

rental spaces



ATLANTA BOTANICAL GARDEN



Visit gardenevents.org for more detailed information. Rental fees directly support the Garden's mission to develop and maintain plant collections for display, education, research, conservation and enjoyment. Nonprofit rates available. Contact the Special Events team at 404-591-1585 to schedule a site visit, check availability or ask questions.

Create a memorable experience in a beautiful urban oasis. The Garden offers a variety of options for private parties, ceremonies, receptions, business events, corporate retreats and conferences.

Meeting and Reception Spaces

Hardin Visitor Center Conference Room

CAPACITY 8 seated

PRICING \$650

Gardenhouse Orchid Room & Magnolia Room

CAPACITY 16-20 seated, 60-70 theater

PRICING \$850-\$1150

Gardenhouse Executive Board Room

CAPACITY 12 seated

PRICING \$1200

Gardenhouse Gallery

CAPACITY 60 seated dinner, 80 standing

PRICING \$2000

Georgia-Pacific Classroom

CAPACITY 20 seated, 70 theater

PRICING \$1500

Turner Theater

CAPACITY 35 theater

PRICING \$1000

Mershon Hall

CAPACITY 70 seated dinner, 125 standing

PRICING \$4500

Day Hall & Lanier Terrace

CAPACITY 250 seated dinner, 500 standing

PRICING \$7000

Longleaf Restaurant

Please ask for availability.

Additional charges may apply during special ticketed exhibitions or events. 15% production fee will be charged on all rental spaces. Overtime is charged per hour at \$400 per hour. Rates are subject to change. Ask about off peak season rates. Spaces are subject to seasonal display and exhibitions.

Outside Spaces

Japanese Garden

CAPACITY 10 (standing ceremony only)

PRICING \$650

Fragrance Garden

CAPACITY 20 (standing ceremony only)

PRICING \$900

Sourwood Terrace

CAPACITY 40 seated, 50 standing

PRICING \$1500

Alston Overlook

CAPACITY 60 seated, 75 standing

PRICING \$1500

Trustees Garden

CAPACITY 75 seated, 100 standing

PRICING \$2500

The Patio at the Water Mirror

CAPACITY 60 seated

PRICING \$2500

Skyline Garden & Robinson Gazebo

CAPACITY 100 seated, 150 standing

PRICING \$4000 (Robinson Gazebo)
\$6500 (Skyline Garden & Robinson Gazebo)

Rose Garden

CAPACITY 200 seated

PRICING \$4000

Edible Garden Outdoor Kitchen

CAPACITY 70 seated, 100 standing

PRICING \$4000

The Garden is an educational institution, a repository of rare and endangered species, and a living museum. Protection of its treasures is primary and we respectfully request that you keep these rental guidelines in mind.

CONTRACTING DETAILS: Venue pricing includes use of space for a specified time-frame; catering, décor, beverage services, etc. are priced additionally. A rental reservation is considered confirmed and binding after the date, time, guest count and location are agreed upon and the following have been received by the special events department:

- Signed rental agreement
- Refundable security/damage deposit
- Non-refundable rental deposit

VENUE PRODUCTION FEE: A 15% production fee will be charged on all room rentals. The fee is the venue service charge to cover credit card fees, additional staff such as Event Lead, Security, and Housekeeping. It goes toward the overall venue appearance.

INSURANCE: The room rental fee includes insurance liability insurance coverage for an event in the amount of \$300,000/ \$100,000 (bodily injury/ property damage)

CATERING: The Garden maintains an (exclusive) list of Atlanta caterers, and as such, event food may only be provided by one of them. This allows the Garden to assure the quality of the event's food service and keeps delivery traffic from unfamiliar vehicles to a minimum on environmentally sensitive Garden property. Catering equipment including all dishes, barware, linens and service needs for the event is to be provided by the caterer. Caterers are responsible for the materials and personnel they bring into the Garden. NO OUTSIDE FOOD OR BEVERAGES MAY BE BROUGHT INTO THE GARDEN.

BEVERAGES: The Atlanta Botanical Garden holds a Georgia Liquor License and provides top-quality beverage selections, a choice of beverage plans, and complete coordination of bar staff. For events planning to serve alcohol, all the products and services must be provided by the Atlanta Botanical Garden in accordance with Georgia law. There is no minimum alcohol purchase required. Alcohol can only be legally served in Fulton County on Sundays after 11:30 a.m. Under no circumstances can alcoholic beverages be brought on Garden property. The Garden requires a deposit for all events serving beverages, under/over payments will be adjusted on the final invoice.

EVENT STAFF: The Garden will provide event staff to supervise set-up and tear down, direct maintenance and security needs, manage bar and staff, and oversee outside vendors to insure a smoothly executed event. Maintenance and security staff will be scheduled based on the event's needs.

PHOTOGRAPHY: Client may employ the photographer of their choice with the understanding that the Garden may contact the photographer for copies of the event photos for use in all manners. Client waives all rights to compensation for use of the photographs. All photography sessions must reserve a date and time. There is a fee of \$350 (up to 10 guests) for 2 hours of photo sessions that are not a part of an event taking place at the Garden. For groups larger than 10, there is an additional charge of \$25 per person. To schedule a commercial photo shoot, contact the Marketing Department at 404-591-1550.

PARKING: Parking is available on site in the SAGE Parking Facility. The first 30 minutes are free, the second 30 minutes are \$2, each additional 30 minutes are \$1, and the maximum daily fee is \$15.

VENUE RESTRICTION/EXCLUSIVITY: Contracts are written for a set amount of time and exclusive use of specific spaces within the Garden. The Garden reserves the right to book multiple events simultaneously. Exclusive events are held only after regular Garden hours and have access to the entire Garden.

GARDEN ADMISSION: For events booked during the Garden's daytime hours, admission fees are waived for attendees. Additional charges may apply during special ticketed exhibitions or events. Should attendees wish to visit the Garden outside of event rental time, the Garden reserves the right to charge admissions.

The Garden is a non-smoking and no weapons facility.

| Items | Price |
|--|---------------|
| <i>The Garden can provide limited quantities and varieties of tables and chairs</i> | |
| CHAIRS | Complimentary |
| Natural Wood Folding Chairs | |
| White Resin Folding Chairs | |
| Grey Plastic/Chrome Ergonomic Office Chairs | |
| TABLES | Complimentary |
| 60" Round Tables | |
| 6' Banquet Tables | |
| 8' Banquet Tables | |
| 36" highboy tables | |
| 48" round tables | |
| MISCELLANEOUS ITEMS | Complimentary |
| AV/Sound Equipment | |
| • AV Cart | |
| • Projection Screen (Mershon Hall, Day Hall, Gardenhouse Conference Rooms and Georgia Pacific Classroom) | |
| • Sound System (Day Hall, Edible Garden/Outdoor Kitchen) | |
| LCD Projector | \$100 |
| Outdoor Pyramid Heater | \$150 |
| INTERNET ACCESS | |
| Wireless Internet Access | Complimentary |



approved vendors

Approved Caterers

Affairs to Remember affairs.com

Saffold Barksdale
404-872-7859 | saffold@affairs.com

Bold Catering & Design bold-events.com

Jacqui Carlyle (corporate)
678-302-3265 | jcarlyle@bold-events.com

Caroline Wattrick (social and weddings)
678-302-3204 | cwattrick@bold-events.com

Legendary Events legendaryevents.com

Michele Lend
404-605-8910 | mlend@legendaryevents.com

LowCountry Catering lowcountrycatering.net

Jessica Brown
404-835-5350 | jessica@lowcountrycatering.net

Party Execs partyexecs.com

Kenna Scott
404-963-5924 | info@partyexecs.com

Proof of the Pudding proofpudding.com

Krystine Bullington
404-892-2359 | kmaas@proofpudding.com

Approved Tent Companies

TLC Rents tlcrents.com 404-873-0833

Peachtree Tent & Events peachtreetents.com 404-574-1583

Approved Valet Company

Pinnacle pinnacle-transportation.com 404-591-1583



ATLANTA BOTANICAL GARDEN

beverage services

The Garden offers a choice of four beverage services:

Hourly, Consumption, Cash Bar or Hospitality.

Beverage Service Options

I. Hourly

Client is charged a flat hourly rate **per person** for the entire guest count regardless of actual consumption plus Georgia sales tax, gratuities and labor fees. A minimum of two (2) hours of beverage service is required.

*Five or more (5+) hour bars require approval and additional security labor of at least \$500

A. Liquor, beer, wine and non-alcoholic beverages

| | TWO HOURS | THREE HOURS | FOUR HOURS | ADDITIONAL HOURS* |
|--------------|-----------------|-----------------|-----------------|--------------------------|
| PREMIUM BAR | \$45 per person | \$47 per person | \$50 per person | \$12 per hour per person |
| STANDARD BAR | \$41 per person | \$43 per person | \$46 per person | \$10 per hour per person |

B. Beer, wine, and non-alcoholic beverages

| | TWO HOURS | THREE HOURS | FOUR HOURS | ADDITIONAL HOURS* |
|--------------|-----------------|-----------------|-----------------|--------------------------|
| PREMIUM BAR | \$35 per person | \$37 per person | \$39 per person | \$12 per hour per person |
| STANDARD BAR | \$31 per person | \$33 per person | \$35 per person | \$10 per hour per person |

II. Consumption

Client is charged for each beverage prices plus Georgia sales tax, gratuities and labor fees.

| | | | |
|-----------------------|------|---------------|------|
| Premium mixed drinks | \$12 | Cordials | \$12 |
| Standard mixed drinks | \$11 | Beer | \$6 |
| Specialty Cocktail | \$13 | Non-Alcoholic | \$3 |
| Wine & Sparkling Wine | \$10 | Canned Water | \$3 |

III. Cash Bar

Client's guests are responsible for purchasing their own beverages. Tax included.

| | | | |
|-----------------------|------|---------------|------|
| Premium mixed drinks | \$13 | Cordials | \$13 |
| Standard mixed drinks | \$12 | Beer | \$7 |
| Specialty Cocktail | \$14 | Non-Alcoholic | \$3 |
| Wine & Sparkling Wine | \$11 | Canned Water | \$4 |

BY THE BOTTLE ONLY

| | | | |
|------------------------------|------------------|--|-----------------|
| Non-Alcoholic Sparkling Wine | \$10 per bottle | Moët Chandon Imperial Brut | \$75 per bottle |
| Veuve Clicquot Brut | \$100 per bottle | Moët Chandon Rosé | \$75 per bottle |
| Jeio Sparkling Rose | \$30 per bottle | Table side wine service/ Butler passed wine service | \$4 per person |
| Perrier Jouet Blason Rose | \$95 per bottle | | |

IV. Hospitality

Service includes the setup of beverage napkins, disposable cups, bowl of ice and Coca-Cola products: Coke, Diet Coke and Sprite. Coca-Cola beverages are \$3 each. Canned Water is \$4 each. Client is charged after the event for the number of drinks actually consumed plus Georgia sales tax and gratuities.



ATLANTA BOTANICAL GARDEN

beverage brands

Standard Liquor

| | | | |
|---------|-----------------|-----------------|----------------------------|
| Vodka | Tito's | Whiskey/Bourbon | Buffalo Trace |
| Rum | Cruzan (white) | Blend | Seagram's 7 |
| Tequila | Patron (silver) | Scotch | Johnnie Walker (red label) |
| Gin | Tanqueray | | |

Premium Liquor

| | | | |
|-----------------|----------------------------|------------------|-----------------------------|
| Vodka | Tito's | Grey Goose | Ketel One |
| Rum | Cruzan (white) | Bacardi (light) | |
| Tequila | Patron (silver) | 1800 (silver) | |
| Gin | Tanqueray | Bombay Sapphire | Hendrick's |
| Whiskey/Bourbon | Buffalo Trace | Maker's Mark | Jack Daniel's |
| | | Woodford Reserve | |
| Blend | Seagram's 7 | Crown Royal | |
| Scotch | Johnnie Walker (red label) | Dewar's | Glenlivet Founder's Reserve |

Beer & Hard Seltzer Water

Locally brewed beers available. Availability varies by season. Selection to be determined at Final Walk Through.

| | | | | |
|----------------|--------------------|--------------------|---------------|-----------|
| Wild Heaven | Creature Comforts | Truly Hard Seltzer | Stella Artois | Bud Light |
| Garden Beer | Classic City Lager | Black Cherry | | |
| Sweetwater 420 | Yuengling | Michelob Ultra | | |

Standard Wine

| White Wine | Red Wine | Rose | Sparkling |
|----------------------------------|-------------------------|--------------------|----------------------|
| Spellbound Chardonnay | Spellbound Petite Sirah | Famaey Malbec Rose | Jeio Prosecco |
| Manu Marlborough Sauvignon Blanc | Famaey Malbec | | Cristalino Brut Cava |
| Walnut Crest Chardonnay | Walnut Crest Cabernet | | Vueve Devienne Brut |
| Ecco Domani Pinot Grigio | Walnut Crest Merlot | | |
| Twisted Moscato | The Seeker Pinot Noir | | |

Premium Wine

| White Wine | Red Wine | Rose | Sparkling |
|---|-------------------|-----------------------|----------------------|
| White Haven Marlborough Sauvignon Blanc | Meiomi Pinot Noir | Belleruche Rose | Jeio Prosecco |
| Henri Bourgeois Petit Sauvignon Blanc | Bonterra Cabernet | Jean Luc Colombo Rose | Cristalino Brut Cava |
| Bonterra Chardonnay | Bonterra Merlot | | Vueve Devienne Brut |
| Chateau St. Michelle Mimi Chardonnay | | | |

Cordials

| | | | | | |
|----------|----------------------|------------|---------------|----------------|--------|
| Amaretto | Bailey's Irish Cream | Frangelico | Grand Marnier | Hennesy Cognac | Kahlua |
|----------|----------------------|------------|---------------|----------------|--------|

Non-alcoholic

All bars are stocked with appropriate mixers, juices, canned water and assorted Coca-Cola products: Coke, Diet Coke and Sprite.



ATLANTA BOTANICAL GARDEN

Additional Fees and Guidelines

Bartender & Cashier Labor Fees

Client is responsible for bartender fees of \$25.00 per hour per bartender. Bartenders are billed based on actual hours worked (setup + actual time the bar is open + breakdown), with a five (5) hour minimum. The Garden recommends one (1) bartender per seventy five (75) guests.

If you are planning a cash bar(s) for your event, cashier(s) and POS terminal(s) will be used to handle the cash transactions. Client will be responsible for cashier fees of \$25.00 per hour per cashier. Cashier hours are billed based on actual hours worked (setup + actual time the bar is open + breakdown), with a four (4) hour minimum.

Your special events coordinator will guide you in determining the appropriate amount of staff.

Gratuities & Taxes

It is the policy of the Garden to allow bartenders to accept tips. A gratuity container will be placed on the bar during an event in which a cash bar is selected. For non-cash bar events, a 20% gratuity will be added to the final invoice.

All bar charges and gratuity are subject to Georgia sales tax.

Special Orders

The Garden will special order alcohol for an event. Special orders must be placed four weeks prior to the event date. Last minute requests cannot be guaranteed. Client will be charged the full amount of any special order, therefore unused portions of special orders, opened or unopened, will not be refunded or leave the premises.

Caterers

The caterer may provide coffee, tea, punch, and ice water. The Atlanta Botanical Garden liquor license requires that the Garden provide all alcoholic beverage service, sodas and bottled water. No outside beverages are allowed.

Payment

Client must confirm final beverage plan no later than two weeks prior to the event. A final guest count is due five (5) days prior to event date. Events with final deposit outstanding as of 30 days prior to the event date, are subject to cancellation at the Garden's discretion. Final event charges will be invoiced within five (5) days of event date, with the outstanding event charges due thirty (30) days of invoice date.

Prices and product availability subject to change without notice. Prices not inclusive of taxes and gratuity. Alcohol sales available after 11:30 a.m. on Sundays. Alcohol sales end 30 minutes before bar closes.

Only guests 21 and up with a valid ID will be served alcoholic beverages. During the event, the Garden reserves the right to refuse alcoholic beverages to an individual that appears intoxicated and or discontinue beverage service should it be deemed necessary. Under no circumstances is anyone allowed to leave the Garden premises with alcoholic beverages. Shots cannot be served at the Garden.



ATLANTA BOTANICAL GARDEN

photography policy

Amateur photographers and garden guests are welcome to shoot photos throughout the Garden as long as they are for their personal use and enjoyment, rather than for commercial or gallery use. All other photography sessions, personal or promotional/commercial, require a reservation, and fees are charged.

Reservations are required for photo shoots; no walk-up requests are granted.

No unauthorized photography sessions are allowed at any time on Garden property, including the SAGE Parking Facility and along the entrance driveway extending from Piedmont Avenue.

A fee is required for photography sessions or promotional/commercial photo shoots that are not part of a private event taking place at the Garden. This includes engagement photos, wedding/bridal photos, and family portraits that are not part of an event booked at the Garden.

Tripods and other large equipment may be used throughout the Garden with the exception of the Fuqua Conservatory (due to the narrow pathways). Promotional photo shoots may use tripods in the Conservatory with permission from the Marketing Department. The Garden is not responsible for any lost, stolen or damaged equipment.

Personal Photo Shoot

The fee for a personal photo shoot is \$350 for up to 10 persons, including the photographer and assistants, for a maximum of two hours. Should the group be larger than 10, the fee is \$25 per person. Additional hours may be purchased at a rate of \$75 per hour. Garden membership does not entitle the party, or part thereof, to waive this fee.

Due to demand, sessions must be confirmed with payment in full one week prior to the session. Photography sessions are not scheduled after hours, on days the Garden is closed, or during specific private events.

Contact the Special Events Department at 404-591-1585 to schedule a personal photo shoot.

Promotional or Commercial Photo Shoot

Photographers for promotional or commercial photo and video shoots (for inclusion in a newspaper, book, magazine, catalog, model portfolio, TV commercial, motion picture, etc.) are charged a location fee and must be scheduled in advance.

Contact the Marketing Department at 404-591-1550 for pricing information or to schedule a promotional or commercial shoot.

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