information on renting a Telfair Museums' venue, please contact Jessica Denmark, Marketing & Events Rental Manager at 912.790.8879 or at denmarkj@telfair.org

PREFERRED CATERING & BEVERAGE SERVICES

Cape Creations Catering, Inc.
Chef Cynthia Creighton-Jones
Phone: 912.354.9672
Fax: 912.354.9673
E-mail: creightjones@comcast.net
www.capecreationscatering.com

Chef Nick Mueller & Company
Nick Mueller
Phone: 912.728.8150
Fax: 912.728.5245
E-mail: chefnickmueller@aol.com
www.chefnick.net

Creative Catering
John Menzies
Phone: 912.341.3663
Fax: 912.341.0483
E-mail: catermaster@hotmail.com
www.creativecateringga.com

John Nichols Catering
John Nichols
Phone: 912.349.1000 - Crystal Beer Parlor
Cell: 912.844.8591
E-mail: john@crystalbeerparlor.com

Paul Kennedy Catering
Paul Kennedy
912.964.9604
office@gopkc.com
www.paulkennedycatering.com

Starland Dining Group / Café Zeum
John Deaderick/Michael Pritchard
Phone 912.443.9355
E-mail: thestarlandcafe@me.com

The Lady & Sons
Phone: 912.233. 2600
E-mail: catering@ladyandsons.com
www.ladyandsons.com

BEVERAGE & BAR SERVICES
Bull River Beverage / Donna and Tommy Chu
912.897.7690

Susan Mason Catering
Susan Mason
Phone: 912.233.9737
Kitchen: 912.233.2560
E-mail: susanwmason@aol.com
www.susanmasoncatering.com

Johnny Ganem's/Paul Ganem
912.233.3032

Ganem & Sons/Charlie Ganem
912.507.2654

Catering By Trish
Trish McLeod
Phone: (912)355.1600
E-Mail: cateringbytrish@aol.com
www.cateringbytrish.com

Whitemarsh Beverage/ Randy West
912.897.9463