

SAVANNAH

Civic Center

Physical Address:

301 West Oglethorpe Ave
Savannah, Georgia 31401

Mailing Address:

P.O. Box 726
Savannah, Georgia 31402

Phone Number:

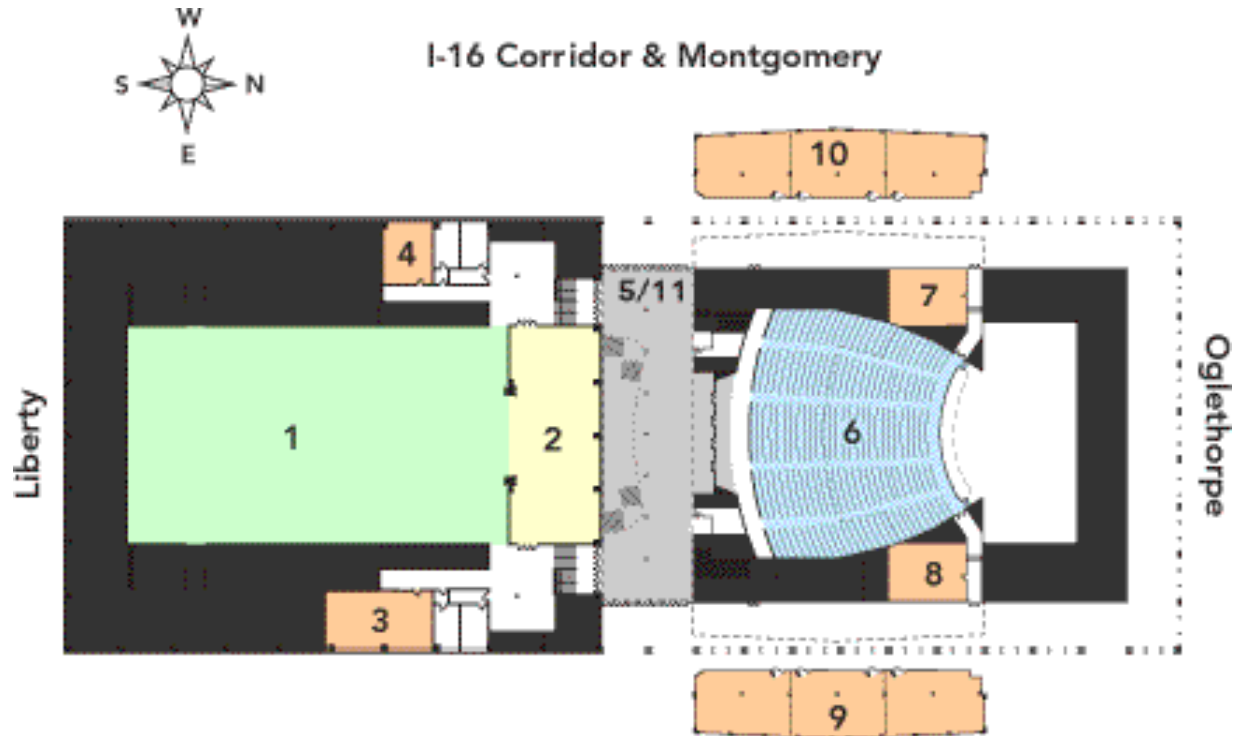
(912)651-6550

Website:

savannahcivic.com

VENUE LAYOUT

Total Complex = 128,220 square feet



Room Name	Dimensions	Average Capacity
Martin Luther King, Jr. Arena	106' x 192'	9,600
Exhibit Hall	44' x 110'	400
Mason Room	32' x 54'	125
Day Room	28' x 32'	50
Johnny Mercer Theatre		2,506
Green Room	28' x 38'	50
Practice Room	28' x 38'	50
Lobby & Mezzanine	50' x 166'	
Grand Ballroom	48' x 125'	400 Theater, 400 Reception

RENTAL RATE SCHEDULE

Facility Tours are by appointment only.

MARTIN LUTHER KING, JR. ARENA

55'h [floor to grid] x 106'w x 194'd = 20,000 sq. ft.

Capacity

6,000 – 9,600

Events

\$3,100.00 or 12% – whichever is greater

JOHNNY MERCER THEATRE

Total stage dimensions 107' 8" x 71' 4"

Capacity

2,524 (1,582 orchestra, 216 mezzanine, 678 balcony)

Events

\$2,750.00 or 10% - whichever is greater

BALLROOM

48' x 125' = 6000 sq. ft.

Capacity

400 (Theater & Banquet Seating)

Events

\$1,950.00

Includes tables, chairs and one room set-up;
Security is extra @ \$28.00/hr.

MEETING ROOM

30' x 50' – 1500 sp. ft. each

Capacity

60 (Banquet Seating),

100 (Theater Seating)

Events

\$600.00

Includes tables, chairs and one room set-up;
Security is extra @ \$28.00/hr.

- All rental rates are per event and per day room rental only.
- Labor, security, equipment, tables/chairs and other charges may apply.
- All catering must be provided by one of the caterers on the approved list.
- No alcohol shall be sold or brought onto the premises by the Tenant or 3rd party.
- Certificates of Insurance are required for all events in the Martin Luther King, Jr. Arena & Johnny Mercer Theater. The requirements are listed on pages 7 & 8.
- In order to challenge a reservation, one would have to submit a deposit and a request for contract for the dates in question. The client holding the original reservation would be contacted and given a 48-hour window to confirm the date by presenting a deposit for all dates in question. If the original reservation is confirmed, then the deposit would be given back to the challenging party. If the original reservation is not, then the dates would go to the challenging party and a contract would be issued.

SERVICE RATES

BOX OFFICE FEE

- \$1,500.00

SALES TAX

- 7% of gross ticket sales

MERCHANDISE FEE

- 20% soft goods, 10% media
- Facility can provide sellers for \$150.00 each per show

TABLE/CHAIR SETUP CHARGES

- **Tables**
 - \$15.00/skirted table
 - \$10.00/table
- **Chairs**
 - \$3.00/padded chair
 - \$1.00/chair

EQUIPMENT

- Easel \$10.00/each
- Forklift \$250.00/day, operator additional
- Spotlight \$250.00/show, operator additional
- Staging \$50.00/ 8'x8' section; \$1,000.00 for full stage (48' x 56')
- Marley Floor \$500.00

ELECTRICITY (BOOTH POWER – TRADE SHOWS) – ADVANCE ORDERS

- | | | |
|---------------------|----------|--|
| ○ 110-volt 30 Amps | \$60.00 | ○ Exhibitor provides all wires and hookups for 220-volt orders |
| ○ 220-volt 30 Amps | \$60.00 | ○ Add \$15.00 for floor (Day of) Orders |
| ○ 220-volt 50 Amps | \$80.00 | ○ Add \$15.00 per additional outlet |
| ○ 220-volt 100 Amps | \$130.00 | |

ELECTRICITY (SHOW POWER – TRADE SHOWS)

- < 1,000 Amps \$500.00
- < 2,000 Amps \$750.00

WATER (SHOWS/BOOTHS) - ADVANCE ORDERS

- Fill and Drain \$125.00
- Hose Connection \$125.00

INTERNET

- Wi-Fi Access \$60.00
- Ethernet Connection up to 500 mbps \$120.00

PARKING

- Managed by Civic Center Management; Available for purchase @ \$750.00/day.

PERSONNEL RATES

The Facility requires employment of certain personnel, which will be charged to the Lessee.

STAGEHANDS

- Rates vary based on estimates provided by a third party contractor which will be provided in advance for approval and authorization.
- Stagehands are a requirement for use of the Johnny Mercer Theater.

SECURITY

- Uniformed security is guaranteed a 4-hour minimum.
- Rates increase to time and one half after midnight, holidays and Sundays.
- Security is required for any event taking place after 5:00pm and at the discretion of the Civic Center.

Security Supervisor	\$38.50/hr
Uniformed Security	\$28.00/hr

EVENT STAFF

- Event staff is guaranteed a 4-hour minimum, unless noted.

T-Shirt Security	\$24.00/hr
T-Shirt Security	\$21.00/hr
Ticket Taker Supervisor	\$17.00/hr
Ticket Taker	\$15.00/hr
Ticket Seller	\$15.00/hr
House Manager	\$125.00/show
Switchboard Operator	\$125.00/show
Ushers	\$500.00/show
EMT	\$35.00/hr
Ambulatory Service	\$100.00/ hr
Runner	\$250.00/show

TICKETING

SYSTEM

- o Etix
 - Website: www.etix.com
 - Seating selection available to patron

PROMOTER SERVICES

- o Ticket counts available
- o Immediate on sale capabilities
- o Provide on-site sales day of event
- o Mailing list of charge-by-phone customers
- o Provide on-site sales at special promotion locations
- o Dedicated event coordinator/contact for your event

BOX OFFICE/CHARGE-BY-PHONE

- o Flexible hours for specific event requirements
- o MasterCard, Visa, Discover, American Express and Cash Accepted – NO personal checks
- o 1.800.351.7469 (Nationwide)
- o 912.651.6556

FEES

- o \$3.00 Facility charge applies per ticket sold to patrons.

INSURANCE AND CERTIFICATE OF INSURANCE **(COI) REQUIREMENTS**

Commercial General Liability (including Special Events Coverage):

Limits (or higher):

General Aggregate:	\$2,000,000	
Products Completed Operations Aggregate:	\$2,000,000	
Each Occurrence Limit:	\$1,000,000	
Personal Injury Limit:	\$1,000,000	
Damage To Premises Rented To You	\$1,000,000	Any One Event
Medical Expenses	\$5,000	Any One Person

Required wording on policy and COI: This policy provides a Waiver of Subrogation in favor of Civic Center, the Civic Center Staff, and Mayor and Aldermen of the City of Savannah its agents and / or employees

Commercial Auto:

Required Limits: \$1,000,000

Required Wording on policy and COI: This policy provides a Waiver of Subrogation in favor of Civic Center, the Civic Center Staff, and Mayor and Aldermen of the City of Savannah its agents and / or employees

Workers Compensation & Employers Liability (for all employees, volunteers and others under your direction and supervision)

Limits:

Part A: Workers Compensation: Statutory

Part B: Bodily Injury by Accident: \$500,000 Each Accident
Bodily Injury by Disease: \$500,000 Policy Limit
Bodily Injury by Disease: \$500,000 Each Employee

Required Wording on policy and COI: This policy provides a Waiver of Subrogation in favor of Civic Center, the Civic Center Staff, and Mayor and Aldermen of the City of Savannah its agents and / or employees

Other Items Required:

- *Notice of Cancellation: No Less than 45 Days notice provided to certificate holder*
- *Certificate of Insurance required 45 days before event for review*
- *All insurance carriers in the policy / COI are required to have an AM Best Rating of A-, IX or better*
- *The City of Savannah is not responsible for any of the property used in or owned by the Lessee or any participants, advertisers, promoters, etc.*
- *All deductibles in the coverage are the responsibility of Lessee.*

MARTIN LUTHER KING, JR. ARENA



MARTIN LUTHER KING, JR. ARENA

FLOOR

- 55'h (floor to grid) x 106'w x 194'd
- 20,000 sq. ft. On floor plus an adjacent 5,000 Sq. Ft. Exhibit Hall
- Total 25,000 Sq. Ft.

LOADING

- Two (2) ground level loading docks are located at the South end of the Arena in the East and West corners
 - Doors have an effective clearance of 11'h x 11'w
 - Doors are 31' from display floor
 - Inside each door is a case storage/work area 11'h x 60'w x 22'd
- *Note: 8' area must be clear for fire lane*

STAGING

- Stage is 56' x 64' in 4' x 8' sections - 4' to 6' heights available in 2" increments
- 1 Set of steps and Handicap accessible
- 2' risers available in 4' x 8' sections enough to do a 16' x 16' stage

POWER

- 1 – 800 amp panel on the south west end
- 2 – 400 amp panels one on South West & one on South East wall
- 1 – 600 amp panel in South East loading bay
- 1 – 100 amp in South East loading bay by roll down door
- 1 – 200 amp in South West loading bay
- 4 – 100 amp panels at the four corners of Arena

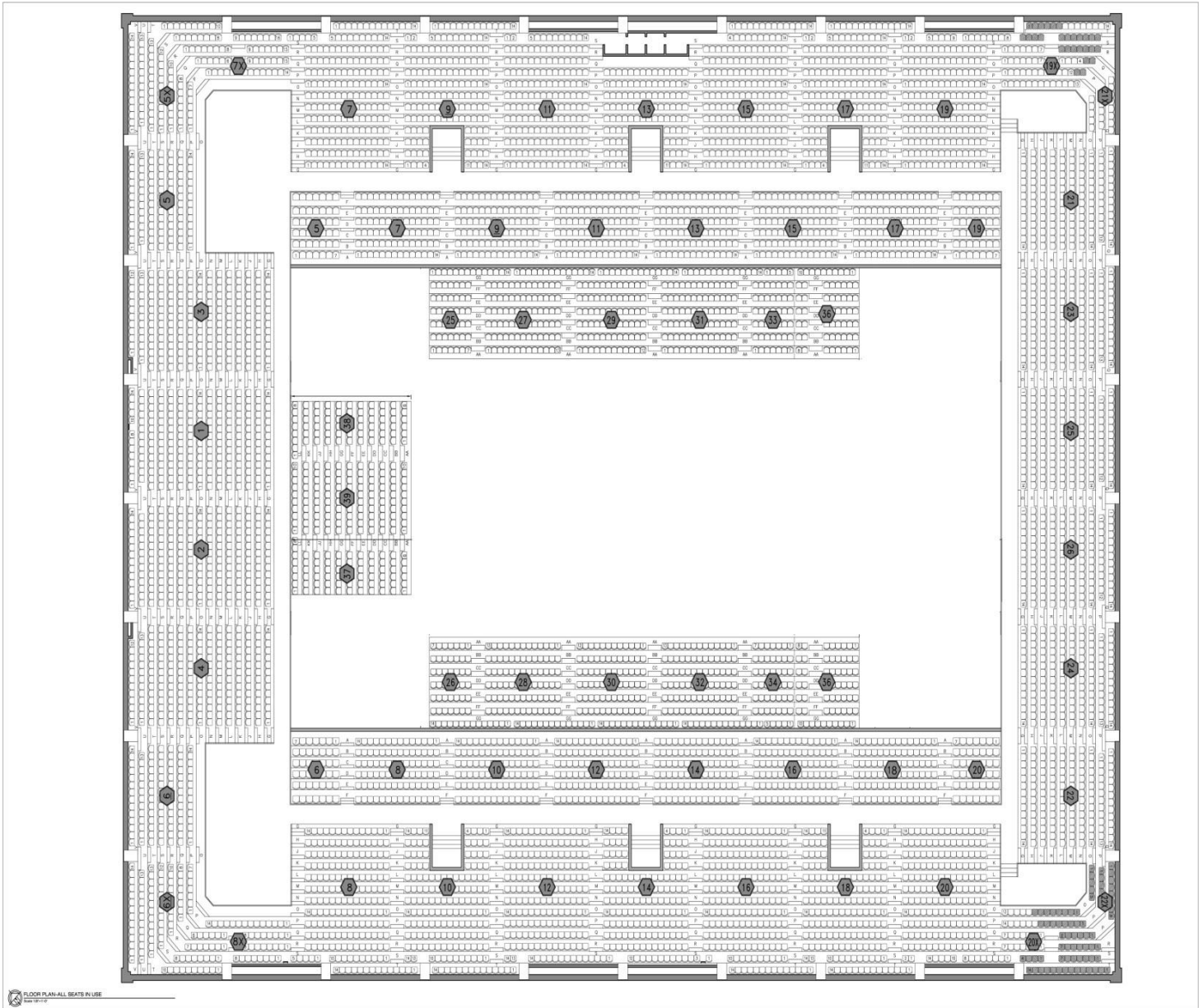
SPOTLIGHTS

- 6 Strong Xeon Super Troupers
- 2 Strong Carbon Arc Super Troupers
- Wired for clear com
- Station is located at the main power panel

DRESSING ROOMS

- Two 2-in-1 Dressing rooms: one each on the East and West sides at the South end of the Arena
- Two Locker Rooms: one each on the East and West sides at the main power panel

SEATING CHART



SEATING

- Total Seats: 7832; 986 Floor, 1108 Box, 1176 Loge, 4562 Mezzanine
- Capacities Available < 8800

JOHNNY MERCER THEATRE



JOHNNY MERCER THEATRE

STAGE

- Extended apron proscenium with pine wood floor and hydraulic orchestra pit dimensions 62'2"w x 11'10"
- Proscenium - 30'h x 60'w / Stage height - 3'8" w/ Stage left & right access from house Edge of apron to curtain at center (pit up 26'4") (pit down 14'6")
- Edge of apron at center to last line set (pit up 61'4") (pit down 49'6")
- Edge of apron to back wall (pit up 61'4") (pit down 59'6")
- Curtain to last line set - 35' / Curtain to back wall - 45'
- Wing stage right - 27'w x 45'd. / Wing stage left - 20'w x 40'd
- Total maximum stage dimensions 107'8" x 71'4"

ELECTRICAL

- 1 - 800 amp, 208v, 3-phase panel back stage
- 1 - 400 amp, 208v, 3-phase panel stage right & 1 - 200 amp, 208v, 3-phase stage right
- 1 - 400 amp, 208v, 3-phase panel stage left

RIGGING

- Single purchase T-Track counterweight system located stage left
- 50 line sets, 48 clearable all with 70' x 2" pipes
- Grid is 80' from the deck, 70' to loading gallery
- 1200 lbs. max capacity per line including pipe weight
- Weights are in 12.5 and 25 lb. bricks

SOFT GOODS

- Black Velour Main Drape, Grand Valance, 4 Black legs and Black Borders
- 1 - Red Velour Backdrop, 1 - Black Commando Cloth Backdrop, 1 - Light Blue Cyclorama

SOUND

- 4000 watt 3-way left, center, right speaker system w/2 side fill monitor mixes
- 32-input Allen & Heath GL4000 mixing console
- Clear Com communications with 8 stations
- CD and Tape Playback
- JBL Vertec line array Sound System – Balcony fill, side fill, Apron fill & Center cluster

LIGHTING

- 42 - 6k LMI dimmers, 1 - ETC Express 48/96 Computer/Manual Controller (FOH)
- 16- ETC 19 degree source 4 Ellipsoidal (FOH)
- 24 - 6" Fresnels & 10 - 8" Fresnels
- 2 - Xeon Super Trooper Spotlights & 2 - Carbon Arc Spotlights 36 - Par 64

LOADING DOCK

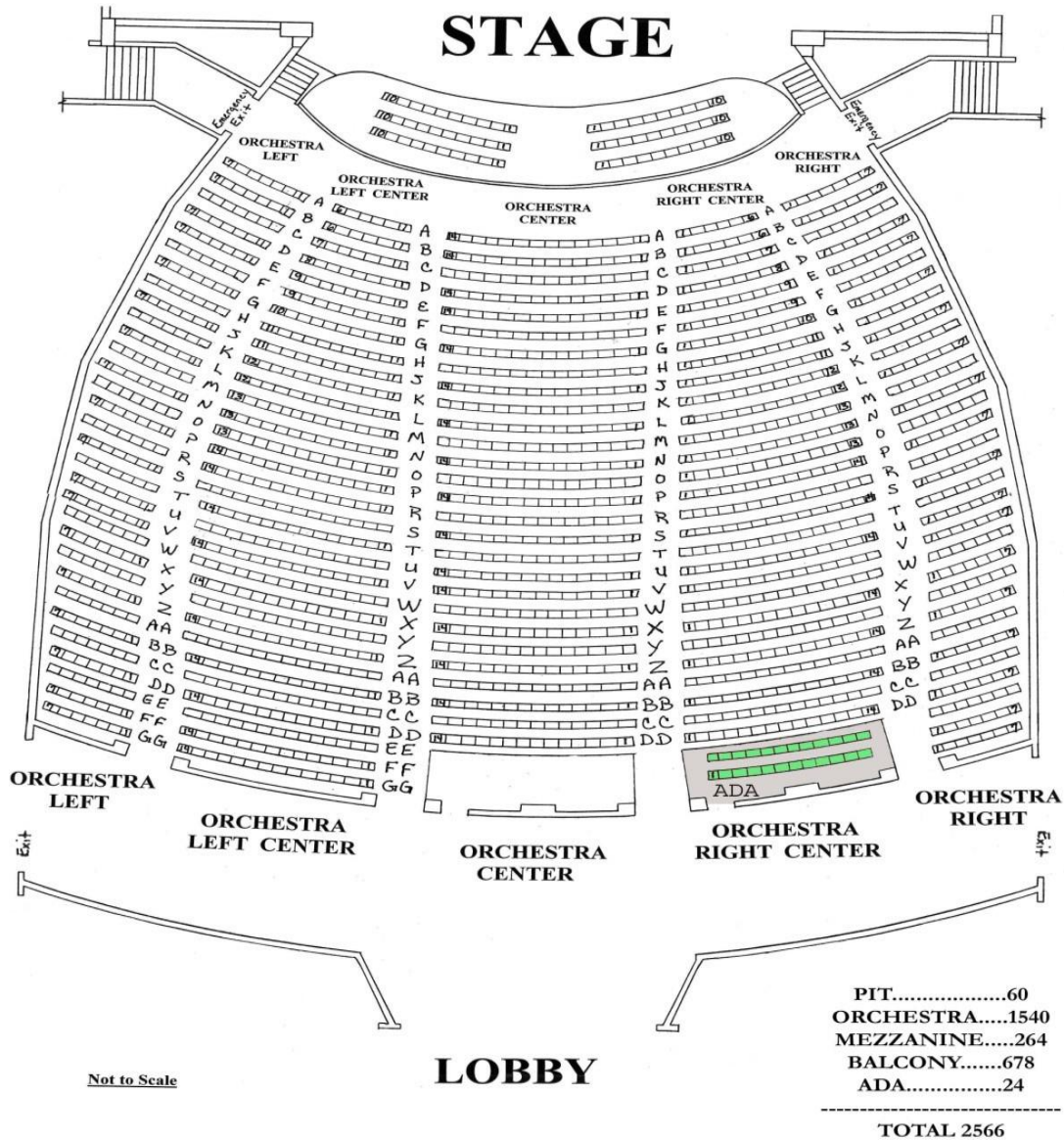
- Loading door -20'h x 16'w
- 4'6" above ground and at stage level
- Loading Bay - indoor, off stage 80'w x 30'd area can be used for storage or work area
- Two (2) semis can load/unload at one time with ramps & dock plates

DRESSING/HOSPITALITY ROOMS

- Eight two-person dressing rooms are available.
- Practice Room available stage left.
- Green Rooms available stage right.

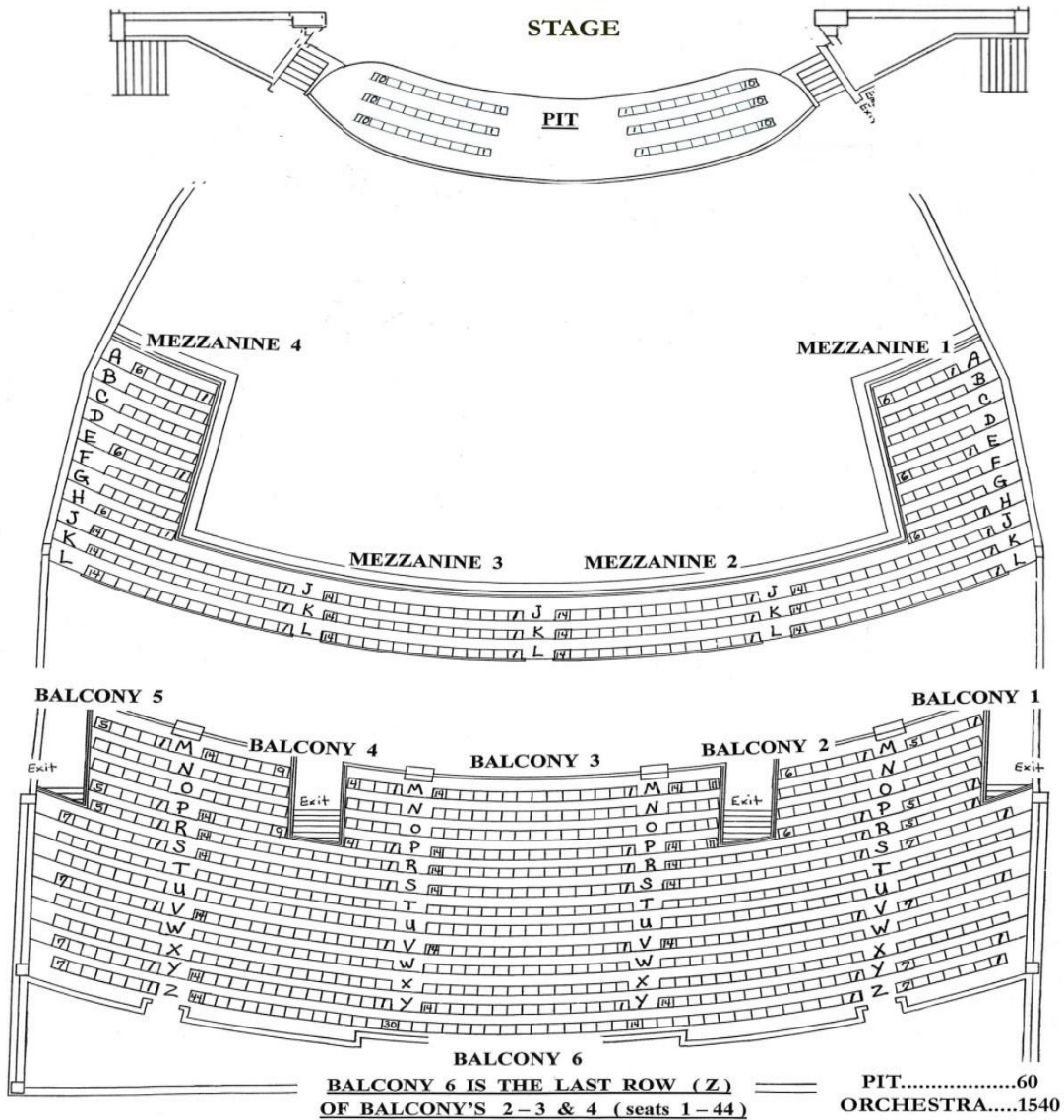
SEATING CHART – ORCHESTRA LEVEL (DOWNSTAIRS)

JOHNNY MERCER THEATRE SAVANNAH CIVIC CENTER



SEATING CHART – MEZZANINE/BALCONY LEVEL (UPSTAIRS)

JOHNNY MERCER THEATRE SAVANNAH CIVIC CENTER



Not to Scale

PIT.....	60
ORCHESTRA.....	1540
MEZZANINE.....	264
BALCONY.....	678
ADA.....	24
<hr/>	
TOTAL	2566

BALLROOM/MEETING ROOM

RULES & REGULATIONS

RENTAL

- o Rental and access times are set forth in the contract. The Civic Center determines security coverage for each event which may require additional charges. Rental fees are non-refundable.
- o No ticketed events are allowed in the ballroom or meeting rooms.

EVENT HOURS

- o Security remains on duty until all persons & event services associated with this event have moved in and out of the building. Access Times are included in all written agreements.

CATERING

- o The Savannah Civic Center Catering Policy requires that all food and beverages must be provided by Caterers that are on the facility's Approved List of Caterers. This list is available through your Event Planner.
- o Caterers that want to be added to this list can contact the Event Coordinator for additional information.
- o A copy of the Caterer's Invoice must be submitted to the Civic Center no later than 10 days prior to the event.

ROOM ARRANGEMENT & SET- UP

- o Set-up arrangements for the room(s) should be submitted to your Event Planner no later than ten (10) days prior to the event.
- o Table linens and skirting are the responsibility of the Lessee.

CLEAN-UP

- o After the event is over, you are responsible for clearing out all items belonging to your party and guests. Your Caterer and Decorator must also take out all equipment and dispose of any trash or excess food. Any rented items must be taken home. No items can be stored for later pickup.
- o **NO FOOD IS TO BE LEFT IN THE ROOMS. THE CIVIC CENTER IS NOT RESPONSIBLE FOR ITEMS LEFT IN THE ROOM.** Any event that fails post-event inspection will be subject to a \$350.00 cleaning fee.

DECORATIONS

- o Decorations are welcome in the Civic Center under the following conditions:
 - Decorations cannot be attached to the chandeliers. No nails, tacks, or any type of tape can be placed on walls. Glitter, confetti or similar substances are not allowed. Oil burning lamps and candles are not allowed for decoration or for a table centerpiece. This does not apply to Sterno or approved catering equipment used for food preparation by your Caterer.

ALCOHOL

- o In order to have a function with alcohol in the Civic Center an alcohol permit is required. The lessee will need to go to the Revenue Department (132 E. Broughton St) to pay for a temporary alcohol license. This must be done at least two weeks in advance and the fee charged at the Revenue Department is \$25.00. To serve alcohol, the lessee must have a licensed bartender provided by the Civic Center. Alcoholic or non-alcoholic beverages are allowed to be brought by the lessee, but CANNOT BE SOLD. Alcoholic beverages cannot be brought in by guests of the event. ALOCOHOLIC BEVERAGES MAY ONLY BE BROUGHT IN BY THE LESSEE to be served by Civic Center staff. The Civic Center is the only entity that is permitted to provide catered alcohol or sale alcohol within the building. The lessee can either prepay for an open bar or the Civic Center will sale alcohol during the event as a cash bar if the lessee does not provide the alcohol. No other entity is permitted to sale or disperse alcohol within the building besides the Civic Center.

SECURITY

- o Security is required for all events.
- o Security is paid in advance per event and any extra security time is invoiced after the event.
- o Security remains on duty until all persons & event services associated with this event have moved in and out of the building.

PARKING

- o Parking is NOT included in room rental.
- o If another event is scheduled for the Arena or Theater, there will be a per vehicle charge on a first-come first-serve basis. The cost varies.
- o If no events are scheduled, parking is available at the Parking Services Standard Rate posted on the lot kiosk 24/7. Your guests are not required to park in the lot.

APPROVED CATERERS

Barnes Restaurant	912-355-3850	Alan Barnes
Bon Appetite	912-236-3946	Becca
Cape Creations Catering	912-354-9672	Chef Cynthia Creighton-Jones
Carey Hillards	912-925-2131	George Denmark
Cha Bella	912-790-7888	Steven Howard
Chick-Fil-A	912-921-0909	Tim Connolly
Corleone's	912-232-2720	Eden Geib
Cocktail Hour Catering	912-304-3036	Jelon
Creative Catering	912-341-3663	John Menzies
Creekside Catering	912-356-3288	Erin Matthews
Delightful Catering	912-355-3930	Yvonne Friedman
Desoto Hilton	912-443-2002	Kim Chambless
Fire House Subs	912-920-4161	Chad Weaver
Holmes Catering	843-838-2000	Cynthia Holmes
HoneyBaked Ham Company	912-920-7400	John
Papa's Bar-b-que & Deli	912-897-0236	Judy and Frank Ouzts
Paul Kennedy Catering	912-964-9604	Paul Kennedy
Savannah Event Catering	912-660-7533	Hayley Scom
Simply Southern Home Cooking	912-754-1162	Amy Moore
Sisters of the New South Southern	912-234-6176	Precious Howell
Image Restaurant	912-756-3535	Pam and Ray Shores
Taste of India	912-356-1020	Raj Patel
The Lady & Sons	912-233-2600 X206	John Gallien
The Southern Palate	912-412-8554	Shannon McAdams
Thompson Hospitality Food Service	912-356-2400	Chima Ugworji
Thrive Café & Catering	912-232-5922	Wendy Armstrong
Tubby's Tankhouse	912-354-9040	Shaunda Clark
Wiley's Championship BBQ York	912-201-3259	Dwana Turner-Hall
Street Deli	912-236-5195	Mac Salter
Unforgettable Bakery & Deli	912-355-6160	Belinda Baptise

CATERING SERVICE

Services available for Groups of 30 or more.

Breakfast Menu

Coffee Service

\$2.25/person

Continental #1

Coffee, Danish, Muffins, & Doughnuts**

\$6.25/person

Continental #2

Coffee, Danish, Muffins, Doughnuts**, & Assorted Juice

(Assorted Juice: Orange, Apple, Cranberry, & Grapefruit)

\$7.50/person

Continental #3

Coffee, Assorted Hot Herbal Teas, Cereal, Oatmeal, Assorted Juice,

& Choice of Danish, Muffins, or Doughnuts**

\$8.00/person

****Bagels or Fresh Fruit may be substituted at an additional charge.**

Bagels: \$1.00/person

Fresh Fruit: Quoted upon request

Continental Breakfasts include all necessary condiments such as: cups, napkins, plates, bowls, plastic ware, sugar, creamer, Sweet n' Low, stirrers, cream cheese, jelly & butter

Meeting Break Service

Assorted Soft Drinks - \$1.00/can

(Coca-Cola products)

Bottled Water - \$2.00/bottle

Assorted Cookies - \$14.00/dozen

Assorted Snacks - \$3.50/person

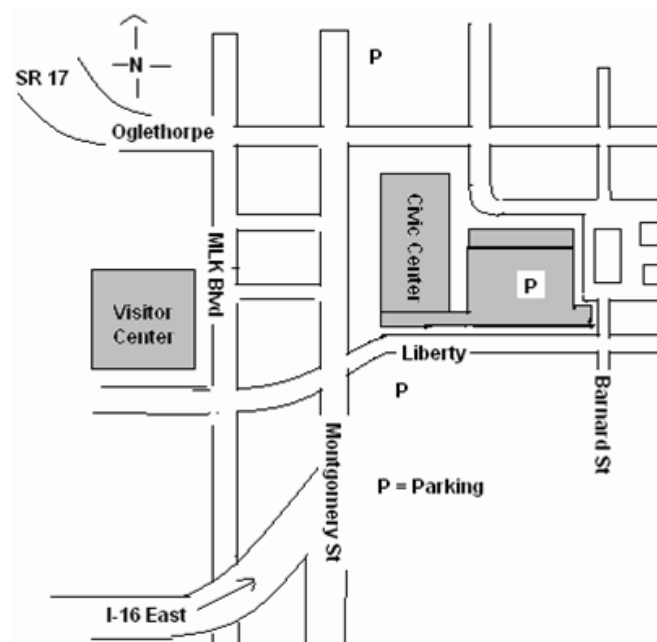
(Assorted Snacks: chips, pretzels, snack mix, nuts)

Special requirements can be readily accommodated.

Arrangements must be made 10 work days in advance.

For more information, please call Concessions Staff, @ 912.651.6561

DIRECTIONS



The Savannah Civic Center is located in the heart of the Historic District within easy walking distance of many fine restaurants, hotels, inns, art galleries, museums, and historic sites.

4 Hours from Atlanta on I-75 and I-16
3 Hours from Columbia on I-26 and I-95
2 Hours from Jacksonville on I-95

From I-95, turn East on I-16 and continue as the Interstate leads you onto Montgomery Street. At the intersection of Montgomery and Liberty Streets you will see the Savannah Civic Center Marquee.