



GEORGE W. BUSH
PRESIDENTIAL CENTER

Congratulations and Welcome to the Bush Center!

Nestled within a fifteen acre urban, natural Texas landscaped park on the SMU Campus, the Bush Center is Dallas' most exclusive and prestigious wedding destination offering a seamless one-of-a-kind planning experience.

We know that achieving the perfect wedding reception requires many months of planning, miles of travel and other challenges to stay within a budget. We have created the following menus, frequently asked questions and private event space information to help define all costs up front and answer the questions you may have.

On your wedding day you can rest assured knowing that our experienced team will take care of each and every detail. Our Executive Chef, John Maas and his formally trained team will oversee the culinary side while our star banquet team will seamlessly handle the service. Our catering event team makes it simple to select or create a perfect menu to fit any budget and impress the most discriminating palates. Your every need will be gracefully accommodated from the moment you enter.

We recognize the deep importance and significance of your wedding day. Knowing how highly personal an event this is, the team at George W. Bush Presidential Center treats each and every wedding as our single most important event. From your first visit through the grand departure following your reception, you will experience a level of personalized service and sense of our sincere commitment to you, your family and friends.

- The Catering Team at the Bush Center





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Presidential Library & Museum

Receptions at the George W. Bush Presidential Library and Museum take place in the museum's Main Lobby, towering Freedom Hall and adjoining outdoor Ceremonial Courtyard. Events can take place beginning at 6:30pm until 11:00pm.

Capacities

- 200 – Seated dinner in Freedom Hall (based on 60th rounds of 10)
- 350 – Seated dinner in Main Lobby and Freedom Hall
- 350 – Reception/Cocktail style in Main Lobby and Freedom Hall
- 600 – Reception Cocktail style in Main Lobby, Freedom Hall and Ceremonial Courtyard

Facility Fees and Food & Beverage Minimums

Facility fees include rental of the Main Lobby, Freedom Hall and Ceremonial Courtyard as well as basic housekeeping services and museum security officers.

Friday - Sunday Evenings (6:30pm-11:00pm)

January, February, June, July, August
\$10,000 Facility Fee
\$20,000 Food & Beverage Minimum

March, April, May, September, October, November & December
\$12,000 Facility Fee
\$20,000 Food & Beverage Minimum





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The Bush Institute

The George W. Bush Institute consists of the beautifully appointed Hall of State room with outdoor terrace overlooking the impressive native Texas landscaping. Events must end by 11:30pm. Below times include two hour set-up.

Capacities

- 288 – Seated in Hall of State (based on 72” rounds of 12)
- 192 – Seated with Dance Floor (based on 72” rounds of 12)
- 350 – Reception/Cocktail style in Cross Hall and Hall of State

Facility Fees and Food & Beverage Minimums

Facility fees include basic housekeeping services, 72” banquet tables, banquet chairs, china, glassware and flatware.

January, February, June, July, August
\$5,000 Facility Fee
\$10,000 Food & Beverage Minimum

March, April, May, September, October, November & December
\$6,500 Facility Fee
\$10,000 Food & Beverage Minimum





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Café 43

Café 43, in reference to the 43rd President of the United States, has indoor and outdoor seating overlooking the native Texas landscaping, SMU campus and the main entrance to the George W. Bush Institute. The décor features beautiful artwork, including an entrance hall painting by Pamela Nelson, Dallas painter and friend of Mrs. Laura Bush. Events can take place beginning at 4:30pm until 11:00pm.

Capacities

72 – Seated in the main restaurant area

120 – Seated in the total restaurant area *Rental Chairs Required

150 – Reception/Cocktail style in the restaurant and adjoining outdoor terrace

Facility Fees and Food & Beverage Minimums

Facility fees include basic housekeeping services, existing Café bistro tables, 60” banquet tables, Café chairs, white lap-length linen, china, glassware and flatware.

January, February, June, July, August

\$1,000 Facility Fee

\$5,000 Food & Beverage Minimum

March, April, May, September, October, November & December

\$1,250 Facility Fee

\$5,000 Food & Beverage Minimum

**When renting chairs, a \$250.00 fee will be applied for storing in-house chairs.*





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Frequently Asked Questions

Where can we hold social events at the Presidential Center?

Our private event spaces range from the Bush Institute's beautiful Hall of State ballroom and terrace overlooking the native Texas landscaping and downtown skyline to the museum's Freedom Hall and adjoining Ceremonial Courtyard along with the onsite Café 43 restaurant (wonderful for rehearsal dinners).

Can we have our wedding ceremony at the Presidential Center?

Yes. Your catering manager can provide you with the best available options for your group along with pricing. We are also happy to provide you with a detailed list of area ceremony locations.

What is included in the rental of each event space and what will I need to bring in?

The Presidential Center is operated by two separate entities, the Bush Foundation and the National Archives and Records Administration (NARA). With that, there are different inclusions for the event spaces.

- o Presidential Library and Museum: Includes rental of the Main Lobby, Freedom Hall and Ceremonial Courtyard as well as basic housekeeping services and required museum security officers. Items not included in the rental of the museum space are access to the museum galleries, tables, chairs, linens, china, glassware, flatware, and AV. We work closely with third party rental companies and can assist with these arrangements.
- o Bush Institute: Includes access to the Institute's main event spaces - the Bush Auditorium, Cross Hall, Hall of State and Terrace. The Institute provides banquet chairs, china, glassware, flatware, 72" banquet rounds and up to ten (10) 6' tables. Items not included in the rental of the Institute space are cocktail tables, table linens and a dance floor.
- o Café 43: Includes the restaurant's existing bistro tables and chairs, 60" banquet rounds, white lap-length linens, china, glassware, and flatware. Item not included in the rental of the Café space is AV. In cases where rental chairs are brought in, a \$250.00 moving fee will be applied for storage of our in-house chairs.

Can more than one event happen at a time?

Yes, but not to worry. The design and logistical layout of the Presidential Center ensures that each event space is completely separate from one another.

Where can our guests park?

We recommend contracting valet for ultimate guest convenience. Each event is unique, so we would be happy to discuss all parking options per your event needs.

Can we bring in our own catering and alcohol?

The exclusive on-site premier catering company is Dallas-based Culinaire International. Food and beverage will be arranged and served by our expert catering team.



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Frequently Asked Questions (cont.)

How do we reserve our special event at the Presidential Center?

To check availability on the Presidential Center's master calendar and secure one of our event spaces, you need to fill out an Event Request Form (ERF). The ERF's are reviewed by the Presidential Center's leadership in order to ensure the requested date does not conflict with scheduled Bush Foundation and NARA events. Please allow about a week for your request to be reviewed by all the necessary parties. You will be notified by email as soon as we receive a status update. If the date is available, you will then have the option to secure your requested event space.

What is required to secure the event space after our date has been approved?

You will be sent four documents requiring signature: a Facility Use Agreement, Conditions for Use Agreement, Catering Contract and Credit Card Authorization. The Presidential Center's full facility fee is due as well as a 30% catering deposit upon contract signing. Deposits can be paid with check, credit card or cashier's check. Facility payments are payable to the Bush Foundation and catering payments are payable to Culinaire International.

Can we have a tasting?

Tastings may be requested and scheduled for plated events with a food and beverage minimum of \$8,000 or above. Availability of specific items to be tasted and scheduling of tastings are at the sole discretion and availability of the Chef. We typically schedule tastings Tuesday through Thursday afternoons for one hour. This avoids any lunch or dinner event commitments with our Culinary and Banquet Team.

Only one (1) tasting is offered complimentary for up to 4 people.

May we use candles or anything with open flame?

To protect the many historical and archival items in this building, the Presidential Center does not allow candles on property. We recommend utilizing LED candles as a great alternative. Approved heaters may be arranged for outdoor spaces.

Are you able to accommodate a band?

Yes. We do recommend a representative for the band do a walk through prior to the event if they are not familiar with the space. We can accommodate a rented stage up to 16'x20' in Hall of State and up to 12'x16' in Freedom Hall.

When does my event need to conclude?

Per the Presidential Center's property regulations, events must conclude by 11:00pm in the museum and Café and by 11:30pm in the Institute with vendor breakdown concluding by 12:30am.

What items can we use for our grand wedding reception exit?

You may use bubbles, ribbon wands, pom poms – in summary, anything that does not litter our beautiful natural Texas landscaping or go against city or federal ordinances.



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Frequently Asked Questions cont.

What is the overview of the cost to have an event here so I may accurately budget?

- o The facility fee associated with the space(s) rented.
- o Food and beverage ordered. We do have a food and beverage minimum requirement for each space. Always make sure to calculate an estimated food and beverage price per person multiplied by the anticipated number of guests to get a more accurate total to budget. Your catering manager can assist you with this.
 - o 21% service charge and 8.25% sales tax is applied to food and beverage.
- o Most banquet and culinary service staff are included in the 21% service charge. Because not all events require the following service staff, there is a flat fee of \$125 per attendant for bartenders, coat check and chef attendants for action stations.
- o The amount spent with third party rental items and services is at your discretion. However, your catering manager can assist you with determining the items you will need for your event here to help with your rental decisions.