



# SPECIAL EVENT GUIDELINES

The purpose of the Atlanta History Center (hereafter referred to as the History Center) is to preserve and interpret Atlanta's heritage through collections, educational programs, exhibitions and research. We welcome the opportunity to expand our educational efforts by allowing special events use of the History Center by individuals and groups (hereafter referred to as the User). Such special events use must be consistent with the History Center's mission. Partisan political events are not allowed.

## Event Areas and Time Frames:

- The History Center reserves the right to determine which areas may be used for food and drink service and where it may be set up. Food and beverage are allowed in the Tullie Smith Farm and Swan House gardens areas, but not inside the historic homes. Food and beverages are prohibited in the museum galleries. Smoking is prohibited in all History Center buildings.
- Evening rentals must end at midnight, with the load out being completed by 2:00 a.m. There will be a charge of \$500.00 per hour for additional hours added to the end of the contracted event period ending after midnight, or with set up starting before 6:00 a.m.
- 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 and Grand Overlook. The fee for additional hours for the classrooms, McElreath Hall, or Kennedy Theater is \$175.00 per hour.
- There are additional fees for events held on certain holidays.
- The History Center is closed on major holidays (Thanksgiving, Christmas Eve, Christmas Day, and New Year's); therefore events are not held at these times.
- Availability for student events and proms excludes Saturdays and must be school sanctioned.

## Hold Policy

- The date can be placed on a courtesy hold for two weeks. If another client wants to contract the venue on the same date, the first client on hold will be given two business days to request a contract and pay a deposit to exclusively reserve the date. Otherwise the hold will be forfeited to the second client.
- **To hold a date exclusively, the full rental fee and signed contract are due to the Atlanta History Center within five business days of receiving the contract. A credit card number is required to guarantee the event when the client pays by cash or check.**

## 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 beverage service, furniture, and any other services are due one month prior to the event. Adjustments will be made following the event and any additional payments are due within 30 days of the invoice.
- There is a refundable damage deposit of \$500.00 which is due 30 days prior to the event. The client must be notified that damage has occurred within 72 hours following the event. The \$500.00 will be processed and refunded as soon as all invoices have been paid.
- Cancellation of an event after confirmation will result in the forfeiture of all fees paid.

## Final Floor Plan:

- A walk-through with all involved parties is recommended 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 and will be made a part of the contract. **A floor plan of the inclement weather back up plan will be developed at the final walk through.**

## Tents:

There is an additional fee of \$1,000.00 to set up a tent on the History Center grounds. The User 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. Set up and break down times for a tent must be approved by the Events department one month prior to your event.

## Parking:

- The History Center offers 225 free parking spaces for evening events. Additional vehicles will be required to park off-site.
- Valet and any shuttle services are the responsibility of the User.
- There is an additional charge of \$200.00 for extra security for any day-time event where over 180 vehicles are expected and valet service has not been hired.

## Photography:

Photography planned outside of the rented space 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. Officers will be required for proms, dance parties, student organization events, events where over 500 are in attendance, events that will be playing amplified music outside or any event deemed high risk by the History Center. The User is responsible for paying for these additional security needs.
- For any prom or student organization event 1 chaperon for every 25 students attending is required. The chaperons must be teachers, parents or administrative personnel from the school of attending students.

## **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. The User is responsible for all decorating and special effects for the event within the following guidelines:

- All decorations and signs must be freestanding and cannot be hung on walls or from the outside of any buildings. Nothing can be stapled, tacked, or taped to any surfaces.
- All floral brought inside buildings must be treated for insects. Floral and décor are not permitted in the houses.
- Live plants with root balls are permitted only inside the Grand Overlook. Plant vendors must be approved.
- Flames must be contained. The flame must be below the top of the glass container. No tapered candles higher than six inches tall are permitted.
- Pyrotechnics, confetti cannons, fog, or haze machines are not permitted.
- Items cannot block any entryways, paths, exits, stairwells or hallways at anytime, or be near exhibition items.
- All items must be removed from the premises immediately following the event, unless otherwise pre-arranged.
- Perishable items must be removed immediately following the event.
- 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.
- All sandbags must be inside a protective canvas casing. Each sandbag must be checked on-site for leaks before brought into any History Center building.
- If using weights they must be in protective covering to prevent damage to floors and walls.

## **Printed Materials:**

- All printed materials relating to the event (including invitations, newsletters, flyers, letters, etc.) are subject to the approval of the History Center before printing. Any reasonable changes requested by the History Center must be made by the User.
- The History Center is not obligated to 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.

## **Music:**

There is a 9:00 p.m. noise ordinance curfew for outdoor music. A police officer must be hired for any event with amplified outdoor music. User must abide by the special event manager's and police officer's request for the volume of the music to be adjusted to meet the noise ordinance curfew.

## **Rental Equipment:**

Rentals must be delivered the day of the event and picked up immediately following the event unless other arrangements have been pre-approved.

## **Catering:**

The User may retain a caterer from the History Centers list of approved caterers. There is a \$2,000.00 fee for using a caterer not on our approved list. The History Center must approve caterers not on its approved list.

All catering services must provide:

- Proof of workmen's compensation and liability insurance 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.

### **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.
- Caterers need to fill a check-in and a check-out list, which will be provided by the Event Manager. Caterers need to provide their own trash receptacles and garbage bags. All trash must be taken off site; the History Center does not have an on-site dumpster for catering use.

- Dishware may be rinsed; a commercial dishwasher is not available; used dishware is not to be left over night.
- Caterers must clean the kitchen, including wiping ovens, stoves and floors.
- Food may be warmed in the kitchen. Cooking and frying are not permitted.
- Due to concern for artifacts, sauté stations are not permitted in the Museum.
- During Museum use caterers are expected to provide a total of 12 tray stands for use at each exhibition entrance.
- When an exhibition is open, items or furniture cannot be placed in front of an exhibit's entrance or exit.
- Caterers must provide a fire extinguisher for each table with sterno or flame-producing units, and must follow History Center fire prevention procedures.
- 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, Tullie Smith Farm and/or the Courtyard.
- All ice must be disposed of properly. Ice cannot be disposed of on lawns or in flower beds.

**Vendors:**

- Vendors may only deliver and pick up items within the contracted hours for an event. Please contact your events sales representative to schedule all deliveries and pick ups.
- All catering staff 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, used dishware and other perishables from the premises.
- 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.

**Weddings:**

- Birdseed, grass seed, confetti, or rice, is not to be thrown inside or outside any building at the History Center. Sparklers are not permitted inside or outside any building. Bubbles and real flower petals may be thrown outside.
- The classrooms in the History Museum may be used if available as a green room when renting the Grand Overlook or the Swan Gardens.
- Wedding rehearsal time is extended to the User as a courtesy and must not interfere with any of the History Center's daily activities. Rehearsals are conducted on weekdays between 3:30 p.m. and 5:30 p.m. The scheduling of rehearsals is dependent upon the availability of the facility and staff. 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 for directing your rehearsal, ceremony and reception.
- Stages and power tie-ins for bands are not supplied by the History Center and must be supplied by one of our approved AV Vendors.
- Wedding Pictures:
  - 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.
- Since the Atlanta History Center holds the liquor license, all alcohol on our premise must be provided by the Center's Staff. No outside alcohol is allowed anywhere on the grounds of the Atlanta History Center. We are happy to arrange for beverages in the classrooms.

**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.**

*By signing below I acknowledge and agree to all the guidelines listed above:*

\_\_\_\_\_  
Event Name or Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name