

# SPECIAL EVENTS PLANNING GUIDE



Premier Events  
with  
Historic National  
Treasures

U.S. Space & Rocket Center®

# *Special Events*

*Premier Events  
with Historic National Treasures*



Plan an event that will give your guests memories for a lifetime! A Smithsonian Affiliate, the U.S. Space & Rocket Center houses the most complete collection of national treasures from space exploration on the planet. This exclusive venue offers a breathtaking backdrop that cannot be found anywhere else in the world. We welcome all types of events – both large and small – and our team of experienced professionals is ready to assist you in planning all of the details to make your visit a spectacular success.

The chef and professional catering staff at the USSRC service all events including weddings, rehearsal dinners, family reunions, corporate celebrations, picnics, intimate receptions and extravagant sit-down dinners. Whether you dream of a large party under the authentic Saturn V rocket or a private cocktail reception under the space shuttle, we can help make your vision come to life!

Please call (256) 721-7131 or email [spevents@spacecamp.com](mailto:spevents@spacecamp.com) to get started. Early reservations are recommended as facilities are booked on a first-come, first-served basis.



## GENERAL INFORMATION AND POLICIES

### Booking Reservations

A function booked by telephone is tentative until the client returns a signed copy of the contract and remits payment for the deposit. Arrangements for catering services should be completed one month prior to the date of event. Failure to complete booking with deposit could result in forfeiture of booking date.

### Deposit

A non-refundable deposit is required upon acceptance of the agreement. The deposit is the price of the venue that you want to secure. The agreement must be accepted and returned within seven days from the date stated on the agreement or the U. S. Space & Rocket Center (USSRC) has the option of canceling the agreement upon notice to the client.

### Cancellation Policy

If the agreement is terminated fewer than 21 business days prior to the event date, a cancellation fee of 10% of the estimated total cost of the event will be payable by client. If the agreement is terminated fewer than seven business days prior to the event, no refund will be issued. If FIRST PAYMENT has not been paid and cancellation is made fewer than seven business days prior to the event, the client shall pay 50 percent of the estimated total cost of the event as the cancellation fee.

### Menu Selection and Guarantees

- When booking a reservation, client will provide an estimated number of guests attending the event. The USSRC event coordinator will provide an estimated cost of the event based on the number of guests and other pertinent details.
- Menu selections are required no later than 21 days prior to the event. Upon menu selections, a detailed confirmation will be prepared for the client to review and sign. A full payment for the event is then required.
- Final guarantees are due five business days prior to the event. Once the guarantee is established, it may not be reduced.
- Any increases in the guarantee will be charged at 1.5 times the normal plate charge. We reserve the right to substitute menu items for increases in guarantee number.
- Final payment is due within five business days of final invoice.

### Decorations

Standard black spandex linen is provided with all receptions that meet the minimum catering rate (both buffet and full-service meals). Special linen, napkins and overlays are available at an extra cost. Centerpieces are not included. All decorations must be approved by your USSRC event coordinator.

### Catering Policies

- All on-site events require a food purchase. Minimum price is \$12 per person. USSRC provides one double-sided buffet per 200 guests. All meals include two hours of service. All buffets will be replenished during this time.
- Hors d'oeuvres reception prices include buffet tables only.
- Menu prices are subject to change without notice. All contract prices will be honored.
- There will be a 17% service charge on all buffet & hors d'oeuvre menu items. There will be a 22% service charge on all full wait-staff table service. Extra tables and/or seating in the museum will require an additional set-up fee.

### Food and Beverage Policies

- No outside beverages – including both alcoholic and non-alcoholic beverages – will be allowed into the USSRC facilities.
- Minimum of 30 guests are required for catered meals.

### Audiovisual Equipment

Audiovisual equipment is available for rental and can be requested through your event coordinator. Rate quotes are provided upon request. In order to ensure availability, equipment must be ordered in advance.



# FACILITY RENTAL

The USSRC is a truly unique setting for any type and size of event. Our facilities prominently showcase America's historic accomplishments in space exploration. Your guests will be fascinated with our many exhibits and hands-on interactive displays. Companies can retreat from the corporate offices and host an off-site training session or team building in one of our corporate classrooms, Educator Training Facility or Aviation Challenge.

As you enter the USSRC Saturn V Davidson Center for Space Exploration, behold one of the "Seven Wonders of America" – the Saturn V rocket. Take a ride on Mars, feel weightless in mid-air, and create long-lasting memories. Our top-notch simulators will get you as close to space as the real thing. Your guests will love the excitement that our simulators bring to their night at the U.S. Space and Rocket Center.

The following pages will explain in detail our facilities and the capabilities of the USSRC. Our event coordinators are available to help you plan your event so it is one to remember! All wedding packages are priced individually and the facility fees below do not apply. **Wedding fees are outlined on page 8.**

## SATURN V HALL

### The Saturn V: A National Historic Landmark

**Reception Capacity: 1,000**  
**Buffet Capacity: 800 - 1,000**  
**Full Service Capacity: 800**  
**Saturn V Hall: \$4,000**

In the USSRC Saturn V Hall of the Davidson Center for Space Exploration, experience the mesmerizing opportunity to dine under an authentic Saturn V Apollo moon rocket – a National Historic Landmark! Surrounded by historic artifacts and interactive exhibits from space exploration, your guests enjoy the breathtaking ambiance as they dine beneath one of mankind's greatest scientific achievements.

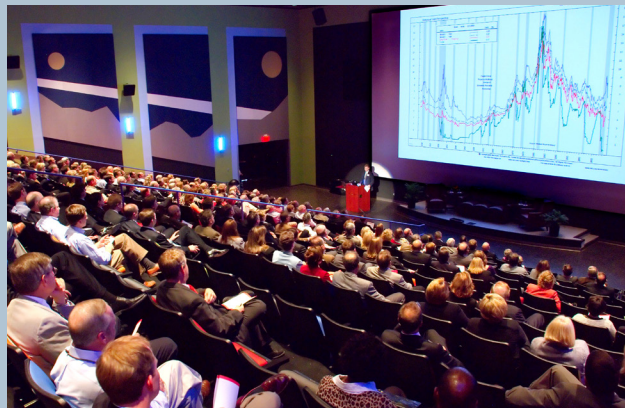
Rental includes security staff, tables and chairs, free convenient parking and greeters/tour guides.



## NATIONAL GEOGRAPHIC THEATER

**Capacity: 350**  
**Price: \$1,000**

Keep your guests spellbound with our high-definition, 52-foot screen in the National Geographic Theater, located inside Saturn V Hall. Watch feature films or any cable or private media presentation. This theater is perfect for formal seminars, business meetings or watching your favorite sports games!





## MAIN EXHIBIT AREA

**Reception Capacity:** Available Upon Request

**Price:** \$1,200

### Main Exhibit

Located at the heart of the U. S. Space & Rocket Center is the Main Exhibit Area, which lends itself to exciting receptions. The area offers a one-of-a-kind setting with historic space capsules. Hands-on-exhibits will entertain your guests as they land a spaceship on the moon, dock with a satellite or use a robotic arm. There is no place like it on Earth!



## INTUITIVE® PLANETARIUM

**Price:** Any show in our library - \$2,000 per showing

**Custom shows - \$3,000 per showing**

Our newest experience, the **INTUITIVE®** Planetarium, features state-of-the-art digital planetarium technology unlike any other in the southeast. This immersive digital dome theater offers educational astronomy shows, live entertainment and exciting theater experiences.





## EDUCATOR TRAINING FACILITY

**Main Classroom Capacity: 50 (classroom style)**

**Main Classroom Price: \$450 per day**

**Auditorium Capacity: 128**

**Auditorium Price: \$500 per day**

The ETF offers a classroom-style room as well as a larger, stadium-seating auditorium for presentations. Both are equipped with Laser DLP projectors and drop-down screens. For larger groups, the two rooms are separated by a movable wall which may be retracted to add 50 fixed-seats to the back of the auditorium. The ETF is perfect for corporate meetings, conferences, breakfasts and luncheons.





## WEDDINGS & WEDDING RECEPTIONS

The inspiring view of a National Historic Landmark, the Saturn V rocket, elevates a wedding reception to out-of-this-world status. Collectively, the USSRC has more than 100 years of catering experience. From small and intimate to large and spectacular, our professional events staff is prepared to assist from initial planning to all stages of event management and close. We have a thorough knowledge of event industry vendors, as well as established relationships with florists, cake designers and photographers.

The U.S. Space & Rocket Center event sales team is proud to offer their wedding expertise for your ceremony and reception. This service is designed for the bride and groom who want to step back and enjoy the day while their plans are skillfully and knowledgeably executed.

### Week of Wedding

- Confirm vendor arrivals and departure times – cake, centerpieces and entertainment

### Day of Wedding Coordination

- Receive all vendors on arrival
- Ensure that centerpieces and tables are set according to plans
- Attend and oversee the event
- Provide access to special events office for bridal room

### Saturn V Hall \$4,000

#### Bride's Cake Table \$50

Includes clothed table, glass plates and forks. USSRC is not responsible for placement, serving or packing of cake

#### Groom's Cake Table \$50

Includes clothed table, glass plates and forks. USSRC is not responsible for placement, serving or packing of cake

#### Wedding Cake Attendant \$75

Slice and plate cake for guests; prepare top layer for bride and groom

#### Dome padded chairs \$2.25 per chair

*Wedding, Corporate, Non-Profit Packages Available Upon Request.*



# ADDITIONAL SERVICES

## HYPERSHIP

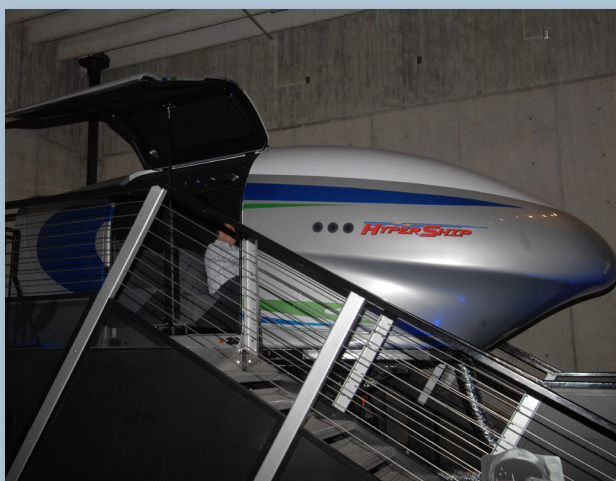
**Capacity:** 20

**Length:** 5 minutes

This HD motion-based simulator is a five-minute, multi-sensory experience that combines a movie-like audiovisual presentation using a high-definition projection screen and surround sound, with the motion of the ride compartment.

Must be 36 inches or taller to participate.

**Price:** \$150 per hour (one-hour minimum)



## MOON SHOT™

**Capacity:** 12

**Length:** 30 seconds

Experience the 4G force of blast-off and weightlessness of space as you are launched 180 feet in the air. Must be 54 inches or taller to participate.

**Price:** \$200 per hour (one-hour minimum)



## G-FORCE

**Capacity:** 45

**Length:** 5 minutes

Feel the same force of gravity the astronauts experience during a shuttle launch. Must be 54 inches or taller to participate.

**Price:** \$200 per hour (one-hour minimum)



## KIDS COSMOS

**Capacity:** 5

**Price:** \$150 (one-hour minimum)

Young visitors to the U.S. Space & Rocket Center will find something new and just their size! The Kids Cosmos Energy Depletion Zone, outdoors in Rocket Park, is a covered open-air pavilion featuring a safe, rubberized play surface for children eight years old and under. Inside the pavilion is the Lunar Lander, a simulator that slowly launches children about 20 feet into the air and then slowly descends, simulating a landing on the moon's surface. There are crawl tubes designed like a space station and child-powered miniature space shuttles.

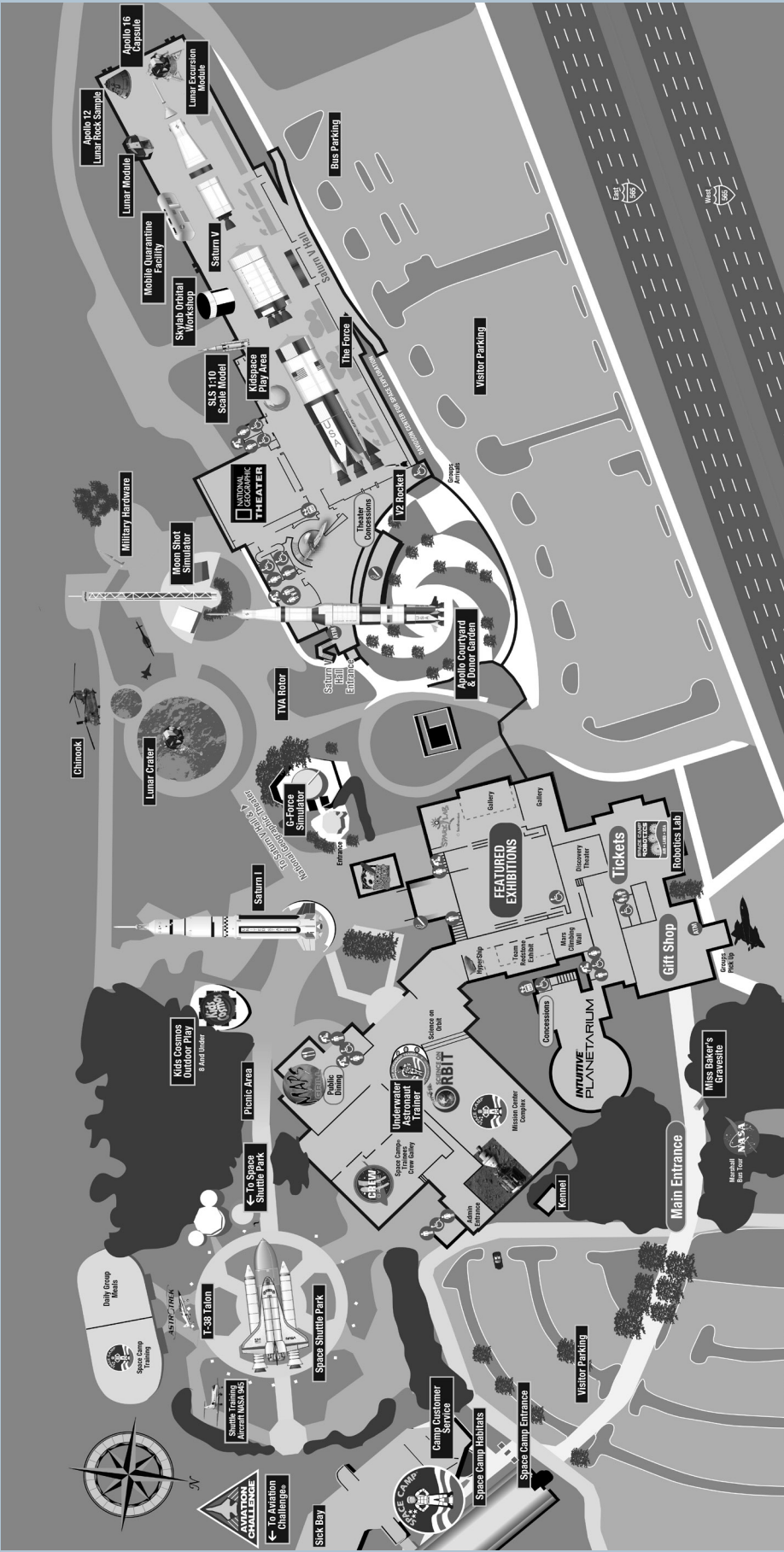
Must be 54 inches or shorter to participate.

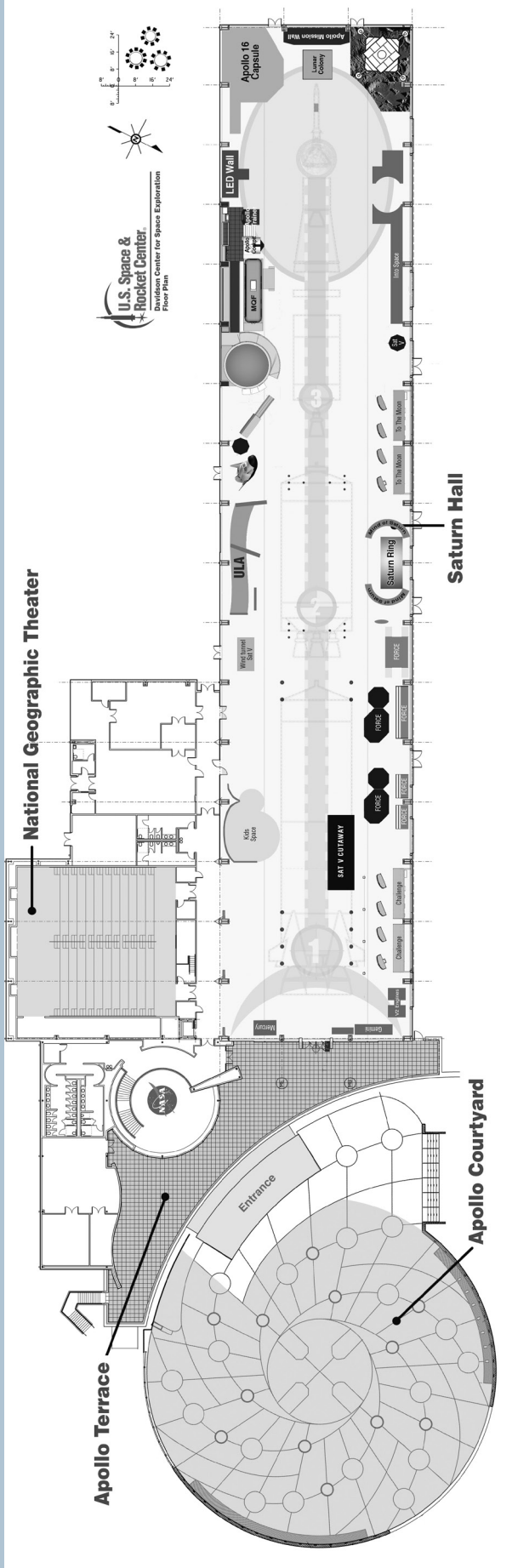
**Price:** \$150 per hour (one-hour minimum)





MUSEUM MAP







**Main Classroom Capacity: 70 (classroom style)**  
**Main Classroom Price: \$450 per day**  
**Auditorium Capacity: 128**  
**Auditorium Price: \$500 per day**



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CONTACT US FOR YOUR SPECIAL  
EVENTS NEEDS AT (256)721-7173  
OR SPEVENTS@SPACECAMP.COM

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