ATLANTA BOTANICAL GARDEN

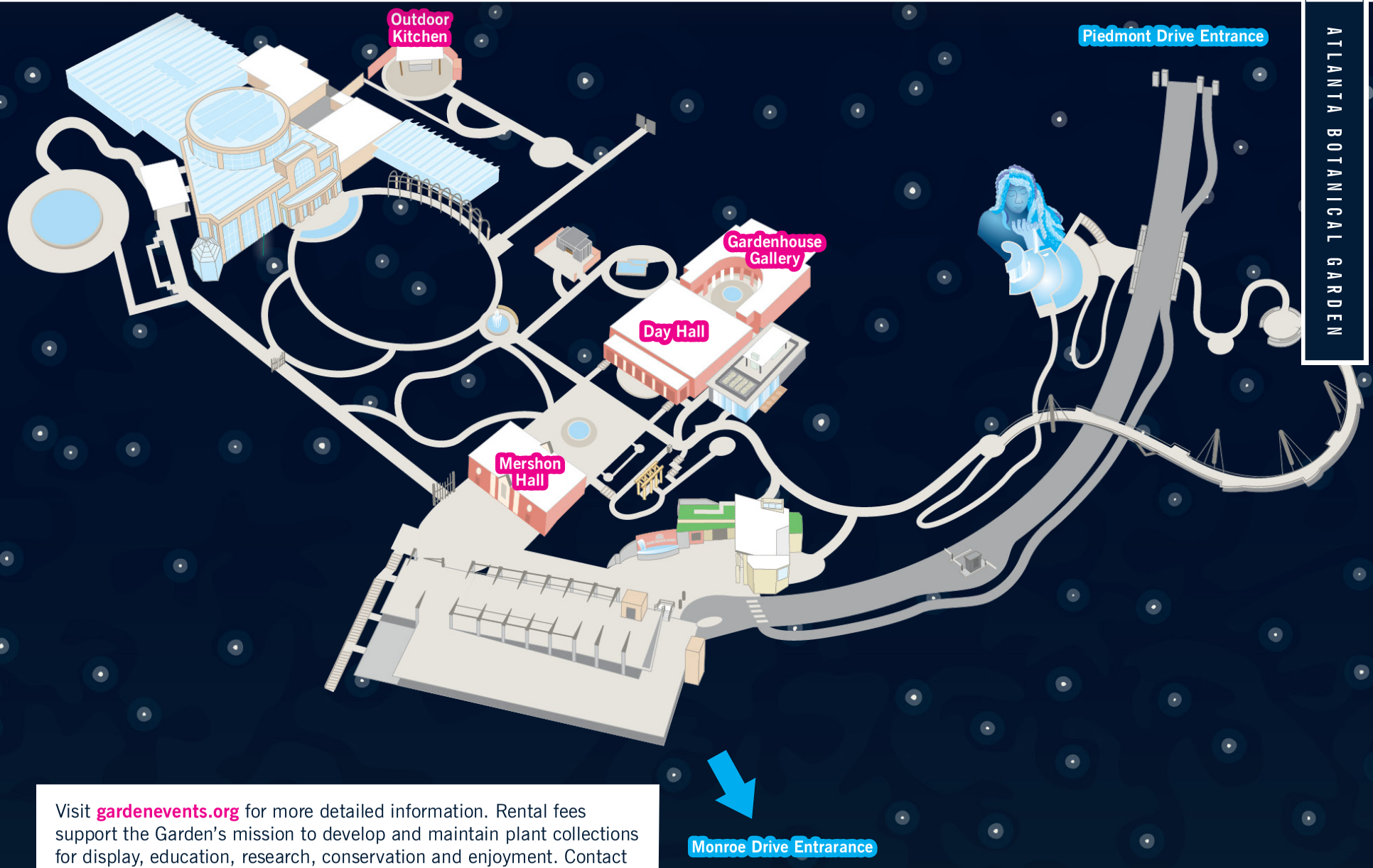
GARDEN LIGHTS

HOLIDAY NIGHTS

private event spaces

rental spaces

ATLANTA BOTANICAL GARDEN



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

rental information

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

Day Hall
PRICING $8000
CAPACITY 200 seated
400 standing/flow

Mershon Hall
PRICING $6000
CAPACITY 80 seated
120 standing/flow

Gardenhouse Gallery
PRICING $4000
CAPACITY 48 seated
70 standing/flow

Outdoor Kitchen
PRICING $5000
CAPACITY 32 seated
75 standing/flow

Additional charges may apply during special ticketed exhibitions or events. An 18% production fee will be charged on all rental spaces. Overtime is charged at $400 per hour. *Rates are subject to change. Ask about off peak season rates. Spaces are subject to seasonal display and exhibitions.*

Day Hall

rental guidelines

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.

PERMISSIBLE EVENTS: In observance of The Garden's educational mission and non-profit status, the Garden does not allow the following types of events: Commercial, Political, Religious (wedding and memorial services permitted), or Fundraiser events that benefit in part or wholly any other group other than the Garden.

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**
- **Non-refundable rental deposit**
- **Refundable security/damage deposit**

VENUE PRODUCTION FEE: An 18% 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 and Housekeeping. It goes toward the overall venue appearance.

INSURANCE: You shall provide a Certificate of Insurance providing general liability coverage for the event in the amount of $1,000,000 (bodily injury/property damage), which shall name The Garden as an additional insured for the duration of the event. If a Certificate of Insurance is not provided to The Garden by You within 30 days of the event, The Garden may use the Tenant User Liability rider to provide coverage for your event at no additional cost to You.

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: Guests are free to take photos at the event and may employ a photographer of their choice. Client grants permission for the Garden to contact the photographer for copies of the Event photos to use in all manners without restriction as to changes or alterations for advertising, trade promotion, exhibition, or any other lawful purpose. Client understands they are waiving any rights to compensation arising from or related to the use of the photo. The use of unmanned aircraft, including drones, is prohibited at the Garden.

PARKING: Parking is available on site in the SAGE Parking Facility. It is expected that every vehicle will pay for parking unless the client has arranged with the Special Events Department to purchase parking validations. Parking is subject to availability meaning parking validations are mandatory for guaranteed parking. Special Event Nonrefundable Parking Validations are $10 per vehicle. A maximum number of validations are determined for each of our rental spaces. All event attendees will be asked to display a vehicle dashboard sign that will be emailed to the group contact for our parking attendants to see as you arrive at the Garden. We encourage carpooling, RideShare or shuttling your guests to the Garden. Due to heavy event traffic during Garden Lights Holiday Nights, we ask everyone to plan ahead.

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: Events booked during The Garden's normal daytime operating hours admission into The Garden is included in the facility rental fee for the above contracted attendees/guest during your contracted Event times. Admission will be charged for attendees/guests of Events scheduled during Garden Lights Holiday Nights exhibit hours. Admission is guaranteed for the contracted number of guests. Additional guests over contracted numbers are subject to Garden approval. Garden Lights Holiday Nights discounted admission of $25 per guest will be billed for contracted or actual guest count, whichever is higher.

SMOKING: The Garden is a nonsmoking and non-tobacco venue. Smoking and tobacco use (including vaping) is NOT permitted anywhere in the buildings or on the grounds of The Garden. There are no designated smoking areas. This policy is strictly enforced and violation of this policy will result in the loss of Security/Damage Deposit.

FIREARMS: The Garden is a no firearm venue. This policy will be strictly enforced.

items available

Items	Price
The Garden can provide limited quantities and varieties of tables and chairs	
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	
32” Highboy Tables	
32" Short Cocktail Tables	
48” Round Tables	
MISCELLANEOUS ITEMS	Complimentary
AV/Sound Equipment	
• Projection Screen (Mershon Hall, Day Hall)	
• Sound System (Mershon Hall, Day Hall, Outdoor Kitchen)	
Outdoor Propane Heater	$150
INTERNET ACCESS	
Wireless Internet Access	Complimentary

ATLANTA BOTANICAL GARDEN

approved vendors

Approved Caterers:

Affairs to Remember
affairs.com

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

Bold Catering & Design
bold-events.com

Michelle Harrison
678-302-3227 | mharrison@bold-events.com

District Events & Catering
districtecm.com

Rajan Mistry
888-922-8377 | rajan@districtecm.com

LowCountry Catering
lowcountrycatering.net

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

Mother's Finest Catering
mothersfinestcatering.com

Debbie Pate
(770) 944-9277| Debbie@mothersfinestcatering.com

Party Execs
partyexecs.com

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

Proof of the Pudding
proofpudding.com

Brianna Gabac
404-903-1222 | bgabac@proofpudding.com

Approved Tent Companies:

TLC Rents
tlcrents.com
470-470-8126

EventWorks - Atlanta, GA
eventworksrentals.com
404-574-6655

Approved Valet Company:

LAZ Parking
lazparking.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	FIVE HOURS*
FULL PREMIUM BAR	$55 per person	$68 per person	$80 per person	$97 per person
FULL STANDARD BAR	$51 per person	$64 per person	$74 per person	$89 per person

B. Beer, wine, and non-alcoholic beverages

	TWO HOURS	THREE HOURS	FOUR HOURS	FIVE HOURS*
LIMITED BAR	$34 per person	$43 per person	$54 per person	$68 per person

II. Consumption

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

Premium liquor mixed drinks	$17	**Local/Craft Beer**	$7	**Boxed Water**	$4
Standard liquor mixed drinks	$15	**Domestic Beer**	$6	**Sodas**	$4
		Wine by the Glass	$13		

III. Card Bar

Client's guests are charged for each beverage plus Georgia sales tax. Client responsible for labor fees.

Premium liquor mixed drinks	$17	**Local/Craft Beer**	$7	**Boxed Water**	$4
Standard liquor mixed drinks	$15	**Domestic Beer**	$6	**Sodas**	$4
Custom Craft Cocktail	price varies	**Wine by the Glass**	$13		

ADDITIONAL PER BOTTLE

Martinelli's Sparkling Wine	$16 per bottle	**Nicolas Feuillatte Reserve Exclusive Brut**	$110 per bottle
Veuve Yellow Label Champagne	$200 per bottle	**Table side wine service/ Butler passed wine service**	$5 per person

IV. Hospitality

Service includes the setup of beverage napkins, disposable cups, bowl of ice and Coca-Cola products: Coke, Diet Coke, Sprite and Boxed water. Coca-Cola beverages are $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	Longleaf	ASW Bustletown
Rum	Planteray 3 Stars	Planteray 5 year Aged
Tequila	Olmeca Altos Plata	Herradura Silver
Gin	ASW Winterville	Bluecoat
Bourbon	Redwood Empire Pipe Dream	ASW Fiddler Bourbon
Whiskey	Redwood Empire Lost Monarch High Rye	ASW Resurgen's Rye
Scotch	Torabhaig - Allt Gleann	Chivas Regal 12

Premium Liquor

Vodka	Belvedere	Hanson of Sonoma
Rum	El Dorado 8 Year Aged	Captain Morgan Spiced
Tequila	Carreta de Oro Blanco	Herradura Ultra Añejo
Gin	Bombay Sapphire	The Botanist
Bourbon	Widow Jane "Baby Jane"	Woodford Reserve
Whiskey	High West Double Rye	Uncle Nearest
Scotch	Torahbaig Cnoc Na Moine	The Glenlivet Founder's Reserve

Beer & Hard Seltzer Water

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

Local/Craft	Sweetwater 420 Pale Ale, Creature Comfort Tropicalia IPA, Fall Line Daily, Atlanta Hard Cider
Domestic	Classic City Lager, Stella Artois

Wine

White Wine

Diatom Chardonnay, *Santa Barbara*

Bouchard Aine et Fils, *Burgundy*

Nivarius Tempranillo, *Rioja*

Matanzas Creek Sonoma Sauvignon Blanc, *Sonoma*

Folk Machine White Light Blend, *North Coast*

Love, Oregon Chardonnay, *Willamette*

Airfield Estates Sauvignon Blanc, *Washington*

Luna Nuda Pinot Grigio, *Alto Adige*

Red Wine

Siduri Pinot Noir, *Santa Barbara*

Clos du Lumiere, *Cotes du Rhone*

Raeburn Cabernet Sauvignon, *Sonoma*

Piatelli Malbec, *Mendoza*

Browne Forest Project Pinot Noir, *Oregon*

Camp Zinfandel, *North Coast*

Airfield Estates Cabernet Sauvignon, *Washington*

Bodegas Comenge "Biberius" Tempranillo, *Ribera Del Duero*

Rose

Erath, *Willamette*

Fossil Point, *Central Coast*

Figuerre Mediterranee Rose, *Provence*

Sparkling

Jeio Prosecco, *Italy*

Gerard Bertrand Cremant Brut, *France*

Casteller Brut Cava, *Spain*

Non-alcoholic

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

Additional Fees and Guidelines

Bartender & Cashier Labor Fees

Client is responsible for bartender fees of $30.00 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 fifty (50) guests.

If you are planning a card 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 $30.00 per hour per cashier. Cashier hours are billed based on actual hours worked (setup + actual time the bar is open + breakdown), with a five (5) 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 not allow bartenders to accept cash tips as we are a cashless venue. 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 Boxed 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 three (3) 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 ten (10) days of event date, with the outstanding event charges due seven (7) 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

Your business doesn't have to splurge on a private room at the Atlanta Botanical Garden to give your employees a memorable holiday evening amidst Atlanta's most spectacular holiday tradition, *Garden Lights, Holiday Nights*. This year, the Garden offers **four levels of Glow & Go group event pricing** for those looking to reward their teams with an elevated Garden experience without the usual expenses that come with room reservation, catering and beverage service.

GLOW & GO 5-7 P.M. OR 7-9 P.M.

Not transferable to another night. No refunds. Rain or shine.
Package rate will not decrease if contracted attendance is not met.
Package rate will increase if contracted attendance is exceeded ($75.95 per person, $41.95 per person, age 3-20).

Limited attendance per two-hour access time | Kids under three complimentary | Ages 3-20, $41.95

PACKAGE A	20 TO 75 GUESTS	$72.95 PER PERSON	$41.95 PER PERSON
PACKAGE B	76 TO 150 GUESTS	$70.95 PER PERSON	$41.95 PER PERSON
PACKAGE C	151 TO 225 GUESTS	$68.95 PER PERSON	$41.95 PER PERSON
PACKAGE D	226 TO 375 GUESTS	$66.95 PER PERSON	$41.95 PER PERSON

INCLUDES:

- Private event entry (separate from Garden Admissions)
- One (1) drink ticket* per person, age 3-20 ticket to include non alcoholic drink ticket
- One (1) hologram glasses per person
- Check-in table staffed by the Garden's Special Events Staff to check in named guests, no tickets required

*Excludes beverages at Longleaf | *Parking is not included*

STOCKING STUFFERS ADD-ONS

S'MORES KITS

$5 per kit. Order 14 days prior to event. May be handed out at point of check-in. Non-refundable and non-transferable.

DRINK TICKETS*

$14 per ticket deposit. Order 14 days prior to event. Final price based on consumption.

*Excludes beverages at Longleaf

LIMITED AVAILABILITY: Learn more and book today. 404-591-1585 | specialevents@atlantabg.org

Your business doesn't have to splurge on a private room at the Atlanta Botanical Garden to give your employees a memorable holiday evening amidst Atlanta's most spectacular holiday tradition, *Garden Lights, Holiday Nights*. This year, the Garden offers **four levels of Let it Glow group event pricing** for those looking to reward their teams with an elevated Garden experience without the usual expenses that come with room reservation, catering and beverage service.

LET IT GLOW 6 - 7 P.M.

Not transferable to another night. No refunds. Rain or shine.
Package rate will not decrease if contracted attendance is not met.
Package rate will increase if contracted attendance is exceeded ($60.95 per person, $41.95 per person age 3-20).

Limited attendance per one-hour access time | Kids under three complimentary | Ages 3-20, $41.95

PACKAGE A	20 TO 75 GUESTS	$55.95 PER PERSON	$41.95 PER PERSON
PACKAGE B	76 TO 150 GUESTS	$53.95 PER PERSON	$41.95 PER PERSON
PACKAGE C	151 TO 225 GUESTS	$51.95 PER PERSON	$41.95 PER PERSON
PACKAGE D	226 TO 375 GUESTS	$49.95 PER PERSON	$41.95 PER PERSON

INCLUDES

- Private event entry (separate from Garden Admissions)
- One (1) nonalcoholic drink ticket* per person
- One (1) hologram glasses per person
- Check-in table staffed by the Garden's Special Events Staff to check in named guests, no tickets required

*Excludes beverages at Longleaf | *Parking is not included*

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