



Thank you for choosing to host your event at Telfair Museums (TMA). Our organization has an extensive collection of artwork and artifacts housed in two historic sites, the Telfair Academy (TA) and the Owens Thomas House (OT), as well as our more contemporary building, the Jepson Center (JC).

Our goal is to help you host a successful event while at the same time ensuring the protection of our collection and unique facilities. On the following pages, you will find all of our Rental Requirements that you will need to follow for any event held at a Telfair Museums facility.

Rental Requirements

Insurance

The Renter must provide general liability insurance coverage in the amount of \$1 million aggregate, naming Telfair Museums as additionally insured for the duration of the event. If alcohol will be served, “host liquor” must be included in the policy. The certificate of insurance must be received at least 30 days prior to the event. See the following Detailed Rental Requirements section for more specifics.

Professional Event Planner

The role of TMA staff is to facilitate the rental of the museum space, not to assist with the management of your event or vendors; therefore, we require that you engage the services of a professional event planner. Your event planner may not be a guest or family member. The planner is required to be present during the entirety of your event, from load in to load out or anytime vendors are on the property. If TMA or venue management staff has to assist in the execution of your event in any way, you will be billed a minimum of \$250/hour for this service.

We ask that you share this contract in its entirety with your Event Planner, so that they clearly understand their role and responsibilities. See the FAQ section for more details.

Force Majeure

The TMA staff will use commercially reasonable efforts to make the facility available to Renter, however, notwithstanding any provision in this Contract to the contrary, if for any reason beyond TMA’s reasonable control, it is subject to events or occurrences to include, but not be limited to, acts of God, war on US soil, hurricane warnings in the Chatham County area, earthquakes, fire, or a similar intervening cause beyond the control of either party, making it illegal or impossible, to hold the event at the museum at the date and time specified in this Contract, either party will have the right to cancel said event by delivering written notice to the other party prior to the event. TMA does not assume liability of any nature for such cancellation and Renter hereby agrees that it shall not bring any claim or suit against TMA due to such cancellation. If either party terminates this Contract pursuant to this Force Majeure clause, TMA shall return to Renter all deposits paid by Renter with respect to rental of the museum under this Contract.

Facility Rentals (continued)

Miscellaneous

Each party represents and warrants to the other party that it is authorized to execute this Contract and perform its obligations hereunder and the person signing below on behalf of such party is authorized to enter into this Contract and bind the party. If any one or more provisions of this Contract should be determined to be illegal or unenforceable, all other provisions shall remain effective. This Contract may not be assigned by Renter without the prior written approval of TMA, which approval may be withheld in TMA's sole discretion. This Contract is, and shall be deemed to be, a contract entered into, under and pursuant to the laws of the State of Georgia. In the event of any litigation regarding the rights and obligations of the parties under this Contract, the prevailing party shall be entitled to reasonable attorneys' fees and court costs. This Contract shall be binding on and inure to the benefit of the parties hereto and their respective representatives, heirs, successors and permitted assigns. This Contract contains the entire agreement between the parties hereto pertaining to the subject matter hereof and fully supersedes all prior written or oral agreements and understandings between the parties pertaining to such subject matter. This Contract may only be amended by a written agreement signed by the parties hereto. Time is of the essence to this Contract and the obligations of the parties hereto. This Contract may be executed in any number of counterparts, each of which shall be deemed original, and all of which shall constitute one and the same agreement.

Liability

Renter is responsible for all injury or damage of any kind to persons or property (regardless of who may be the owner of the property) arising out of or suffering through any act or omission of Renter, its employees, agents, contractors, vendors or guests, in connection with its use of Telfair Museums, including, without limitation, in connection with the preparation, staging, hosting and removal of the event.

Damages

Any type of damage to TMA property or equipment is to be reported immediately to the representative of TMA present at the event. Prior to such time as Renter, its agents, contractors, vendors or employees begin to use the Telfair Museums, Renter or Event Planner must participate in an end-of-event walk through with venue management staff to complete review of condition of the building. Following the event, the same report will be revisited for any damage. Renter shall be responsible for any damage or loss not noted on the initial inventory and condition report. Costs to repair damages will be deducted from damage deposit and/or billed to Renter after the event if the refundable deposit is not sufficient to cover the damage.

INDEMNIFICATION & AGREEMENT

BY SIGNING BELOW, RENTER HEREBY AGREES TO RELEASE, INDEMNIFY, DEFEND AND HOLD TMA AND ITS TRUSTEES, DIRECTORS, OFFICERS, AGENTS, EMPLOYEES AND CONTRACTORS HARMLESS FROM AND AGAINST ANY AND ALL LIABILITIES, LOSSES, DAMAGES, CAUSE OR CAUSES OF ACTION (IN LAW OR IN EQUITY), EXPENSES AND CHARGES (INCLUDING BUT NOT LIMITED TO ATTORNEY'S FEES AND EXPENSES OF LITIGATION), OF ANY NATURE WHATSOEVER, ARISING OUT OF THE RENTER'S USE OF THE MUSEUM, INCLUDING, WITHOUT LIMITATION, IN CONNECTION WITH THE PREPARATION, STAGING, HOSTING AND REMOVAL OF THE EVENT. THIS INCLUDES ANY DAMAGE OR LIABILITY CAUSED BY THE RENTER, ITS GUESTS, VENDORS, CONTRACTORS, AGENTS AND EMPLOYEES WHO ARE AT OR INVOLVED WITH THE USE OF THE MUSEUM BY THE RENTER, INCLUDING, WITHOUT LIMITATION, IN CONNECTION WITH THE PREPARATION, STAGING, HOSTING AND REMOVAL OF THE EVENT. RENTER ACKNOWLEDGES AND AGREES THAT WITHOUT THIS EXPRESS RELEASE AND INDEMNITY IN FAVOR OF TMA, AND TMA'S RELIANCE THEREON, TMA WOULD NOT CONSENT TO OR APPROVE THE HOLDING OF THE EVENT IN THE MUSEUM.

Facility Rentals (continued)

FAQ: Frequently Asked Questions

What type of event can I host at the TMA?

All events are expected to align with the character and mission of the TMA. We welcome a variety of social, corporate, non-profit and corporate events, but cannot host commercial, political, or religious events.

Because of our role as an educational and charitable institution with a priority of protecting and our collection and facilities, we do reserve the right to refuse to make our facilities available for any rental use, at our sole discretion.

How much time is my rental for?

Your rental is for 6 p.m. until midnight. No element of your event may start before 6 p.m. If you would like your event to go longer than midnight, we're happy to accommodate you for an additional fee. Please note that Owens Thomas Garden events must end at 10 p.m. because of local noise ordinances.

While vendors may begin load-in on the day of your event starting at 3 p.m., no guests or event participants may enter the venue prior to 5:15 p.m.

All vendors are expected to be completely clear of the venue within one hour of your stated event end time. Everything is expected to be removed by the end of your load-out time, please know that any items left will become property of TMA and may be donated or discarded without any liability to TMA.

If your vendors need more time to load out, this can be approved in advance for an additional fee.

If you are getting married at TMA, your rental includes a 45 minute rehearsal the day before your wedding, which must be scheduled within normal business hours, based on museum availability and programming. Contact rent@telfair.org 30 days prior to your event to schedule your rehearsal time.

We have gathering spaces available for your bridal party as they prepare to walk down the aisle, which may not be accessed prior to 5:15 p.m. This space is not intended for wedding preparation (getting dressed, hair, makeup, etc.) which should be completed before you arrive at TMA.

How many guests can attend?

Location	Space	Maximum
Telfair Academy	Rotunda	150 standing, 100 seated *
Telfair Academy	Sculpture Gallery	190 standing, 150 seated *
Jepson Center	Atrium	300 standing, 180 seated
Jepson Center	3 rd Floor Landing	60 standing, 48 seated
Jepson Center	Luck Board Room	75 standing, 46 seated
Jepson Center	Auditorium	225 seated, max occupancy 240
Owens Thomas House	Garden	100 standing

** Combined maximum occupancy of Telfair Academy is 229, unless approved in advance and monitored by Fire Marshall.*

Can we tour the galleries as part of my event?

Absolutely! We are happy to open our galleries in the Jepson Center and Telfair Academy to your guests, and to organize a guided tour of the Owens Thomas House. However, you must let us know at the time of signing the contract if you want this, as we are unable to add it in later.

- Additional security and/or tour guide charges apply.
- Caterers and/or bartenders must provide a tray jack and bus tray for guests to leave food and drinks outside galleries in JC and TA, and outside in the garden at OT.

Facility Rentals (continued)

Where do I purchase the event insurance required in this contract?

By Contract, the Renter must provide insurance coverage for general liability coverage in the amount of \$1,000,000 general aggregate, naming that Telfair Museums as additional insured for the duration of the event. If beer, wine, or liquor will be served, “host liquor” must be included in the policy.

There are no exceptions to this rule, as it serves to protect the renter and the Museum, and the certificate of insurance must be received at least 30 days prior to the event.

We’ve made it easy for you. Call your insurer, or simply go to EventHelper.com or WedSafe.com to purchase your affordable insurance online, and then submit your certificate to rent@telfair.org 30 days prior to your event. These convenient and affordable event insurers may also be found on our Approved Vendor list.

Why is a professional event planner required, and where to I find one?

Because of the complex nature of hosting an event at the Telfair, we require that you engage the services of a professional event planner to coordinate the numerous vendors and event timeline. Please refer to our Approved Vendor List for professional event planners who are familiar with hosting events at TMA. This event planner must be a professional planner, and may not be a guest, participant, or family member.

Your event planner will need to be present during the entire event, from load in to load out or while any vendor is on property, to make sure that TMA’s policies are followed by the Renter, vendors and guests.

Our fee structure is based on facility rental only, therefore we do not have staff on hand to manage or assist you with planning or executing your event. If TMA or venue management staff have to assist in the execution of the event in any way, you will be billed a minimum of \$250/hour for this service.

Tell me about security?

TMA provides security personnel whose main focus is you and your guest’s safety and the protection of Telfair Museums’ collection and facilities. Depending on the size of your event, or if you wish to have galleries open as part of your event, we may need to assess an additional fee to cover security costs.

Because we take security seriously, please know that you are responsible for your vendors and for the conduct of your invited guests, and any breach of security or safety regulations may result in the cancellation of your event, or the removal of guests.

If you would like to hire security to patrol outside the museum during your event, the [City of Savannah Police Department](#) offers this service, at a reasonable hourly rate for a 4-hour minimum.

While we do our best to maintain a safe and secure environment, TMA is not responsible for any lost or stolen items.

What else do I need to know?

While we are excited to host events, Telfair Museums is first and foremost an educational institution and our own events and programming receive priority.

- We reserve the right to display or exhibit any works of art, or modify the buildings or layout at our discretion. While we will do our best to communicate any changes in advance, we are not responsible for any impact these changes, additions or removals may have on the event, nor does it negate this Contract in any way.

The temperature and humidity is kept at a specific level in all of TMA’s facilities to protect the collection. Fortunately, this means it’s pretty comfortable for humans, too! Please know that these levels cannot be adjusted for your event.

Vendor Requirements

In an effort to provide a user-friendly document to ensure smoother planning for your upcoming event, we have provided some specific information that we ask you to carefully read through, and share with your Event Planner and Vendors.

Facility Rentals (continued)

Event Planner

By contract, the Renter is expected to hire a professional event planner to coordinate events at TMA.

Our fee structure is based on facility rental only, therefore we do not have staff on hand to manage or assist you with planning or executing your event. If TMA or venue management staff have to assist in the execution of the event in any way, you will be billed a minimum of \$250/ hour for this service.

We ask the Renter to share this contract in its entirety with their Event Planner, so that they clearly understand what information they need to gather from various vendors and submit to TMA.

Expectations for an Event Planner:

- Receive a copy of this executed contract, read it carefully, and fully understand expectations of Renter and all vendors
- Request and submit to TMA specific information, certificates or licenses as required by TMA as part of this contract
- Schedule a site visit with TMA Venue Management: A property **walk-through** with the Venue Manager is required for all first time Event Planers no later than 60 days prior to the event. If your Event Planner is on the Approved Vendor List, they will need to schedule a phone call with the Venue Manager no less than 45 days prior to the event.
- Review the **Event Plan** and complete and submit it 30 days prior to the event, to include event timelines, floor plans and additional information as requested.
- If needed, follow up with Renter to make sure necessary insurance and venue rental payments are made by the stated deadlines
- The Event Planner is expected to be on site any time a vendor is present, or from vendor load in until the last vendor loads out. Duties include:
 - Supervising deliveries: Deliveries may start at 3 p.m. the day of the event. All deliveries must be made through the service entrances and loading docks. Anything that is hand carried (flowers, cake, some décor) may come through the front door.
 - No guest or event participants may enter the venue prior to 5:15 p.m.
 - At the end of the event, participate in a walk through with the Venue Manager to complete the **Event Checkout** form.

Facility Rentals (continued)

Event Planner Definitions:

Both the **Event Plan** and the **Event Checkout** forms must be completed by the Event Planner.

What is the Event Plan?

TMA provides a form which asks for the following information:

- **Timeline:** Event activities and times
- **Vendor Details:** Contact list and timeline for vendor load in and load out
- **Floor Plan:** Showing rentals and their placement
- **Other details:** Décor plan, electrical needs, and more.

This completed form must be submitted 30 days prior to the event to wrighta@telfair.org.

What is the Event Checkout form?

The event checkout form ensures that all trash is removed, prep kitchens are left clean, and that no items are left on the loading dock, coat check or front desk. This form is filled out by the Event Planner, working with the caterer and bartender, and signed off on by TMA Venue Manager.

Facility Rentals (continued)

Caterers

We welcome the caterers on our Approved Vendor List. These caterers are familiar with our facilities and their unique requirements, have certificates of insurance on file and have attended a mandatory training.

If you would like to use a caterer not on the Approved Vendor List, the vendor will need do two things before being allowed to cater at the TMA. Contact rent@telfair.org for details and schedule.

- Attend an onsite training session. This training is offered once a month at a set time.
- Submit a Certificate of Liability Insurance for \$1 million listing TMA as an additional insured.

TMA provides a catering kitchen at the Telfair Academy and the Jepson Center for preparation and plating of food. Preparation for events at the Owens Thomas House may be done in the entry just outside the garden, not in the garden proper.

PLEASE NOTE: **Open flame** is strictly prohibited in all of TMA's venues. Inside the TA or JC, or in the OT garden, food may be kept warm using flameless electric chafing dishes or in electric warming boxes. If food needs to be cooked, the Caterer will need to set up a cooking tent outside the venue. If this is necessary, it must be clearly outlined on the Event Plan.

Expectations for Caterers:

- Orderly load in, using the JC loading dock, the TA accessible entrance, or the back gates at OTH. Catering deliveries may not be brought in through the front door at any of TMA's facilities.
- If a dedicated parking space is needed for the Caterer to have access to their truck or equipment, it is the responsibility of the Renter to arrange for bagged meters from the City of Savannah Traffic Engineering department. This involves a simple application and modest fee.
- If the Renter has requested galleries to be open during their event, a bus jack and tray must be provided for each gallery entrance.
- Follow all health and fire safety codes, including keeping pathways to fire exits clear.
- Respectful use of catering kitchens and equipment.
- Within one hour of the stated event end time, the Caterer is expected to remove all food and equipment, haul away all trash, and wipe down the catering kitchen. Caterer is responsible for providing cleaning products and trash bags, and heavy or liquid trash must be double bagged before being hauled away.
- Grease disposal is not permitted anywhere on site. Liquid or ice may not be dumped in the lane, tree lawns or gardens, but either removed or carried to the nearest storm drain.
- Nothing may be placed on any sculpture, vitrine or work of art, and no object on display may be moved.
- Caterers are expected to participate in a post-load out walk through with the Event Planner and Venue Manager to complete the Event Checkout Form.

Facility Rentals (continued)

Bar & Alcohol

If the Renter plans on serving alcohol at any event at TMA, they must use a licensed bar service provider, and the Renter's mandatory insurance needs to include "Host Liquor" coverage.

We welcome you to use the bar services listed on our Approved Vendor List. These service providers are familiar with our facilities and their unique requirements, have certificates of insurance on file and have attended a mandatory training.

If you would like to use a bar service provider not on the Approved Vendor List, the vendor will need do two things before being allowed to cater at the TMA. Contact rent@telfair.org for details and schedule.

- Attend an onsite training session. This training is offered once a month at a set time.
- Submit a Certificate of Liability Insurance for \$1 million listing TMA as an additional insured.

Expectations for Bar Service vendors:

- All load in and load out must come in through the JC loading dock, the TA accessible entrance, or the OT garden gate.
- If a dedicated parking space is needed for the Bar Service provider to have access to their truck or equipment, it is the responsibility of the Renter to arrange for bagged meters from the City of Savannah Traffic Engineering department. This involves a simple application and modest fee.
- The Bar Service provider is expected to follow all state and local laws and policies, and is responsible for asking guests for identification if it is not obvious that the guest is 21 or older.
- If any guest appears to have exceeded his or her limit, the Renter is responsible for making reasonable efforts to arrange a safe trip home for such guest.
- Alcohol service shall be discontinued 15 minutes prior to the event's ending time.
- All tables and equipment must be placed a distance equal to its height plus 1' away from any wall containing art.
- Nothing may be placed on any sculpture, vitrine or work of art, and no object on display may be moved.
- TMA prohibits the serving of shots at any event.
- Red wine may be served, but additional care will be required of both the bar service provider and catering staff to quickly wipe up any spills to avoid staining on floors.
- If the guest has requested galleries to be open during their event, a bus jack and tray must be provided for each gallery entrance.
- Within one hour of the stated event end time, the Bar Service provider is expected to remove all bar service items and equipment, haul away all trash, and make sure the bar area is dry and clean. The Bar Service provider is responsible for providing trash bags, and heavy or liquid trash must be double bagged before being hauled away.
- Liquid or ice may not be dumped in the lane, tree lawns or gardens, but either removed or carried to the nearest storm drain.

Facility Rentals (continued)

Rental Equipment

When you rent one of the TMA's venues for your event, your rental is for the venue only. Any items you need, such as tables, chairs, linens, china, glassware or silverware, will need to be brought in using one of the vendors on our Approved Vendor List. These rental companies are familiar with our facilities and their unique requirements, have certificates of insurance on file and have attended a mandatory training.

If you would like to use a rental equipment service provider not on the Approved Vendor List, the vendor will need to do two things before being allowed to cater at the TMA. Contact rent@telfair.org for details and schedule.

- Attend an onsite training session. This training is offered once a month at a set time.
- Submit a Certificate of Liability Insurance for \$1 million listing TMA as an additional insured.

The Event Planner will have created a floor plan as part of their Event Plan, and this should be shared with the rental vendor in advance of delivery, so that they can safely and accurately place rentals.

Expectations for Rental vendors:

- Orderly load in, using the JC loading dock, the TA accessible entrance, or the back gates at OTH. Rental deliveries may not be brought in through the front door at any of TMA's facilities.
- If a dedicated parking space is needed for the Caterer to have access to their truck or equipment, it is the responsibility of the Renter to arrange for bagged meters from the City of Savannah Traffic Engineering department. This involves a simple application and modest fee.
- All equipment must be placed a distance equal to its height plus 1' away from any wall containing art. For example, a 3' high table must be placed 4' from any wall containing artwork.
- No rental equipment may be rolled into the facilities. All must be carried, or brought in on wheeled carts. Elevators are available for use, and the TA elevator must have its protective pads in place before it can be used for rental load in.
- All rental equipment is expected to be removed within one hour of the event's stated end time.

Facility Rentals (continued)

Entertainment

TMA events have featured a variety of bands and DJs. The Event Coordinator should note the use of a band or DJ on the Event form, and provide contact information, with specifics about space needs, equipment and staging.

Expectations for Band or DJ:

- Orderly load in, using the JC loading dock, the TA accessible entrance, or the back gates at OTH. Rental deliveries may not be brought in through the front door at any of TMA's facilities.
- If a dedicated parking space is needed for the entertainment provider to have access to their truck or equipment, it is the responsibility of the Renter to arrange for bagged meters from the City of Savannah Traffic Engineering department. This involves a simple application and modest fee.
- Anything requiring more voltage than 110V receptacle will not be allowed in any TMA venue.
- All equipment must be placed a distance equal to its height plus 1' away from any wall containing art. For example, a speaker on a stand that is 5' must be placed 6' away from any wall containing art.
- If using a stage (typically seen in the TA Rotunda and JC atrium), it may be no larger than 12' x 16' and must be placed six feet away from the wall of the Rotunda. The stage will also need to have carpet or other material under its feet to protect the flooring.
- While there should not be any extension cords extending into guests walkways, we realize that because of outlet location, this sometimes can't be avoided. Any cords in a guest's walkway must be covered with rubber conduit or taped down with gaffer's tape.
- Music shall be discontinued 15 minutes prior to the event's stated end time.

Facility Rentals (continued)

Decorations & Flowers

Decorations including floral arrangements, signs, banners, and lighting should be included in the Event Plan and TMA maintains the right to refuse any décor not previously approved as part of the Event Plan.

While there are a number of ways to enhance the beauty of your event, there are a few things that aren't allowed.

- Open flame is strictly prohibited inside the TA or JC, or in the OT garden.
 - Battery operated candles may be used instead.
 - Smoking is strictly prohibited in or near any TMA building, but smokers are welcome to use Telfair Square (for JC or TA events) or Oglethorpe Square (for OT events).
 - Sparklers may be used in Telfair Square (for JC or TA events) or Oglethorpe Square (for OT events).
- Helium-filled balloons, bubbles, silly string, throwing rice, birdseed, confetti, glitter, smoke, haze or fog machines or any live animals or insects are not allowed.
- Aerosol cans, lacquer, paint or glue guns are not allowed inside TMA properties.

There are also a few guidelines for décor:

- Centerpieces should include minimal water and should be placed the distance of its height plus 1' away from any artwork.
- TMA prefers artificial greenery if that is part of your décor plan. If you plan on using real greenery, it must be provided by a reputable floral wholesaler. We don't want bugs eating our art!
- Nothing may be placed on any sculpture, vitrine or work of art, and no object on display may be moved.
- Signs or banners must be fireproof, may not be attached to any wall, and must be approved in advance as part of the Event Plan.
- Roofed chuppas may be used only in the JC Atrium and OT House Garden, but not in the Telfair Academy.
- Pipe and drape may be used in the JC to screen off the gift shop, but it may not be used in the Telfair Academy.
- All décor, floral, lighting, signs or banners must be removed within one hour of the event's stated end time after the event.
- While small vases may be hand carried in the front door, larger arrangements or other décor items must come in through the JC loading dock, the TA accessible entrance, or the OT garden gate.
- If a dedicated parking space is needed for the décor provider to have access to their truck or equipment, it is the responsibility of the Renter to arrange for bagged meters from the City of Savannah Traffic Engineering department. This involves a simple application and modest fee.
- Within one hour of the stated event end time, Décor provider is expected to remove all décor materials and equipment, haul away all trash. Décor provider is responsible for providing trash bags, and heavy or liquid trash must be double bagged before being hauled away. Liquid may not be dumped in the lane, tree lawns or gardens, but either removed or carried to the nearest storm drain.

Facility Rentals (continued)

Other Useful Information

Parking

Parking is available on the streets surrounding the TMA's facilities, and in nearby parking garages. Fees may apply for on-street parking (weekdays between 9 a.m. and 5 p.m.) but not weekends. Parking fees for garages are listed at the entrance to the garage.

Parking security is the responsibility of the Renter. We encourage you to hiring valet parkers to assist guests, or hire Savannah Police officers to direct traffic and patrol the area.

TMA provides no parking for Renters, guests or vendors. If a dedicated parking space is needed for vendors to have access to their truck or equipment, it is the responsibility of the Renter to arrange for bagged meters from the City of Savannah Traffic Engineering department. This involves a simple application and modest fee.

Photography

We know you want to capture your event in photographs, and welcome professional photography. Please note that photographs need to be focused on the event, and not the collection. Copyright restrictions prohibit the photography of works of art.

Storage

JC and TA have coatrooms available for guests. OT has no storage or coat room available. TMA doesn't provide staffing or security, and is not responsible for lost or stolen items, so we suggest if you use this to appoint someone to manage coat check if you plan on offering that service to your guests.

TMA provides no other storage for Renter or vendors.

Electrical

Use of extension cords and electrical equipment should be included in the Event Plan. All electrical equipment should be UL approved, and in good working order. TMA does not have extension cords available, so these should be provided, with appropriate gaffer's tape or rubber conduit, by the Renter or individual vendor.

Anything requiring more voltage than 110V receptacle will not be allowed in any TMA venue.