
Event Rules, Procedures, and Fees

IF YOU HAVE ANY QUESTIONS OR DOUBTS, PLEASE FIND A VENUE REPRESENTATIVE. WE ARE AVAILABLE AT ALL TIMES.

Rentals:

All rentals must be dropped off and picked up on the same day. There are no exceptions to this rule.

The venue does not open before 10AM. Any rental drop off must take place after 10AM.

All rental companies must arrive before 1AM for pickup.

Any rentals that are not picked up the same day without the explicit permission of the venue manager are subject to a \$250 fee per day, charged to the client.

Decorations:

All candles must be enclosed.

There can be no combination of dried flowers and live flames.

If you wish to use our step ladder, sign the ladder release and see the venue representative BEFORE using, moving, or touching it.

If you choose to use the decor in the decor cabinets that we have on site, you are required to put it all back at the end of the event.

Failure to do so will incur a \$250 fee.

There can be absolutely no vinyl or stickers on the floor of the venue of any kind. If you are having any doubts, speak to a venue representative.

Any tape, vinyl, or stickers placed on the floor without the explicit permission of the venue manager are subject to a \$50/sq ft fee, charged to the client.

Entertainment / Production:

There can be no tape or vinyl on the floor. This includes any kind of adhesive and gaff tape.

You are welcome to tape along the baseboards. Mats are also available upon request, if you need to cover any wires.

Due to a City of Atlanta ordinance, fog machines and cold sparklers are not permitted on site.

There can be absolutely nothing hung from the AC units or AC ducting. You can hang anything from the black rafters.

If you wish to use our step ladder, sign the ladder release and see the venue representative BEFORE using, moving, or touching it.

Any tape, vinyl, or stickers placed on the floor without the explicit permission of the venue manager are subject to a \$50/sq ft fee, charged to the client.

Catering:

If there is a room flip, the catering staff must flip the room.

Caterers must bring their own trash bags (we provide the trash cans).

Caterers must buss all tables.

Caterers must take all trash to the on-site dumpster.

Bartending:

There will be no shots served on site prior to the ceremony.

Bartenders must bring their own trash bags (we provide the trash cans).

If any guest appears to be intoxicated, they need to be refused service from the bar.

The bartenders are responsible for all bar trash.

The bartenders must leave the bar area in the same condition they found it in. This includes mopping the floor and cleaning up any spilled fluids.

Bartenders must be with a licensed company. Individual bartenders are not permitted.

General Guidelines:

A final walkthrough is required for all events. It is typically scheduled 30 days before the event. The client, caterer, planner, decorator and any other vendor that wishes to, should be in attendance.

Typically lasting between 1 and 2 hours, we will review all information for the event, ensure expectations are being met, and that there are no loose ends.

You can plan to bring insurance documents, floor plans, and final payments to this meeting.

Damage/cleanup fees reflect Provider's reasonable estimate of actual costs. Within five (5) business days after the Event (or discovery of latent damage), Venue will compile and maintain an evidence packet consisting of (i) time-stamped photos or video of the condition, (ii) a line-item estimate or invoice, and (iii) any third-party receipts, if applicable.

If you wish to use or move ANY of the furniture we provide, please find a venue representative. It's what we are here for!

Any items broken by the Client or Client parties is the responsibility of the Client. Fees for broken items vary greatly based on damage.