



ATLANTA
HISTORY
CENTER

For a unique & unforgettable event, look no further than Atlanta History Center.

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



[Cover Page](#)
Shauna Veasey Photography

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[Opposite Page](#)
Top: Archetype Studio Inc.
Bottom: Chelsea Patricia Photography
Cover: Heather K Cook 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 and expansive entrance to the Atlanta History Museum. 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





Swan House Gardens

OVERVIEW

The historic 1928 Swan House Gardens is a perfect setting for your fairytale wedding. Three enchanting gardens give you more than one option. The ever-famous cascading Fountain Side, Boxwood Garden, and majestic Column Side are all unforgettable. The Swan House Gardens can only be used for weddings Friday through Sunday and the Fountain Side is reserved for ceremonies only. The Column Side can host a ceremony, cocktail hour, or an open-air reception.

It can be confusing to tell which side of the Swan House is the front or back, so we refer to the side with the four columns and two antique cars as the Column Side and the side with the large cascading fountain as the Fountain Side.

The Fountain Side lawn is closed for events due to lawncare mid-September to mid-October and again mid-December to mid-March; the Column Side lawn is closed mid-July to mid-August. Generally, when one side is closed, the other side is available. Each of the two sides of the house are allowed to be used for a wedding up to two times per weekend (Friday through Sunday).

Rental Period
Evenings, 4:30 PM or later, 10 hours including setup and cleanup time

Capacity
700 standing reception using all three sides, 300 wedding ceremony, 250 seated reception on column side

Included
Parking, security, and event staff

DETAILS

There are no restrooms for events at the Swan House. Restrooms are available nearby. Our golf cart that includes a driver can be rented for \$300.00. Or, you can rent a comfort station (trailer with restrooms in it). Events at the historic Swan House are only held outside.

The rental includes guests touring inside the house leaving food and drinks outside.

Furniture is not included outdoors. All tables, chairs, etc. must be rented. Lighting is needed for events that run past sundown and must come from Active Production & Design. Limited power is available; a generator may be needed.

There is an additional \$750.00 bar set up fee for events with a bar in the Swan House Gardens.

The Swan House is a historic house museum; events and photography are only permitted outside.

Tents: Please see our guidelines on page 15 for more information.



Opposite Page
Scobey Photography

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



This Page
Bottom Right: Vue Photography
Bottom Left: Anna Shackleford 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 ballrooms 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 (no stage or AV),
350 seated with stage and projection, 300
seated with stage and dancefloor (wedding)

Included

Limited tables, 300 wood folding chairs, 8'x 8' stage, podium, parking, security, and event staff.

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





McElreath Hall

OVERVIEW

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
10 hours including setup and cleanup time.

Included
10 adjustable thirty-six inch highboys, 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 23'. There is 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 of \$1,750.

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 may be used as a buffet, estate table, or a perfect place for a cocktail party centerpiece. The Draper Room can seat 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 of \$850.

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.





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. The two screens and projectors are available to use with an additional AV technician fee of \$850.

Rental Period

10 hours including setup and cleanup time

Capacity

110 standing or seated

Included

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



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Cyclorama, Texas Locomotive, and Olympics

OVERVIEW

Cyclorama and *Texas Locomotive* offer an incredible experience for you and your guests. You will enter through the Locomotion Gallery which houses the Texas Locomotive, flow into the Upper Gallery for cocktails and hors d'oeuvres or a seated dinner surrounded by artifacts. When your guests venture into the Cyclorama they will be awed by the almost 18,000 square foot painting and diorama. This 1886 artifact was recently restored and opened in February 2019 as one of Atlanta's most unique event spaces. Guests can also experience our 1996 Atlanta Olympics exhibit.

Rental Period

Evenings, 4:30 PM or later, 10 hours including setup and cleanup time

Capacity

Upper Gallery 140 standing, 110 seated
Platform 60 standing

Included

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



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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 Client). Such use must be consistent with the History Center's mission. Atlanta History Center cannot host political or controversial events, some sales events, and some religious events. The Client is responsible for making sure ALL their vendors are aware and agree to the Atlanta History Center Event Guidelines.

Events

- The interiors of historic houses are for viewing only. They are not available for events, photography, weather plan, holding room, etc.
- Beverages are allowed in the museum galleries, food is not. Food and beverage are not allowed inside historic houses. Smoking and Vaping are prohibited in all 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 is \$175.00 per hour.
- Any load in of 7 hours or more requires at least 3 hours of load out.
- The History Center is closed on major holidays, events are not held on these days: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.
- Student events and proms must be school sanctioned and cannot be held on Saturdays.
- 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 flow of vendors and contractors, or discarded.
- Bands requiring alcohol in their green room, will not be permitted here.

Hold Policy and Payment Schedule

- We allow one date to be placed on a courtesy hold for up to two weeks after going on a site tour. 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. Holds are a courtesy, and do not guarantee the date is exclusively yours yet.
- 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 21 days prior to the event. Adjustments will be made following the event. Any additional payments are due within 30 days of the final invoice.
- A \$1,000.00 deposit is due with the estimate prior to the event. The History Center will refund this to the Client after the event unless damage occurs as determined on a damage report. The Client is responsible for any damage caused by its guests and vendors. This includes but is not limited to: scratches to wall or floors, marks left on walls, stains or damage to the grounds from vehicles, vendors not taking trash, excessive debris, damage to gardens, etc.

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

- Outdoor events must include an indoor inclement weather plan.
- Final decisions on rain plans must be made 24 hours in advance of the set-up time.
- If there is lightning or unsafe weather conditions, all guests and staff outside or under a tent will need to go into a nearby museum building (not historic house), for their safety for 30 minutes, or until it is safe to go back outside.

Tents

- A fee of \$6,500.00 is required to set up a tent on the Swan column side or the parking lot next to Swan House. This fee includes up to 24 hours of set up and break down time (of tent, lighting, and decor in the area the tent is) on the day before and the day after the event. Additional hours are available at \$250.00 each if needed. This does not include any additional hours of setup on the day of the event (billed separately). This also includes the black Model T being removed. The Client is responsible for securing a tenting permit from the City of Atlanta.
- Tents must be rented from Event Works and can range from about \$35,000 to \$45,000. Furniture must come from Event Works or Atlanta Party Rentals. Lighting must come from Active Production & Design. Tents must be broken down and completely cleared by 2:00 pm the day after the event.
- If the tent fee is not included in the original contract, the events department must approve setup and breakdown schedules 30 days prior to your event. We do not guarantee the day before or after for setup and breakdown, until the reservation is confirmed and this fee is paid.

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 a stage is needed, it 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, rented bars, and dance floors.
- A power distribution unit is required for a 5-piece band or larger. One can be rented from the History Center at \$300.00 plus tax.
- All outdoor furniture including bars, must be rented.

Photography

- Photography is included in the space that has been rented for an event. Photography is not allowed inside historic houses, including the Swan House.
- A photo shoot permit is required for all photo shoots that are not accompanied by a facility rental. Please contact us for pricing and to schedule.

Security

- The History Center reserves the right to require or schedule off-duty police officers for your event. A police officer is required for proms, student organizations, events where amplified music is played outside, any event deemed high risk, and events where over 350 are in attendance. The Client is responsible for paying for these additional security needs.
- Weapons or illegal drugs of any kind are not permitted on property. If this is violated by any of your guests, the event will immediately be stopped!
- For prom or student events, one chaperone for every 25 students is required. The chaperones must be teachers, parents, or administrative personnel from the school.

Catering

The History Center reserves the right to refuse access to any caterer not on its approved list.

All catering services must provide:

- Proof of workers' 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 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 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 and cannot 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. Deep frying is allowed outside only, away from the building.
- Sauté stations are not permitted in the Museum due to the concern for our artifacts.
- Caterers are expected to provide a total of 6 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 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.
- 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 publicize, display, or distribute any material relating to a rental event.
- All printed material relating to the event (including invitations, posters, flyers, letters, etc.) are subject to approval by the History Center. Any changes requested by the History Center must be made.

Decorations

- All decorations and signs must be freestanding. They cannot be hung on walls, from ceiling, from chandeliers, 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 a glass container.
- Helium filled balloons may only be used indoor by a licensed balloon décor company.
- Pyrotechnics, fireworks, sparklers, confetti cannons, smoke bombs, or flares are not permitted inside or outside.
- Cold sparks, CO2 blasts/guns, dry ice, fog, or haze machines of any kind are not permitted inside. Our smoke detectors are extremely sensitive. If a DJ or band cause the smoke detectors go off, there is a \$1,500 fine that is charged to the Client. The Client is responsible for making sure that any vendor they hire is aware of our guidelines.
- 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.

- Banners or a large 25' by 13' American Flag may be hanging in the Atrium. These may be displayed or changed at any time without notice and cannot be removed.
- 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.
- Due to window film, nothing can be taped to the inside of glass doors.
- To keep the air vents unobstructed, drape in the Grand Overlook ballroom cannot go above the soffit.
- The complete width of a doorway must be accessible with no décor or drape setup in or through the doorway.
- History Center fire exit signs must be visible with nothing, including drape, obstructing them.
- Tables, bars, furniture, etc. cannot block any fire exit.

Outdoor Events

- Due to the local noise ordinance, all outdoor events must stop at 10:30pm. Any horns part of a band must stop at 10:00pm. Noise ordinance does not apply to indoor events.
- Due to Mother Nature we cannot guarantee the condition of the grass and plants. Grass may be brown or bare due to season, plant disease, event traffic, etc.
- For the safety of your guests and to prevent damage to the grass, we recommend moving a ceremony on the Swan Lawn to an alternative location after heavy rainfall.
- Dance floors and platforms are not allowed on the Swan Fountain Side grass, raised stages are. For outdoor events on the Swan Column Side lawn, dance floors are permitted but cannot be installed until after 2:00pm May through September due to the heat.
- Due to extreme heat and cold, outdoor receptions are only allowed March through June 15th and September 15th through November. For the safety of your guests and our staff, events where the expected temperature index (feels like temperature) is 50 degrees and lower or 90 degrees or higher, cocktails or receptions will need to be inside, and outdoor ceremonies are highly encouraged to move inside.
- For summer weddings, it is recommended the ceremony start at 6:00pm or later with the cocktail hour indoors for the comfort of your family and guests.
- For outdoor events, if additional lighting was not arranged for, guests will need to move inside 20 minutes past sunset.

Vendors

- In an effort to protect our historic property and ensure seamless execution of your event, all vendors not on our vendor list must be approved by the Atlanta History Center before signing their contract.
- Vendors may only deliver and pick up items within the contracted hours for the event. Early arrival on property before contracted time or staying past load out time will result in an additional hourly rate billed to the client at \$500.00 per hour.
- Breakdown must occur immediately after the event. All trash must be taken with, including boxes, floral, etc.

Weddings

- Birdseed, grass seed, confetti, streamers, silk flower petals, glitter, salt, or rice are not allowed inside or outside. Biodegradable confetti is not allowed, the only exception is "Ecofetti" brand. www.ecofetti.com. Only bubbles, real flower petals, and Ecofetti may be used outside. Flower petals must be piked up from the Swan Garden after the ceremony.
- 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.

- History Center staff members are not responsible for coordinating or directing the wedding rehearsal, ceremony, or reception. We require a wedding planner not related to the family, with a business license, and two assistants for all wedding ceremonies/receptions.
- Since the Atlanta History Center holds the liquor license, all alcoholic beverages on our premises must be purchased, provided, and served by History Center 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.
- There are two antique cars parked on the column side of the Swan House spring through fall. They are permanent fixtures at that time. The black Model T can be moved to the side with two weeks' notice and a \$500 fee. The yellow and green Hudson cannot be moved.
- 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.
- When renting another venue at the Atlanta History Center aside from the Swan House Gardens, there is an additional \$250 fee for wedding pictures to be taken in the Swan Garden if the garden has not been rented by another client.
- Planners must be a separate company from the decorator. Planners are not permitted to offer décor services. Not all planners or decorators are permitted to work here. Any planner or decorator not on our Suggested Vendor list must be approved and sign our Planner/Decorator Guidelines to work an event here before you sign a contract with them.

Golf Carts

- The History Center has two six-seat golf carts that can be rented for \$300.00 each for a minimum of five hours and includes a driver. Each additional hour is \$25.00. A golf cart can accommodate up to six people, driver plus five guests. One cart is generally good for up to 125 guests, over 125 guests a second cart will be needed.
- Golf cart priority is transporting your guests who have difficulty walking. It is also nice for transporting the wedding couple for photos and shuttling guests to the museum restrooms (restrooms are not available at the Swan House).
- If the golf cart is not being used to transport those who need it, it can be available to help transport the wedding party and/or family. Keep in mind, a round trip from the holding room to the Swan Garden can take up to ten minutes. Please have guests who need assistance arrive early and have the wedding party prepared to walk from the holding room to the ceremony if needed.
- Golf carts are only allowed on dry grass. If the grass is wet, guests will need to get to the ceremony (possibly down steps or up the grass hill) with help from family.

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. Alcohol may not be brought onsite.

- There is a \$2,500.00 beverage minimum for all Fridays and Sundays, and a \$5,500.00 beverage minimum for all Saturdays, Sundays before holidays, and Fridays in December. The beverage minimum does not include tax, service charge, or gratuity.
- 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. Clients are expected to assist management in behavior control of guests.
- A maximum of two drinks may be ordered per guest at a time. Shots are not allowed.
- Maximum alcoholic beverage service is five hours.
- Donated beverages are not permitted.
- The History Center provides clear disposable plastic cups. Glassware must be rented.
- Beverage estimates are due twenty-three days before the event.
- There is a \$4.00 per person fee for champagne toasts, passed beverages, or table wine service (staff not provided).
- If you are interested in drinks for the band, vendors (soft drinks or bottled water) or wedding party (beer, wine or non-alcohol) prior to the ceremony, they must be provided by the History Center. The client will be billed following the event based on consumption.
- A 15% service charge, an 18% gratuity, and applicable city and state taxes will be added to all beverage service.

Bartenders and Barbacks

Bar staff must be supplied by the History Center. Each bar staff is \$225.00 for up to four hours of service and \$250.00 for a four and a half or five-hour bar. One bartender is required for every sixty people, barbacks will be scheduled as needed.

There is a \$750.00 bar set up fee for beverage service in the Swan House Gardens. This fee does not apply in a building or on the Museum Terraces.

Credit Card Bar

Client pays only the cost of the bar staff. Bars accept credit cards only, no cash. In addition to bar staff, one cashier per one hundred guests is required. Cashiers are the same cost as bar staff. Credit card bar is not available for weddings or social events. Gratuity containers will be placed on the bars.

Host Bar — “By the Drink”

Client pays for the cost of beverages poured. Client will be billed for an estimate of \$12.00 per person per hour prior to the event. The balance will be adjusted following the event based on actual consumption.

Host Bar — “By the Hour”

Client will be billed for the “By the Hour” estimate based on the Guest Count Minimum. The guest count may be increased but not decreased following that. The total is a fixed cost that will not fluctuate based on the amount your guests consume. All guests 21 and older will be billed this rate whether they can drink alcohol or not.

HOURS	1	2	3	4	5
Full Bar Premium	\$28.00	\$33.50	\$39.00	\$44.00	\$49.50
Full Bar House	\$26.00	\$31.50	\$36.00	\$41.00	\$47.50
Beer & Wine Premium	\$25.00	\$30.00	\$34.50	\$39.00	\$43.50
Beer & Wine House	\$23.00	\$26.50	\$30.00	\$34.00	\$39.50

Beverage Pricing

Prices and products subject to change without notice.

HOUSE BRANDS	BY THE DRINK	CREDIT CARD <small>Includes tax and service charge</small>
Miller Lite & SweetWater 420	\$6.00 each	\$7.50 each
Frontera Malbec & Cabernet Sauvignon	\$29.00 per bottle	\$10.50 per glass
Sycamore Lane Pinot Grigio & Chardonnay	\$29.00 per bottle	\$10.50 per glass
Codorniu Brut Cava Sparkling Wine	\$32.00 per bottle	\$10.50 per glass
Bombay Gin	\$11.00 per drink	\$12.50 per drink
New Amsterdam Vodka	\$11.00 per drink	\$12.50 per drink
American Spirit Works “The Fiddler” Bourbon	\$11.00 per drink	\$12.50 per drink
Dewar’s Scotch	\$11.00 per drink	\$12.50 per drink
Seagram’s 7	\$11.00 per drink	\$12.50 per drink
Cruzan Rum	\$11.00 per drink	\$12.50 per drink
Jose Cuervo Tequila	\$11.00 per drink	\$12.50 per drink

PREMIUM BRANDS	BY THE DRINK	CREDIT CARD <small>Includes tax and service charge</small>
Miller Lite & SweetWater 420	\$6.00 each	\$7.50 each
Creature Comforts Tropicália & Amstel Light	\$7.00 each	\$8.50 each
White Claw	\$7.00 each	\$8.50 each
Carletto Pinot Grigio	\$40.00 per bottle	\$11.50 per glass
Sea Sun Chardonnay	\$40.00 per bottle	\$11.50 per glass
Estancia Pinot Noir	\$40.00 per bottle	\$11.50 per glass
Castle Rock Pasa Robles Cabernet	\$40.00 per bottle	\$11.50 per glass
Gruet Blanc de Noirs Brut Sparkling Wine	\$40.00 per bottle	\$13.50 per glass
Tanqueray Gin	\$12.00 per drink	\$13.50 per drink
Grey Goose Vodka	\$12.00 per drink	\$13.50 per drink
Maker’s Mark	\$12.00 per drink	\$13.50 per drink
Chivas Regal Scotch	\$12.00 per drink	\$13.50 per drink
Crown Royal	\$12.00 per drink	\$13.50 per drink
Bacardi Rum	\$12.00 per drink	\$13.50 per drink
Milagro Tequila	\$12.00 per drink	\$13.50 per drink

Custom Bar

Our Custom Bar is perfect for the client that would like to add a more personalized touch to their special occasion. Choose nine spirits, four beers, and five wines from the list below.

The four hour custom bar is \$50.00, the five hour custom bar is \$62.00, per person plus tax and service charge.

CHOOSE 9 SPIRITS	Tequila Casamigos Jose Cuervo Milagro Silver	CHOOSE 5 WINES
Bourbon/Whiskey ASW Fiddler Bourbon* Elijah Craig Jack Daniel’s Maker’s Mark	Gin ASW Winterville* Bombay Bombay Sapphire Tanqueray 10 Tanqueray	White Wine Carletto Pinot Grigio Charles Smith Eve Chardonnay Brancott Sauvignon Blanc Joel Gott Sauvignon Blanc K Vintners Wine of Substance Chardonnay Sea Sun Chardonnay Pine Ridge White Blend
Rum Bacardi Captain Morgan’s Cruzan	Cordials Baileys Hennessy	Red Wine Love Noir Pinot Noir Estancia Pinot Noir E. Guigal Cotes du Rhône Rouge Grounded Wine Co. Cabernet Sauvignon Conundrum Red Kaiken Malbec K Vintners Wine of Substance Cabernet Sauvignon Castle Rock Pasa Robles Cabernet Concannon Petite Sirah
Vodka Old Fourth Ward* Grey Goose Ketel One New Amsterdam Tito’s	CHOOSE 4 BEERS Amstel Light Blue Moon Creature Comforts Tropicália* Heineken Miller Lite Stella Artois SweetWater 420* Three Taverns Night On Ponce* White Claw	Rose La Vielle Ferme Rosé Underwood Rosé
Blend Crown Royal Seagram’s 7		Sparkling Wine Codorniu Brut Cava Gruet Blanc de Noirs Brut Gruet Brut Rose Mionetto Prosecco Trevesio Brut DOC
Scotch Chivas Regal Dewar’s Glenlivet Johnnie Walker Black		
*Locally made		

SOFT DRINKS	BY THE DRINK	CREDIT CARD
Coca-Cola Brand Products	\$3.00 each	\$3.00 each

All bars include soft drinks, mixers, and garnishes.
Soft Drinks: Coke, Diet Coke, Sprite, ginger ale, Dasani, and Perrier

Mixers: cranberry juice, orange juice, grapefruit juice, club soda, tonic water, Angostura Bitters, grenadine, lime juice, margarita mix, simple syrup, sweet and sour mix, triple sec, and vermouth
Garnishes: lemons, limes, oranges, maraschino cherries, and green olives

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.

Approved Vendors

In an effort to protect our historic property and ensure seamless execution of your event, all vendors not on our vendor list must be approved by the Atlanta History Center before signing their contract.

CATERING

We highly recommend using one of our approved caterers who have a proven record of continuous, successful, full-service events here.

There is a \$2,000 partnership fee to use a caterer/restaurant not on our list. We require them to team up with one of our approved caterers. The approved caterers who would manage all aspects of dining except the food, including but not limited to, glassware, flatware, plates, linen, servers, buffet setup, etc. The fee that the approved caterer would charge for these services may be around \$60.00 per person. You then pay your caterer/restaurant for their chefs and food.

There are a few caterers not on our list that are permitted to offer full-service catering, that fee is \$3,500. All companies must meet our catering requirements found in the Event Guidelines with documentation due 60 days prior to the event.

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

Bold-Events.com
James Staples (corporate)
678.302.3221 JStaples@Bold-Events.com
Jaycee Lawrence (social/weddings)
678.302.3247 JLawrence@Bold-Events.com

Dennis Dean Catering+
DennisDeanCatering.com
Katherine McKerrow
404.475.1002
Katherine@DennisDeanCatering.com

District Events and Catering^
DistrictECM.com
Julia Hurwitz
888.922.8377
Julia@DisctictECM.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
Madison Goodman
404.835.5351
Madison@LowCountryCatering.net

Party Execs^
PartyExecs.com
Kenna Scott
404.963.5924
Info@PartyExecs.com

Proof of the Pudding*
ProofPudding.com
Ashley Patrick
404.892.2359 ext. 277
APatrick@ProofPudding.com

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

AUDIO-VISUAL LIGHTING & PRODUCTION

There is a \$1,000 fee to use another audio-visual, lighting, and production services vendor. Outdoor receptions must use Active Lighting and Design for all lighting, sound, and other AV needs.

Active Production and Design
ActiveProductionandDesign.com
Bo Saunders
404.660.1162
Bo@APDATL.com

EQUIPMENT & TENT RENTALS

Tables, chairs, staging

Atlanta Party Rentals
AtlantaPartyRentals.com
404.425.9966
Kathy@AtlantaPartyRentals.com

Events Works
EventWorksRentals.com
Caroline Buffkin
404.902.6347
CBuffkin@EventWorksRentals.com

Outdoor staging must be provided by Active Production and Design, Atlanta Party Rentals, or Event Works. These three companies are the only companies allowed to load in prior to contracted time with no additional fee.

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 Atlanta History Center and its policies. While our clients are not obligated to use these vendors, we highly recommend their services.

Any planner or decorator not on our Suggested Vendor list must be approved and sign our Planner or Decorator Guidelines to work an event here before you sign a contract with them.

PLANNERS

All That Sparklez
AllThatSparklez.com
Shatila Davis
646.408.2160
Shatila@AllThatSparklez.com

Brianne McMullin Events
BrianneMcMullanEvents.com
704.718.2312
Brianne@BrianneMcMullanEvents.com

Drake Social
DrakeSocial.com
678.207.6726
Courtney@DrakeSocial.com

Emily Jordan Events
EmilyJordanEvents.com
678.743.1460
Jordan@EmilyJordanEvents.com

Events By Sofia Ocampo
EventsBySofia.com
407.488.5624
Sofia@EventsBySofia.com

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

Laura Burchfield Events
LauraBurchfieldEvents.com
770.262.3245
Laura@LauraBurchfieldEvents.com

Magnolia Events
MagnoliaEventsAtlanta.com
404.452.0499
Laura@MagnoliaCelebrates.com

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

FLOWERS & DÉCOR

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

Edge Design Group
EdgeDesignAtlanta.com
Gabrielle Mecca
404.321.3491
Contact@EdgeDesignAtlanta.com

Flowers By Yona
FlowersByYona.com
404.844.6720
Yona@FlowersByYona.com

Flowers From Us
FlowersFromUs.Net
Sid Flowers
770.640.6007
FlowersFromUs1@Yahoo.com

Jim White Designs
JimWhiteDesigns.com
404.462.4787
Jim@JimWhiteDesigns.com

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

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

WM Events
WMEvents.com
William Fogler
678.251.6363
William@WMEvents.com

MUSIC & ENTERTAINMENT

Axtell Entertainment and Productions
Rich Tatgenhorst
770.441.9494
Rich@AxtellProductions.com

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

TRANSPORTATION

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

CTN Global Chauffeured Transportation
CTNTrans.com
Jessica Buckles
Jessica@CTNTrans.com
678.487.6777

VALET

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

12 Oaks Parking
Chris Patterson
404.992.1195
CPatterson@12OaksLLC.com

Venue Pricing

Rental fees include parking, housekeeping, security, and event staff. Glassware, linen, audio-visual equipment, furniture not listed, and planning services are not included with the rental fee. At least four weeks’ notice is required for booking and you can book up to two years out.

There is a \$1,000 refundable damage deposit due with the estimate prior to the event.

Private Events Department
404.814.4090
PrivateEvents@AtlantaHistoryCenter.com

**Please note that all Saturdays in April, May, June, September, and October are considered “Seasonal Saturdays” and include Swan Gardens, Atlanta History Museum, & Grand Overlook for \$12,500.00. Sundays of three-day weekends are the same price as Seasonal Saturdays.*

EVENT VENUE, EVENING	SUNDAY- FRIDAY	SATURDAYS
Grand Overlook Ballroom	\$5,000	\$6,000
Atlanta History Museum	\$5,500	\$6,500
Atlanta History Museum & Grand Overlook	\$8,000	\$9,000
Atlanta History Museum & Grand Overlook with Swan House Gardens	\$10,000	\$11,000 / \$12,500*
Grand Overlook Ballroom with Swan House Gardens	\$8,500	\$9,500
Cyclorama & Locomotion	\$5,500	\$6,500
Cyclorama & Locomotion (add-on to History Museum)	\$2,500	\$2,500
Cyclorama, Locomotion, & The Cox Room	\$6,500	\$7,500
McElreath Hall: Atrium, Draper Room & Woodruff Auditorium	\$3,500	\$4,000
Entrance Garden, or Olguita’s Garden & Museum Terraces (add-on, cannot be rented on its own)	\$1,000	\$1,000
EVENT VENUE, DAYTIME <i>60 guests max for daytime events</i>	MONDAY – FRIDAY	
The Cox Room, Boxwood Garden, Woodruff Auditorium, or Draper Room	\$2,500	

