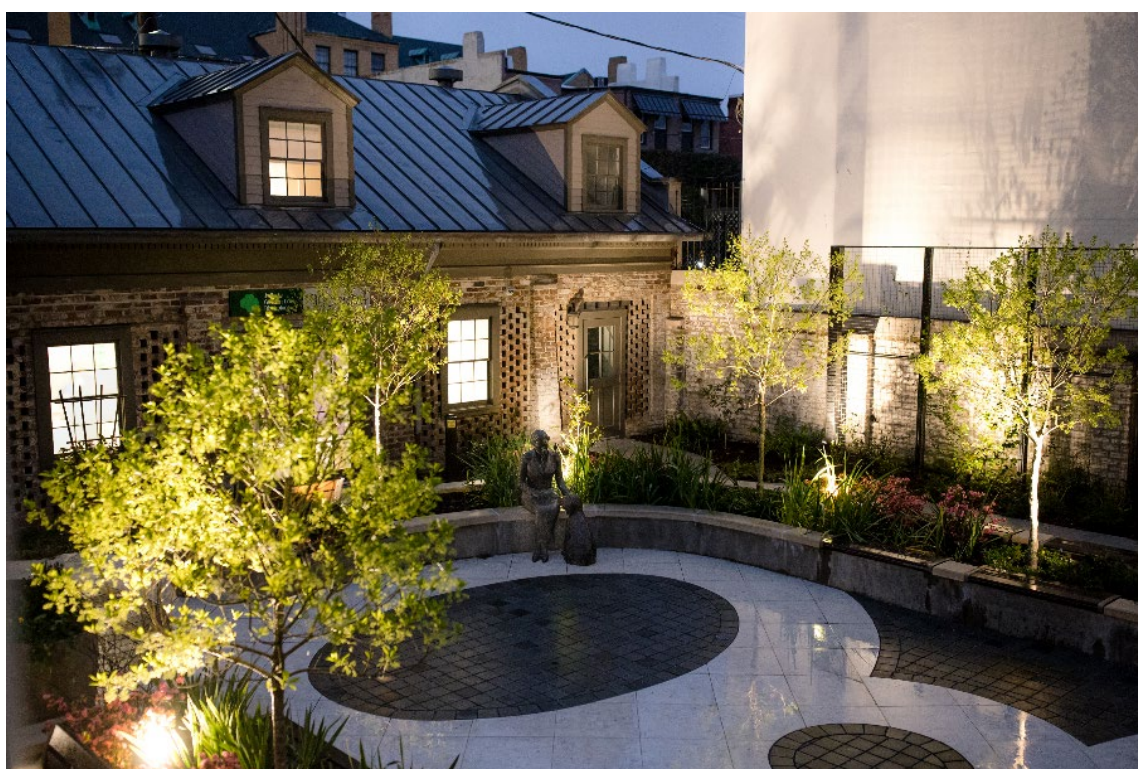




Juliette Gordon Low Birthplace

Event Rental Information



For inquiries contact:

Danielle Christian

dchristian@girlscouts.org

912-257-4297

Formal Events (weddings, receptions, celebrations, etc.)

Juliette Gordon Low Birthplace Garden

Site Rental Pricing and Requirements:

- 100-person maximum occupancy (cocktail style)
- 70-person maximum occupancy (banquet/wedding style)
- \$3000 base fee for a 5-hour event
- First \$1500 paid as a deposit upon signing the rental agreement
- Last \$1500 paid no later than 7 days prior to the event
- Professional event planner required
- Use of approved vendors required

What's Included:

- Rental is for the **venue only**.
- In addition to venue rental, a 45-minute rehearsal the day before the event can be scheduled within normal business hours.





Site Policies and Information:

- 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, we do reserve the right to refuse any rental use.
- A professional event planner is required to coordinate event logistics. This event planner must be a professional planner, and may not be a guest, participant, or family member.
- Usage of vendors on our Approved Vendor List is required. These vendors are familiar with our facilities and their unique requirements, have certificates of insurance on file, and have attended mandatory training. Outside vendors may be considered if approved by the Community Relations Manager.
- The JGL Birthplace has a prepping kitchen. 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 in the Event Plan.

Parking:

- Parking is available on the streets surrounding the JGL Birthplace'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 hire valet parkers to assist guests or hire Savannah Police officers to direct traffic and patrol the area.

- JGL Birthplace provides no parking for Renters, guests, or vendors. If a dedicated parking space is needed for vendors to have access to their trucks 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 a modest fee.

Decorations and Flowers:

- Decorations including floral arrangements, signs, banners, and lighting should be included in the Event Plan, and JGL Birthplace maintains the right to refuse any décor not previously approved as part of the Event Plan.
 - o Smoking is strictly prohibited in or near the House or any building on the JGL Birthplace grounds.
 - o Helium-filled balloons, sparklers, bubbles, silly string, throwing rice, birdseed, confetti, glitter, smoke, haze or fog machines, or any live animals or insects are not allowed.
 - o Aerosol cans, lacquer, paint, or glue guns are not allowed.
- Any plants or flowers must be purchased from a reputable florist.
- 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.

Electrical and Equipment:

- 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. JGLB 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 JGLB venue.

Frequently Asked Questions:

How much time is a formal rental for?

Formal event rentals are from 4 p.m. until 10 pm. No element of the event may start before 5 p.m. Please note that because of local noise ordinances events must end at 10 p.m.

While vendors may begin load-in on the day of the event starting at 4 p.m., no guests or event participants may enter the venue prior to 5:00 p.m.

All vendors must be completely clear of the venue within one hour of your stated event end time. Everything must be removed by the end of your load-out time. Any items left will become the property of JGL Birthplace and may be donated or discarded without any liability to JGL Birthplace.

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

If a wedding is taking place at the JGL Birthplace, rentals include a 45-minute rehearsal the day before the wedding, which must be scheduled within normal business hours, based on JGL Birthplace availability and programming. Contact dchristian@girlscouts.org at least thirty (30) days prior to the event to schedule a rehearsal time.

We have gathering spaces available for wedding parties 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 arrival at JGL Birthplace.

Why is a professional event planner required?

Because of the complex nature of hosting an event, we require the services of a professional event planner to coordinate the numerous vendors and event timeline. This event planner must be a professional planner, and may not be a guest, participant, or family member.

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

What are the expectations of the event planner?

Professional event planners hosting events at the JGL Birthplace will receive a copy of the event rental contact, detailing policies and procedures. They will be expected to request and submit proper certificates and licenses as required in the contract.

A property walk-through with the Community Relations Manager is required no later than 60 days prior to the event.

An Event Plan must be complete and submitted to dchristian@girlscouts.org 30 days prior to the event, and needs to include event timelines, floor plans, vendor details, décor plan, and electrical needs.

Event planners 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 JGL Birthplace's policies are followed by the Renter, vendors, and guests. At the end of the event, an event checkout form will be completed by the Community Relations Manager and the Event Planner, ensuring all trash is removed, the kitchen, grounds, and facilities are left clean, and that no items are left behind.

Corporate Events (board meetings, seminars, classes, etc.)

Juliette Gordon Low Public Program Room

Site Rental Pricing and Requirements:

- 50-person maximum occupancy
- \$500 full-day rate between the hours of 9am-5pm
- \$250 half-day rate (any 4 hours between 9am-5pm)

What's Included:

- Rectangular tables and chairs
- Basic AV (tv monitor with HDMI hook-up, microphone, speaker)

Site Policies and Information:

- 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, we do reserve the right to refuse any rental use.
- Corporate rentals offer full use of our public program space, which is located next to our general tour orientation space.
- Accessible entrances and bathrooms are on-site.
- Professional event planners are not required for corporate rentals.



Approved Vendors

CATERERS

Cape Creations Catering
cynthia@capecreationscatering.com
(912) 354-9672

Creative Catering
kristin@creativecatering-sav.com
(912) 341-3663

Current Catering
info@currentcatering@gmail.com
(912) 662-2005

JThomas Catering
info@jthomaskitchen.com
(912) 349-5411

BAR & BEVERAGE SERVICE

Charlie Ganem & Sons
charlieganem@gmail.com
(912) 507-2654

FLORAL SERVICE

Amy Harvey Designs
amy@harveydesigns.com
(912) 495-9300

August Floral Design
kim@augusteventdesign.com
(912) 401-8020

Gray Harper Florals & Styling
hello@grayharper.com
(912) 228-2920

Kato Floral Designs
katofloraldesigns@gmail.com
(912) 508-1166

EVENT PLANNING

Cobblestone Connections
anncobble@comcast.net
(912) 661-1880

*Destination Management/Corporate
Events*

Design Studio South
hello@designstudiosouth.com
(714) 363-2945

Sebrell Smith Designer Events
sebrell@sebrellsmith.com
(912) 604-6852

Spencer Special Events
amanda@spencerspecialevents.com
(843) 757-9797

Savannah Vintage Rentals
savvintagerentals@gmail.com
(912) 856-1862

Tara Skinner Weddings & Events
hello@taraskinnerevents.com
(912) 596-6064

AUDIO VISUAL
Advanced AV Rental
info@advancedav.rentals
(912) 232-9920

EVENT RENTALS

Amazing Event Rentals
amazingeventrentals@gmail.com
(912) 927-2666

Kaufman-Heinz
production@kaufmanheinz.com
(912) 695-7375

Beachview Event Rentals & Design
aholland@beachview.net
(912) 510-3800

McWhorter Productions
marta.mcwhorter@gmail.com
(912) 441-9900

Eventworks Rentals
savinfo@eventworksrentals.com
(912) 483-5907

Technical Event Company
info@technicaleventcompany.com
(843) 297-8559

Ooh! Events
terri@oohevents.com
(843) 881-7576

ENTERTAINMENT:
All About You Entertainment
jeff@allaboutyou DJs.com
(912) 348-1787

Ranco Event Rentals
kwayner@rancoevents.com
(912) 944-6200

New Arts Ensembles
kristineking.kk@gmail.com

(912) 596-1360

The Fabulous Equinox Orchestra

equinoxjazz@gmail.com

(912) 547-3196

Turnipblood Entertainment

hello@turnipbloodent.com

(229) 942-6168