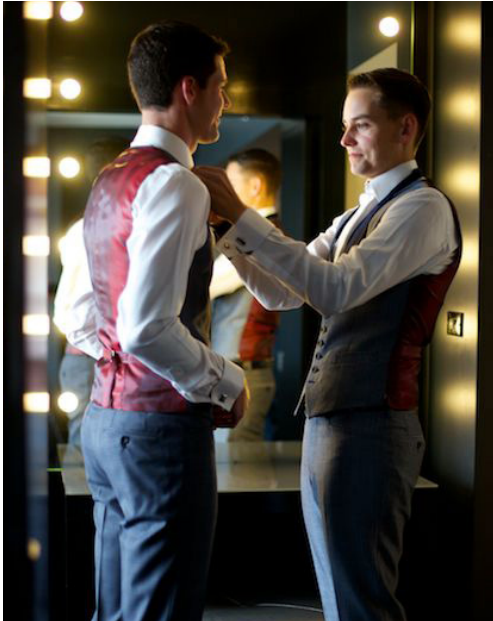




ATLANTA  
**HISTORY**  
CENTER

# FOR A UNIQUE & UNFORGETTABLE EVENT, LOOK NO FURTHER THAN THE ATLANTA HISTORY CENTER.

Centrally located on 33 acres in the beautiful neighborhood of Buckhead, the Atlanta History Center features historic houses, gardens, event spaces, and award-winning exhibitions. Intimate weddings to 500-person galas, the Atlanta History Center offers the widest variety of private event options at one location.



**CONTACT US**  
 404.814.4090  
[PrivateEvents@AtlantaHistoryCenter.com](mailto:PrivateEvents@AtlantaHistoryCenter.com)

Opposite Page  
 Top: Archetype Studio Inc.  
 Bottom: Chelsea Patricia Photography  
 Cover: Sarah Brown Photography

This Page Left  
 Top: Melissa Schollaert  
 Middle: Arden Photography  
 Bottom: Someplace Wild

This Page Right  
 Craig Obrist Photography



# ATLANTA HISTORY MUSEUM

## OVERVIEW

The Allen Atrium is our stunning, newly renovated and expanded entrance to the Atlanta History Museum; and our newest venue. At 5,000 square feet, it can serve as a pre-function area, such as a silent auction with cocktails, or as a backdrop for a truly unique ceremony or reception. Your guests will experience the glass enclosed Visual Vault, which showcases parts of our incredible collections and entices guests into our award-winning exhibitions, all with cocktails in hand, offering an unforgettable evening.

*Allen Atrium, Exhibition Hall, and Kennedy Theater:*

Rental Period  
Evenings, 6:00 PM or later 10 hours including setup and cleanup time\*

Capacity  
600 standing; 200 seated

Included  
limited tables & chairs, access to all current exhibitions, parking, security, and event staff

\*Setup may not begin prior to 2:00 PM



Opposite Page  
Top: Kelly Holtz Photography

This Page  
Top: Affairs to Remember  
Middle: Craig Warga  
Bottom: Affairs to Remember



# SWAN HOUSE GARDENS

## OVERVIEW

The historic Swan House with its enchanting gardens, stately stairs, and cascading fountain is the perfect setting for a fairytale wedding. Let the trees swaying in the evening breeze provide the background melody for your reception, under the evening sky, framed with majestic columns on the Swan House Lawn.

### Rental Period

Evenings, 6:00 PM or later, 10 hours including setup and cleanup time

### Capacity

800 standing; 500 seated

### Included

Parking, security, and event staff

## DETAILS

Restrooms are available nearby; there are no restrooms at Swan House.

All chairs and tables must be rented; furniture is not included with the rental fee.

Lighting is needed for events that run past sundown; limited power is available.

There is an additional \$750.00 bar set up fee for events at the Swan House.

Tents are permitted on the column side or on paved area adjacent to the house. There is an additional fee of \$2,500 to set-up a tent on the property. This fee does not cover cost of tent rental, lighting, or tent permit.

Because Swan House is a historic house museum, parties and receptions cannot take place inside the building. However, such events can be held on the lawns or on the Boxwood Porch and Garden, with the house open for viewing for two hours.



Opposite Page  
Scobey Photography

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Top Left: Our Labor of Love  
Top Right: Laura Stone Photo

This Page  
Bottom Right: Vue Photography  
Bottom Left: Anna Shackelford Photography



## GRAND OVERLOOK

### OVERVIEW

For a one-of-a-kind experience, include the Grand Overlook for a spectacular evening event at one of the most sought after venues in Atlanta.

Enjoy the simple elegance of this unique ballroom featuring a barrel vaulted ceiling, Brazilian cherry-wood floors, and floor-to-ceiling windows overlooking the magnificent Goizueta Gardens.

### Rental Period

10 hours including setup and cleanup time

### Capacity

750 standing; 500 seated

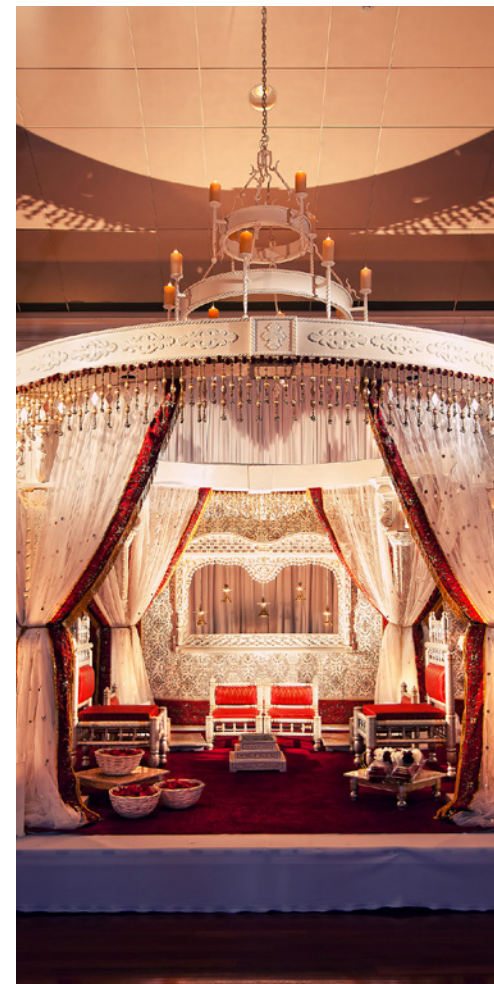
### Included

Limited tables & chairs, 8' x 8' stage, podium, one wired microphone, parking, security, and event staff

Evening events must have cleanup complete and all vendors off-site no later than 2:00 AM.

There is an additional \$500.00 charge to transition the room from ceremony to reception set-up.

Additional fees apply for events requiring hours outside the times listed above.



Opposite Page  
Top: PWP Studio

This Page  
Top Right: Kristy Dickerson  
Bottom Right: Stephanie Hicks Photography  
Bottom Left: Derek Wintermute Photography



# MCELREATH HALL

## OVERVIEW

For evening events McElreath Hall includes the Draper Room, Woodruff Auditorium, McElreath Atrium and the Blair Room. Some spaces may be rented separately during the day.

### Rental Period

Evenings, 6:00 PM or later, 10 hours including setup and cleanup time

### Included

10 forty-eight-inch round tables, 75 chairs, limited six-foot and eight-foot tables, parking security, and event staff

## MCELREATH ATRIUM

The sky-lit atrium is a great first impression to welcome guests to this newly renovated building. It can host up to 100 for a cocktail reception. Our beautiful designer furniture is included and cannot be removed or moved.

## WOODRUFF AUDITORIUM

Woodruff Auditorium has 398 fixed seats and can be used for commencements, lectures, or meetings. The stage is 10' by 20' and there no backstage area. It includes a podium and microphone. The 16' by 20' screen and projector are available to use with an additional AV technician fee.

## DRAPER ROOM

This boutique ballroom has a warm atmosphere of midcentury modern with nature's touch. Its floor to ceiling windows offer views of our magnificent woodlands. Our designer furniture is included and cannot be removed or moved. The octagon table in the center may be used as a buffet, estate table, or a perfect place for a cocktail party centerpiece. The Draper Room can comfortably seat up to approximately 64 guests for a seated served function, 75 for a lecture, or 100 standing for a cocktail reception. It includes a microphone and portable leather tufted bar. Two screens and projectors are available to use with an additional AV technician fee.

## BLAIR ROOM

The Blair Room is a small meeting space that can seat approximately 7 around the table. It can serve as a small conference room or greenroom.



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Steven Dickson

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Top: Sommer Daniel Photography  
Bottom Left: Sommer Daniel Photography  
Bottom Right: Steven Dickson



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Top Right: Unknown  
Bottom Right: Unknown  
Bottom Left: Unknown

## THE COX ROOM

### OVERVIEW

Whether you are looking for an intimate space to host an all-day corporate meeting, rehearsal dinner or birthday party, The Cox Room does not disappoint. With its beautifully appointed décor and unique design elements, this room has that “wow” factor from the minute you walk in.

### Rental Period

Daytime 9:00 AM to 5:00 PM

### Capacity

110 standing or seated

### Included

100 natural wood folding chairs,  
7 - 48” rounds, 10 - 60” rounds,  
10 highboys, limited 6’ and 8’ tables





# PRIVATE EVENT GUIDELINES

The mission of the Atlanta History Center is to preserve and interpret Atlanta’s history through its collections, educational programs, exhibitions, and research. We welcome the opportunity to expand our educational efforts by allowing use of the History Center for private events by individuals and groups (“the User”). Such use must be consistent with the History Center’s mission. The Atlanta History Center cannot host political or controversial events, some sales events, and some religious events. Questions should be directed to 404.814.4090.

## Event Areas and Time Frames

- Beverages are allowed in the museum galleries, food is not. Food and beverage are allowed in the Smith Family Farm and Swan House garden areas, but not inside the historic houses. Smoking is prohibited in all History Center buildings.
- Evening rentals must end at midnight, with the load out being completed by 2:00am or a fee of \$500.00 per hour for each additional hour will be charged, as well as, for any setup beginning before 6:00am.
- There is a \$250.00 per hour charge for extra set up hours prior to the start of the contracted rental period in the Atlanta History Museum, Swan Gardens, and Grand Overlook. The fee for additional hours for McElreath Hall or Smith Family Farm is \$175.00 per hour.
- The History Center is closed on major holidays (Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day); therefore events are not held on these days. For other holidays, there may be additional fees.
- Student events and proms must be school sanctioned and cannot be held on Saturdays.

## Hold Policy

- The History Center allows a date to be placed on a courtesy hold for up to two weeks. Should another client wish to contract the venue for the same date, the first client on hold must sign a contract and pay the rental fee in two business days to exclusively reserve the date. Otherwise the hold will be forfeited to the second client.

## Payment Schedule

The full non-refundable rental fee and signed contract are due within five business days of receiving the contract.

- All other charges, including but not limited to, beverage service, furniture, and additional setup are due one month prior to the event. Adjustments will be made following the event. Any additional payments are due within 30 days of the final invoice.
- A refundable damage deposit of \$500.00 is due 23 days prior to the event. The client must be notified that damage has occurred within 72 hours following the event. Once all invoices have been paid, the damage deposit will be processed and refunded where applicable.
- Cancellation of an event after it has been contracted will result in the forfeiture of all fees paid.

## Final Floor Plan

A walk-through with all involved parties is required at least three weeks in advance of the event.

- Final floor plan changes are due to the History Center three business days prior to the event

## Inclement Weather

All events that have outside activities are required to have an inclement weather backup plan. This will be made part of the contract.

- Final decisions on rain plans must be made 24 hours in advance of the set-up time.

## Tents

- A fee of \$2,500.00 is required to set up a tent on the History Center grounds, this covers up to 24 hours of set up and break down of tent and lighting the day before and the day after the event. Additional hours are available at \$100.00 each if needed. This does not include any hours of décor on the day of. The Client is responsible for securing a tenting permit from the City of Atlanta and providing the History Center with a copy of the permit in advance. The Events department must approve setup and breakdown schedules 30 days prior to your event.
- The only approved tent company at the History Center is Peachtree Tents & Events.

## Parking

- The History Center offers 225 free parking spaces for evening events. Additional vehicles will be required to park off-site.
- Valet and shuttle services are the responsibility of the Client.

## Rental Equipment

- Rental equipment must be delivered the day of the event and picked up immediately following the event unless other arrangements have been pre-approved.
- If stages are needed they must be supplied by an approved vendor. Measures must be taken by all vendors to protect the floors from damage from their equipment, especially stages.
- Should a power distribution unit be required for a band etc., one can be rented from the History Center at \$300.00 plus tax.

## Photography

- Photography planned outside of the contracted space or time frame must be coordinated and scheduled through the History Center.

## Security

- Security officers will be on duty from setup through breakdown. These general security costs are included with the rental fee.
- The History Center reserves the right to require and schedule the services of off-duty police officers. These officers will be required, by the History Center, for proms, dance parties, student organization events, events where amplified music is played outside, any event deemed high risk, and events where over 500 are in attendance. The Client is responsible for paying for these additional security needs.
- Weapons of any kind are not permitted on property.
- For any prom or student organization event, one chaperone for every 25 students attending is required. The chaperones must be teachers, parents, or administrative personnel from the school of the attending students.

## Catering

There is a \$2,000.00 fee for retaining a caterer not on our approved list. The History Center reserves the right to refuse access to any caterer not on its approved list.

All catering services must provide:

- Proof of worker’s compensation for their employees.
- Business License & Certification by the Health Department.
- Certificate of Liability insurance in the amount of \$1 million with the History Center named as additionally insured, Automotive Liability insurance of \$1 million, and Umbrella insurance of \$2 million.
- Signed History Center Event Guidelines

The caterer must comply with the following additional rules:

- Caterers are responsible for unloading, setting up, and reloading their goods.
- Caterer must check in with History Center Event Manager upon arrival and check out with them before leaving. A check-in and check-out list, which will be provided by the Event Manager, must be completed.
- Caterers need to provide their own trash receptacles and garbage bags. All trash must be removed from the premises as the History Center does not have an on-site dumpster for catering use.
- A commercial dishwasher is not available; used dishware may be rinsed, but is not to be left over night.
- Caterers must clean the kitchen, including wiping ovens, stoves, and floors, leaving it in the condition it was found.
- Food may be warmed in the kitchen, but cooking and frying are not permitted.
- Sauté stations are not permitted in the Museum due to the concern for our artifacts.
- Caterers are expected to provide a total of 8 tray stands for use at each exhibition entrance when using the History Museum.
- Caterers may need to provide their own tables if the History Center cannot supply them and must furnish all of the supplies necessary for service.
- The History Center does not have any outside task lighting. It is the responsibility of the caterer to bring the necessary equipment to provide adequate lighting for its staff during outside events and breakdown at Swan Gardens, Museum Terraces, Smith Family Farm, and/or the Courtyard.
- All ice must be disposed of properly. Ice cannot be disposed of on lawns or in flower beds, only in sinks.

## Printed Materials

- The History Center does not display or distribute any materials relating to a rental event, or to publicize same in any of the History Center’s own printed materials.
- The History Center’s logo may not be used on materials relating to any rental event without prior approval from the History Center.
- All printed materials relating to the event (including invitations, newsletters, flyers, letters, etc.) are subject to the approval of the History Center. Any reasonable changes requested by the History Center must be made by the Client

## Decorations

Because we are a museum, we must put the protection of our buildings and artifacts first to allow for the enjoyment of future generations.

- All decorations and signs must be freestanding, cannot be hung on walls or from the outside of any buildings nor stapled, tacked, or taped to any surface.
- All floral brought inside buildings must be treated for insects. Floral and décor are not permitted in the historic houses.
- Live plants with root balls are permitted only inside the Grand Overlook and must be from an approved plant vendor. Due to boxwood blight, live boxwood bushes are not allowed inside or outside.
- All candle flames, including tapered candles, must be contained and be below the top of the glass container.
- Helium filled balloons may only be used indoor by a licensed balloon décor company.
- Pyrotechnics, confetti cannons, fog, or haze machines are not permitted.
- Items cannot block any entryway, path, exit, stairwell, or hallway at any time.
- All items must be removed from the premises immediately following the event, unless otherwise pre-arranged.
- Touch-up painting of décor items is not permitted on our property. Building of décor items on-site must be pre-approved.
- Décor items such as, but not limited to, flower petals, flowers, or plants are not allowed in the fountains.
- Every sandbag must be checked on-site for leaks before brought into any History Center building and must be inside a protective canvas bag.
- If using weights they must also be in protective covering to prevent damage to floors and walls.

## Music

- There is a 10:00 pm noise ordinance curfew for outdoor music, this does not apply to indoor events. A police officer must be hired for any event with amplified outdoor music. Client must abide by the special event manager’s or police officer’s request for the volume of the music to be adjusted to meet the noise ordinance curfew.

## Gardens

- Due to Mother Nature we cannot guarantee the condition of the grass and plants.
- No flares of any kind.

## Vendors

- Vendors may only deliver and pick up items within the contracted hours for the event. Please contact your events sales representative to schedule all deliveries and pick-ups.
- All vendors should park off-site when parking is of concern to the History Center.
- Breakdown must occur immediately after the event, which includes the removal of all trash and floral.
- All vendors should promptly report any issue they encounter with our venue or our staff so we may address the issue and better meet the satisfaction level expected by clients and vendors.
- The loading dock doors must be closed immediately after load-in/load-out is completed. They must not be left unattended during load-in/load-out.

## Weddings

- Only bubbles and real flower petals may be used outside. Birdseed, grass seed, confetti, or rice are not allowed. Biodegradable confetti is not allowed, the only exception is “Ecofetti” brand. [www.ecofetti.com](http://www.ecofetti.com)
- Sparklers and flares are not permitted inside or outside any building.
- Wedding rehearsal time is extended to the Client as a courtesy and must not interfere with any of the History Center’s daily activities. We cannot guarantee that the rehearsal will take place in the same location as your ceremony. The scheduling of rehearsals is dependent upon the availability of the facility and staff and must occur between 3:30pm. and 5:30pm. Rehearsal times will be confirmed three weeks before the event date if the space is available.
- History Center staff members are not responsible for coordinating or directing the wedding rehearsal, the wedding ceremony, or the reception. Please consult with your wedding planner.
- Since the Atlanta History Center holds the liquor license, all alcoholic beverages on our premises must be purchased, provided, and served by the History Center’s Staff.
- It is illegal for any member of the bridal party or anyone affiliated with the wedding to bring any alcohol onto our property. We are happy to arrange for beverages for the wedding party. Any alcohol found will be immediately confiscated and the History Center reserves the right to remove person or persons who bring alcohol on site. The client must inform their guests and vendors of this restriction.
- Wedding receptions in July and August must be indoors due to heat.
- We require a wedding planner with a business license for all wedding ceremonies/receptions.
- If a transition (room flip) is required from ceremony to reception in the Grand Overlook there is a \$500.00 fee.
- There is a \$500 fee to move the Model T away from the ivy arches.
- Due to tight turns, only shuttle busses of 35 passengers or less are allowed through the Swan gate. The History Center must approve of the transportation company you use at least two weeks in advance.

## Wedding Photography

- When renting the Swan Gardens the History Center allows wedding pictures to be taken outside in the Swan Gardens.
- When renting another venue at the Atlanta History Center for a wedding reception there is an additional charge for wedding pictures to be taken outside in the Swan Gardens, if the gardens are not being used by another client.

*Vendors and/or clients will be notified about costs for any unusual cleaning requirements or damage (i.e., removing stains on carpets, scratches or gouges to hard-surfaced floors, wall or door damage, etc.) should any such issue occur.*

*The History Center is not responsible for any items left, any lost or stolen equipment, or any other property belonging to the caterer, vendors or client. We cannot guarantee that items left following the contracted load out time will not be accidentally taken, removed by the constant*

# BEVERAGE OVERVIEW

The Atlanta Historical Society, Inc., retains a liquor license, and by law must provide any liquor, beer, and/or wine used at any function held at the History Center.

- There is a \$4,500.00 beverage minimum for all Saturday rentals, Sundays before holidays and Fridays in December.
- The History Center will not serve alcoholic beverages to any guest who is under the legal drinking age, or anyone who appears to be intoxicated. A government issued ID may be requested from any guest ordering alcohol. Rental clients are expected to assist management in behavior control of guests.
- A maximum of two drinks may be ordered per guest at a time.
- Donated beverages are not permitted.
- The History Center provides plastic cups. Glassware must be rented.

Credit Card Bar Service

Client pays only the cost of the bartenders (see below), which is due no later than one month prior to the event date. Pricing for specialty drinks is available by request. Bars accept credit cards only—no cash. Credit card bar is not available for weddings or social events.

Host Bar Service — “By the Drink”

Client pays the cost of bartenders (see below) as well as the cost of the liquor, beer, and/or wine poured. Client will be billed for an estimate of \$9.00 per person per hour prior to the event or the beverage minimum, whichever is greater. Costs are due one month before the event. The balance will be adjusted following the event based on actual consumption.

Host Bar Service — “By the Hour”

Client will be billed for the “By the Hour” estimate or the beverage minimum, which ever is greater. Costs are due one month before the event. Adjustments can be made following the event for fluctuations in actual guest counts. All guests 21 and older will be billed this rate whether or not they drink alcohol. No Special Orders.

Hours	1	2	3	4	5
Full Bar Premium	\$16.00	\$24.00	\$29.50	\$35.00	\$40.50
Full Bar House	\$15.00	\$23.00	\$28.00	\$33.00	\$38.00
Beer & Wine Premium	\$13.00	\$20.50	\$25.00	\$29.50	\$34.00
Beer & Wine House	\$12.00	\$18.00	\$22.00	\$26.00	\$30.00

There is a \$4.00 per person fee for champagne toasts, passed beverages, or table wine service (staff not provided).

\*Please note: An 18% service charge and applicable city and state taxes will be added to all beverage service.

Bartenders and Barbacks

Bar staff will be supplied by the History Center. Each bar staff is \$200.00 for a minimum of four hours. One bartender is required per seventy-five people and one bar back for every three bartenders. There is an additional \$25.00 fee per bar staff for each additional hour past four. Bar staff are billed in full hours. There is a \$750.00 bar set up fee for events in the Swan House Gardens.

Special Orders

The History Center may special order alcohol for an event. The client must pay for special-orders in advance. The order will be placed with a licensed distributor. Prices will be quoted before order is placed, and will be based on the distributor’s cost plus History Center costs and handling fees. Following the event, unused bottles cannot be returned to the distributor for reimbursement. The client may NOT take unopened bottles from the premises due to city and state laws. Requests for special orders will not be taken less than ten business days prior to the event.

# PRODUCT PRICING

Prices and products subject to change without notice.

House Product	Host Bar	Credit Card
Miller Lite & SweetWater 420	\$5.50 each	\$6.00 each
Astica Malbec & Cabernet Sauvignon	\$24.00 per bottle	\$8.00 per glass
Sycamore Lane Pinot Grigio & Chardonnay	\$24.00 per bottle	\$8.00 per glass
Codorniu Cava Sparkling Wine	\$27.00 per bottle	\$8.00 per glass
Bombay Gin	\$8.00 per drink	\$9.00 per drink
New Amsterdam Vodka	\$8.00 per drink	\$9.00 per drink
American Spirit Works “The Fidler” Bourbon	\$8.00 per drink	\$9.00 per drink
Dewar’s Scotch	\$8.00 per drink	\$9.00 per drink
Seagram’s 7	\$8.00 per drink	\$9.00 per drink
Cruzan Rum	\$8.00 per drink	\$9.00 per drink
Jose Cuervo Tequila	\$8.00 per drink	\$9.00 per drink

Premium Product	Host Bar	Credit Card
SweetWater 420 & Miller Lite	\$5.50 each	\$7.00 each
Terrapin Hopsecutioner & Amstel Light	\$6.50 each	\$7.00 each
Carletto Pinot Grigio	\$35.00 per bottle	\$10.00 per glass
Sea Sun Chardonnay	\$35.00 per bottle	\$10.00 per glass
Estancia Pinot Noir	\$35.00 per bottle	\$10.00 per glass
Castle Rock Cabernet Sauvignon	\$35.00 per bottle	\$10.00 per glass
Gruet Blanc de Noirs Brut Sparkling Wine	\$35.00 per bottle	\$10.00 per glass
Tanqueray Gin	\$9.00 per drink	\$10.00 per drink
Ketel One Vodka	\$9.00 per drink	\$10.00 per drink
Maker’s Mark	\$9.00 per drink	\$10.00 per drink
Chivas Regal Scotch	\$9.00 per drink	\$10.00 per drink
Crown Royal	\$9.00 per drink	\$10.00 per drink
Bacardi Rum	\$9.00 per drink	\$10.00 per drink
Milagro Tequila	\$9.00 per drink	\$9.00 per drink

# OTHER BEVERAGES

Soda & Juices	Host Bar	Credit Card
Coca-Cola Brand Products	\$3.00 each	\$3.00 each
Sparkling Water	\$3.00 each	\$3.00 each

Full bar set-up includes premium or house brand liquors, beer, wine, and soft drinks. Mixers include: orange, cranberry and grapefruit juices, tonic water, club soda, vermouth, triple sec, with lemons, limes, maraschino cherries, and green olives as garnishes.

# CUSTOM BAR

Our Custom Package is perfect for the client that would like to add a more personalized touch to their special occasion. You can create a bar selection that is unique to the likings of your guests, pairs with your cuisine or is simply your personal favorite. Choose nine spirits, four beers and five wines from the list below.

The four hour custom package is \$41.50 per person plus tax and service charge. The five hour custom package is \$48.50 per person plus tax and service charge.

**CHOOSE 9 SPIRITS**

Bourbon/Whiskey  
ASW Fiddler Bourbon  
Four Roses  
Jack Daniel's  
Maker's Mark

Rum  
Bacardi  
Captain Morgan's  
Cruzan

Vodka  
Firefly Sweet Tea  
Grey Goose  
Ketel One  
New Amsterdam  
Tito's

Blend  
Crown Royal  
Seagram's 7

Scotch  
Chivas Regal  
Dewar's  
Glenlivet  
Johnnie Walker Black

Tequila  
Jose Cuervo  
Milagro Silver

Gin  
Bombay  
Bombay Sapphire  
Tanqueray 10  
Tanqueray

**CHOOSE 4 BEERS**

Amstel Light  
Blue Moon  
Heineken  
Miller Lite  
Stella Artois

Local Brews  
Arches Queen's Weiss  
Creature Comforts Tropicália  
SweetWater 420  
Terrapin Seasonal

**CHOOSE 5 WINES**

White Wine  
Carletto Pinot Grigio  
Brancott Sauvignon Blanc  
Joel Gott Sauvignon Blanc  
Sea Sun Chardonnay  
Pine Ridge Chenin Blanc-Viognier  
Fritz Zimmer Kabinett Riesling

Red Wine  
Love Noir Pinot Noir  
Estancia Pinot Noir  
E. Guigal Cotes du Rhône Rouge  
Conundrum Red  
Kaiken Malbec  
Castle Rock Cabernet Sauvignon  
Concannon Petite Sirah

Rose  
La Vielle Ferme Rosé  
Underwood Rosé

Sparkling Wine  
Codorniu Brut  
Dibon Brut Rosé  
Gruet Blanc de Noirs Brut

# APPROVED VENDORS

**CATERING**

There is a \$3,500 fee to have catering provided by a non-approved caterer. Restaurants or any company whose primary business is not Off Premise Catering, must team up with one of our approved caterers. The fee is \$500.00. The restaurant or company must meet our requirements found in the Event Guidelines.

Added Touch Catering\*  
AddedTouchCatering.com  
Erin Lis  
404.408.1319  
Erin@SandrasAddedTouch.com

Affairs to Remember\*+  
Affairs.com  
Saffold Barksdale  
404.872.7859  
Saffold@Affairs.com

Bhojanic++  
www.Bhojanic.com  
Archna Becker  
404.386.1940  
Archna@Bhojanic.com

Bold Catering + Design\*+  
www.Bold-Events.com  
Michelle Segura (social/weddings)  
678.302.3260  
MSegura@Bold-Events.com  
Monique Joyce(corporate events)  
678.302.3206  
MJoyce@Bold-Events.com

Dennis Dean Catering\*  
DennisDeanCatering.com  
Katherine McKerrow  
404.475.1002  
Katherine@DennisDeanCatering.com

Epting Events\*  
EptingEvents.com  
706.353.1913  
Info@EptingEvents.com

Legendary Events\*  
LegendaryEvents.com  
Liz Cipro  
404.350.6681  
ECipro@LegendaryEvents.com

Low Country Catering  
LowCountryCatering.net  
Jessica Brown  
404.835.5350  
Jessica@LowCountryCatering.net

Proof of the Pudding\*  
ProofPudding.com  
Barbara Yontz  
404.898.1759  
BYontz@ProofPudding.com

Soiree Catering and Events  
SoireeCateringAtlanta.com  
404.467.1699  
Info@SoireeCateringAtlanta.com

\*Kosher catering available  
+Works with restaurants  
++Indian caterer

**AUDIO-VISUAL LIGHTING & PRODUCTION**

There is a \$1,000 fee to use another audio-visual, lighting, and production services vendor.

Active Production and Design  
ActiveProductionandDesign.com  
Ever Clavel  
404.633.3527 Ext. 122  
Ever@ActiveProductionAndDesign.com

**EQUIPMENT & TENT RENTALS**  
(tables, chairs, staging)

Peachtree Tents and Events  
PeachtreeTents.com  
Liz Aguillon  
404.477.6275  
Liz@PeachtreeTents.com

**LIVE PLANTS**

Any live plant (trees, bushes, etc.) with a root ball are not allowed in the History Museum. Live plants are only allowed in the Grand Overlook and McElreath Hall from our approved plant vendors only. Root balls, even with the best of care, will sometimes contain bugs that will damage our artifacts.

Cinema Greens  
CinemaGreens.com  
Erin Dukes  
888.215.0531  
ErinDukes@CinemaGreens.com

Plant Peddler  
ThePlantPeddler.com  
Alisha Robinson  
770.432.6093  
Alisha@ThePlantPeddler.com

# SUGGESTED VENDORS

Suggested vendors are vendors who are very familiar with the Atlanta History Center and its policies. While our clients are not obligated to use these vendors, we highly recommend their services.

**PLANNERS**

Ashley Baber Weddings  
AshleyBaberWeddings.com  
678.591.4858  
Ashley@AshelyBaberWeddings.com

Courtney Surber Paz Weddings & Events  
SurberPaz.com  
404.808.7410  
Courtney@SurberPaz.com

Drake Social  
www.DrakeSocial.com  
678.207.6726  
Courtney@DrakeSocial.com

Kate & Campbell Creative Weddings & Events  
KateandCampbellWeddings.com  
678.234.5557  
KateandCampbell@Gmail.com

Kesha Nettles Events  
Keshanettlesevents.com  
678.871.9277  
Kesha@KeshaNettlesEvents.com

Magnolia Events  
MagnoliaEventsAtlanta.com  
Laura Maddox  
404.452.0499  
Laura@MagnoliaEventsAtlanta.com

Suzanne Reinhard Events  
SuzanneReinhard.com  
404.213.9204  
Suzanne@SuzanneReinhard.com

TOAST Events  
Toast-Events.com  
Lindsay Sims  
678.459.4931  
Info@ToastEvents.com

Watermark Weddings  
WatermarkWeddings.com  
Lisanne McDearman  
404.814.1966 ext.213  
Lisanne@WatermarkWeddings.com

**FLOWERS & DÉCOR**

Andy Beach & Co.  
AndyBeach.com  
Andy Beach  
404.375.1667  
AndyBeachandCo@Gmail.com

Robert Long Floral Design  
RobertLongFloraDesign.com  
404.365.0500  
RobertLong@AOL.com

Tulip  
ByTulip.com  
Eva Behrendt  
404.622.8828  
Eva@ByTulip.com

Unique Floral Expressions  
UFEBuckhead.com  
Julie Coffin  
404.626.8097  
Julie@UFEBuckhead.com

**MUSIC & ENTERTAINMENT**

Axtell Entertainment and Productions  
Rich Tatgenhorst  
O- 770.441.9494  
C- 404.451.8631  
Rich@AxtellProductions.com

Lee J. Howard Entertainment  
LeeJHowardEntertainment.com  
Lee J. Howard  
770.643.6001  
LeeJ@LeeJHoward.com

Event Performance  
EventPerformance.com  
Chip Lunsford  
770.518.1317  
Chip@EventPerformance.com

**TRANSPORTATION**

Atlantic Limousine and Transportation  
AtlanticLimo-Ga.com  
Mandy Engel  
770.569.7757  
Mandy@AtlanticLimo-GA.com

**VALET**

AAA Parking  
AAAParking.com  
Alberto Navarro  
770.916.2860  
ANavarro@AAAParking.com

Patterson Parking  
Chris Patterson  
404.992.1195  
PPI@PattersonParking.com

**DRAPERY**

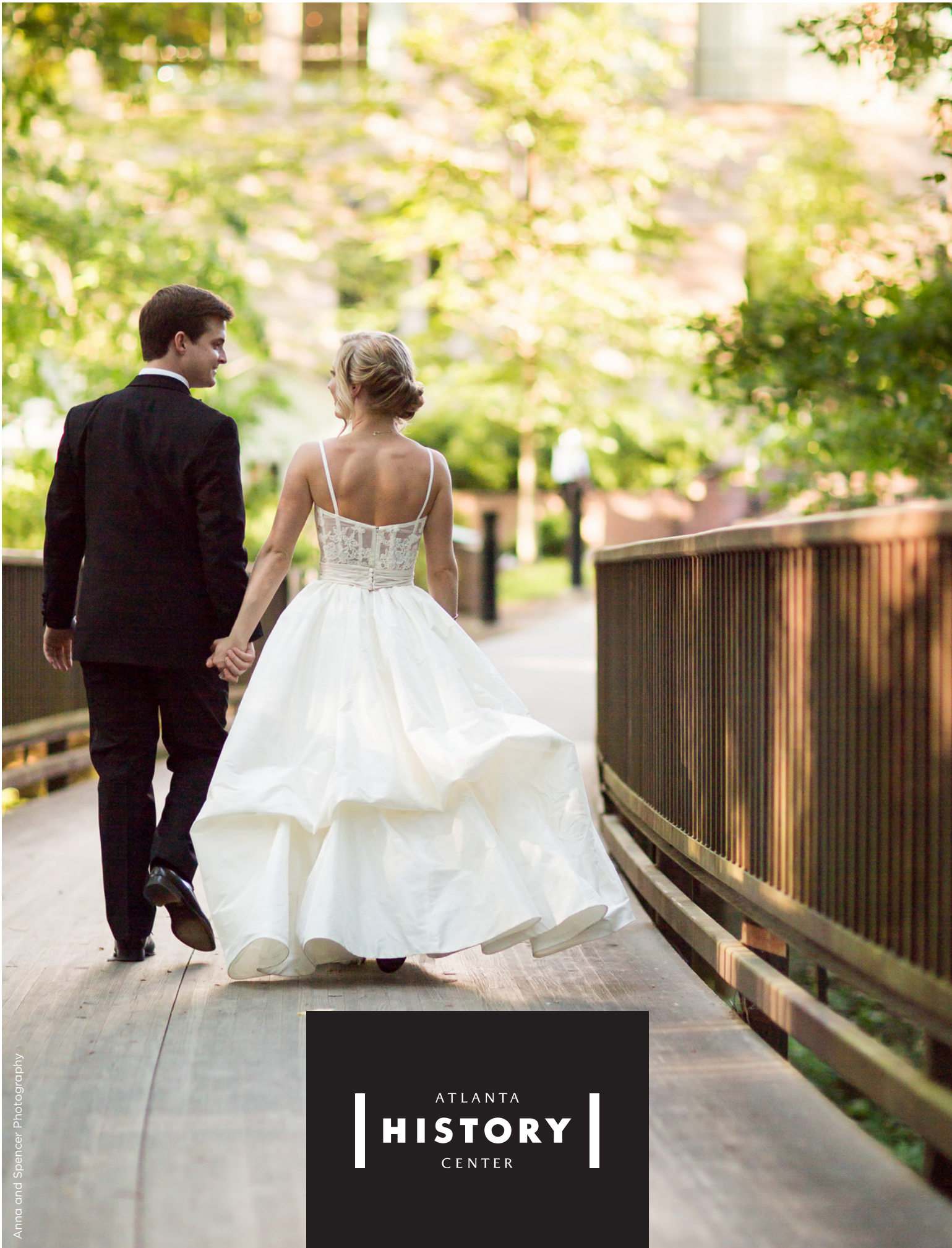
Event Drapery  
QuestEvents.com  
404.355.7311  
Atlanta@QuestEvents.com

# VENUE PRICING

Rental Fees Include  
Parking, security, and event staff. Food, beverages, bartender service, linens, audio-visual equipment, and furniture not listed are not included with the rental fee for any venues.

Contact  
Private Events Department  
404.814.4090  
PrivateEvents@AtlantaHistoryCenter.com

Event Venue	Weekdays & Sundays	Saturdays
<i>Please note that all Saturdays in April, May, June, September, and October are considered "Seasonal Saturdays" and include Swan Gardens, Atlanta History Museum, &amp; Grand Overlook for \$10,500.00. Sundays of three-day weekends are the same price as Saturdays.</i>		
Grand Overlook Ballroom	\$4,500	\$5,500
Atlanta History Museum	\$5,000	\$6,000
Atlanta History Museum & Grand Overlook	\$7,500	\$8,500
Atlanta History Museum & Grand Overlook with Swan House Gardens	\$9,500	\$10,500
Grand Overlook Ballroom with Swan House Gardens	\$8,000	\$9,000
Swan House Gardens (rain plan required)	\$6,500	\$8,000
Cyclorama & Locomotion	\$5,000	\$6,000
Cyclorama & Locomotion (add-on to History Museum)	\$2,500	\$2,500
Cyclorama, Locomotion, & The Cox Room	\$6,000	\$7,000
McElreath Hall: Atrium, Draper Room & Woodruff Auditorium	\$3,000	\$3,500
Smith Family Farm	\$4,500	\$5,000
Entrance Garden, or Olguita's Garden & Museum Terraces (add-on, cannot be rented on its own)	\$1,500	\$1,500
The Cox Room, Woodruff Auditorium, or Draper Room (Daytime 9:00 am – 5:00 pm)	<b>Monday – Friday</b>	
	\$2,000	



Anna and Spencer Photography

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