



Need help planning the perfect event to suit your group? Contact the Sales Department at 404.929.6320 or group.visits@fernbank.edu.

Food Policy

Semi-Private Area

- The Museum provides a semi-private area and special hors d'oeuvres menu for groups of 25-75 people.
- Minimum catering order is \$500. All items are subject to 7% sales tax and 18% service charge.
- To ensure food quality, buffets are available for a maximum of 2 hours.
- A \$500 non-refundable deposit is required to secure your date on our calendar.
- A buffet attendant is required for all catering services. There is an attendant fee of \$125.
- A catering contract is issued with menu selections; the requested service is not confirmed until signed agreement and deposit are received.
- Stanchions will be set up to create a semi-private area. The Museum can only reserve seating for a maximum of 30 people.
- The Museum is not responsible for monitoring your guests.
- To ensure a quality event, semi-private areas are limited to one group per **Martinis & IMAX®** event. Please make arrangements as soon as possible. Catering contracts should be returned at least 2 weeks prior to event date.
- Signage to identify your group's registration table cannot be any larger than 11 x 17 and must be placed on your table. You are not permitted to distribute materials to or promote your group to other **Martinis & IMAX®** patrons.

Buffet Tickets

- The Museum offers a **Martinis & IMAX®** dinner menu each Friday to the public, which includes an assortment of appetizers, entrees and desserts. Prices vary per item.
- Buffet tickets are available to groups of 10-39 people.
- Group buffet tickets must be purchased in advance, at least one week prior to the date of the event. Buffet tickets for entrées are \$20 each, appetizer tickets are \$9 each and dessert tickets are \$6 each. Prices are all-inclusive.
- Due to the popularity of **Martinis & IMAX®** and to ensure quality, buffet tickets are limited to two groups per Friday.
- Buffet tickets are non-refundable; they can be used solely for your event date and are not redeemable for any other night.
- Additional buffet tickets are available for purchase by the "group leader" on the night of your event at the Ticket Sales Counter while supplies last.
- The Museum can provide a registration table in the front lobby for groups that preorder drink tickets or buffet tickets and make arrangements at the time of booking. Registration tables are only available to groups who purchase drink tickets or buffet

- tickets. The Museum is not responsible for providing staff to work the registration table.
- Signage to identify your group's registration table cannot be any larger than 11 x 17 and must be placed on your table. You are not permitted to distribute materials to or promote your group to other **Martinis & IMAX®** patrons.
 - The Museum is not responsible for monitoring your guests and reserved seating is not available for buffet groups.

Beverage Policy

- Group drink tickets (for 10 or more people) must be purchased in advance, at least one week prior to the date of the event.
- Group drink tickets are \$9 each and can be used for any beverage served at the public bars located in the Great Hall.
- Additional drink tickets are available for purchase by the "group leader" on the night of your event at the Ticket Sales Counter. They are valid only on the night of your event. Unused drink tickets are non-refundable and may not be used on another night.
- The Museum can provide a registration table in the front lobby for groups that preorder drink tickets or buffet tickets and make arrangements at the time of booking. Registration tables are only available to groups who purchase drink tickets or buffet tickets. The Museum is not responsible for providing staff to work the registration table.
- Signage to identify your group's registration table cannot be any larger than 11 x 17 and must be placed on your table. You are not permitted to distribute materials to or promote your group to other **Martinis & IMAX®** patrons.
- The Museum is not responsible for monitoring your guests and reserved seating is not available.
- The Museum reserves the right to refuse alcoholic beverages to an individual that appears intoxicated. In accordance with Georgia law, no one is allowed to leave Fernbank premises with alcoholic beverages under any circumstance.
- The Museum reserves the right to discontinue beverage service should it be deemed necessary.

IMAX® Tickets

- The group rate (10 or more tickets) for IMAX® films is \$13 for adults and \$12 for seniors.
- **Martinis & IMAX®** shows do tend to sell out.
- To qualify for the **Martinis & IMAX®** group rate, tickets must be purchased a minimum of one week prior the event. *Note: All other Museum and IMAX® group tickets only require 48 hours notice.*
- Tickets must be paid in full at the time of reservation.
- All guests must present their IMAX® ticket for entrance into the Great Hall; it is best to distribute tickets in advance. The Museum is not responsible for distributing tickets to members of your group.
- IMAX® tickets are non-refundable. Rain checks can be purchased the night of the scheduled event, prior to film start time, for an additional charge of \$1.50 per ticket.

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