



Jimmy Carter Library and Museum

441 John Lewis Freedom Parkway
Atlanta, GA 30307-1498
404-865-7100

RESERVING THE CARTER MUSEUM AFTER NORMAL HOURS

If you have scheduled an after-hours event at the Carter Center, you may wish to have the Museum of the Carter Library open for the evening. **The Jimmy Carter Library and Museum**, one of twelve national presidential libraries and the one of two presidential libraries in the southeast United States, presents a unique opportunity to make your event an evening to remember. Reserve an hour before you plan to start your reception or dinner and as your guests arrive, they may relax and enjoy a leisurely visit. The Museum may also be reserved for touring during your reception.

Visitors can step into an exact-sized replica of the Oval Office, decorated the way it was during the Carter Administration. They can experience “A Day in the Life of the President,” see exquisite State Gifts and take a virtual trip with the Carters to fight disease and promote human rights as part of their work with the Carter Center.

Along with the permanent exhibition on the life and presidency of Jimmy Carter, the Museum features ongoing temporary exhibits. Please review the flyer of upcoming exhibitions. The Museum Gift Store offers unusual gifts and souvenirs tax-free. Reproductions of White House china, educational games, and any of the Carters’ books may be purchased. Your guests may fill out an autograph request form and leave the Carter book they have purchased to be signed by President Carter or Mrs. Carter. Here is your opportunity to design a truly “presidential” evening for your guests.

Admission to the Museum is not included in the contract individuals sign with the Carter Center. The Carter Center Events Staff will schedule the Museum to be opened on the date of the event. **The evening admission is \$10.00 a person, a discount off the normal adult rate of \$12.00. However, on Monday-Thursday, there is a minimum group charge of \$400.00. On Friday-Sunday, the minimum is \$600.00. We also offer a Preferred Guided tour for an additional \$75.00.** These rates apply to total attendance contracted with the Center for the event; i.e. no count of museum visitors will be kept. The Jimmy Carter Library will send an invoice prior to your event. We accept checks and all major credit cards. Checks should be made payable to “Jimmy Carter Library and Museum” and mailed to the Jimmy Carter Library, 441 John Lewis Freedom Parkway, Atlanta, GA 30307. To pay by credit card, call Mr. Joseph Hollis, Museum Store Operations Assistant (404/865-7131), or FAX (404/865-7152). **A minimum payment of \$400.00 is due at least two days prior to the event.** Any balance is due the evening of the event and should be hand-delivered to the museum store staff. **No shows and cancellations not made at least two working days before the event will forfeit the minimum payment.**

The Museum and Museum Store will be open for a maximum of two hours between 5:30 PM and 9 PM. The introductory film *President* is not shown at night. **No food or drink is allowed in the Museum or the Museum Store.** Flash photography is not permitted in the Museum, and special exhibits may prohibit photography altogether.

Thank you for considering the Jimmy Carter Presidential Library and Museum for your evening event.