

# Private Events at Atlanta History Center

VENUE INFORMATION



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 large galas, Atlanta History Center offers the widest variety of private event options at one location.



**CONTACT US**  
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Top: Archetype Studio Inc.  
Bottom: Unknown  
Cover: Anne Rhett Photography

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Top Left: Anne Rhett Photography  
Top Right: PWP Studio  
Bottom: Unknown





# 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. Rental of the Atlanta History Museum does not include the Cyclorama wing.

*Allen Atrium, Exhibition Hall, and Kennedy Theater:*

Rental Period  
Evenings, 4:30 PM or later 10 hours including setup and cleanup time. Setup in the Atlanta History Museum may only begin after 1:00 PM.

Capacity  
600 standing, 200 seated dinner, 300 wedding ceremony

Included  
Limited tables & chairs, access to all current exhibitions, parking, security, and event staff







# 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).

**DETAILS**

Events at the historic Swan House are only held outside. There are no restrooms for events at the Swan House, restrooms are available in a museum building. For longer events that include cocktails a comfort station (trailer with restrooms in it) is recommended.

Furniture is not included outdoors. All tables, chairs, etc. must be rented from one of our approved vendors. Lighting is needed for events that run past sundown and must come from one of our approved AV vendors.

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.

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

Capacity  
300 wedding ceremony, 200 seated reception on column side

Included  
Parking, security, and event staff







# 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.

**DETAILS**

Included  
Limited tables, 300 wood folding chairs, parking, security, and event staff.

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

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)







# 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.

## 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 9.25' by 16.5' screen and projector are available to use with an additional AV technician fee of \$2,000.

## 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 60 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 \$1,000.

## 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.

## DETAILS

### 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.







# 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 \$1,000.

**DETAILS**

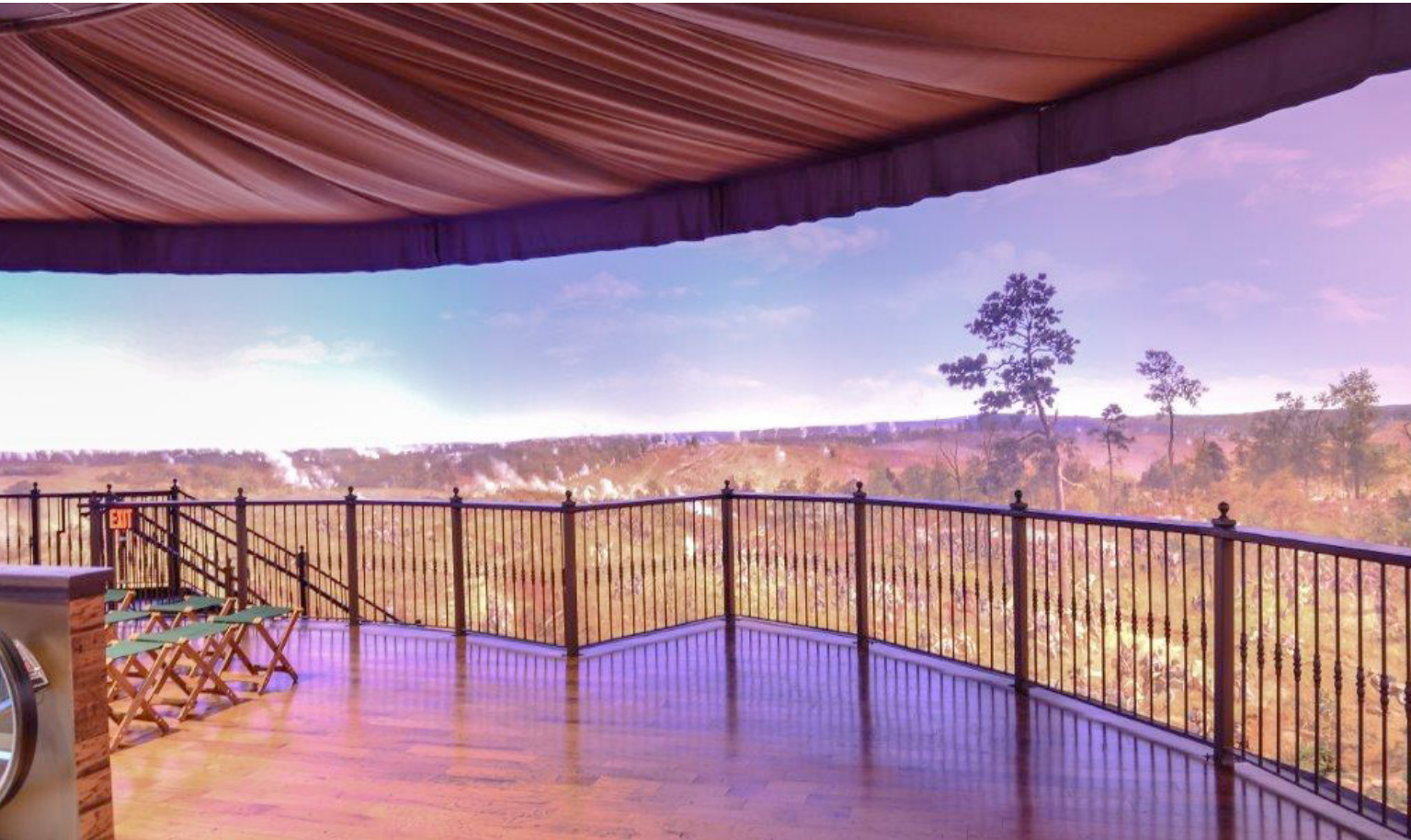
Rental Period  
10 hours including setup and cleanup time

Capacity  
110 standing or seated

Included  
100 natural wood folding chairs, 10–48” rounds, 10–60” rounds, 10 highboys, limited 6’ and 8’ tables, parking security, and event staff.







# 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 of the Cyclorama does not include the Atlanta History Museum wing.

**DETAILS**

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,  
10-48" rounds, 10-60" rounds,  
10 highboys, limited 6' and 8' tables,  
parking security, and event staff.





# 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.
- 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 6 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.

## Hold Policy and Payment Schedule

- We allow one date to be placed on a courtesy hold for up to two weeks after going on an in-person 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 48 hours 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 until a contract is signed by both parties. Dates on hold that are not booked with a signed contract may be relinquished for History Center events.
- 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.
- There is a \$60.00 fee for a bounced check.

## 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.

## 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.

- A soil moisture sensor on the Swan House fountain side determines when events can take place on the lawn based on how wet the ground is. To prevent damage, the lawn will be closed for events when it is at or above 32.8.
- The safety and wellbeing of our staff, you, and your guests, is of the utmost importance. To ensure a successful experience, weather conditions must be conducive to acceptable standards of safe event production. Some conditions may require alternate plans, or safety precautions, which may result in adjustments to the location of the event. Due to extreme heat and cold, outdoor receptions are only allowed March through June 15th and September 15th through November. Outdoor cocktails or receptions where there is any expected rain, or the temperature index (feels like temperature) will be 50 degrees or lower or 88 degrees or higher during any point between setup and breakdown will need to be setup inside.

## 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 breakdown 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 \$300.00 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.
- Tents must be rented from Atlanta Party Rentals or EventWorks and can range from about \$35,000 to \$45,000. Furniture must come from the same company. Lighting must come from one of our AV vendors. Tents must be broken down and completely cleared by 2:00pm the day after the event. Overnight breakdown of tents after an event is not allowed.
- 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 for \$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.
- A photo shoot permit is required for all photo shoots that are not accompanied by a facility rental.
- When renting another venue at the Atlanta History Center aside from the Swan House Gardens, there is an additional \$250 fee for pictures to be taken in the Swan Garden if the garden has not been rented by another client.

## 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 250 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 be based in Georgia and 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:

- 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.
- 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.

## Public Relations.

- The History Center does not publicize, display, or distribute any material relating to a rental event.
- Printed material relating to the event is subject to approval by the History Center.
- Keynote speakers must be approved in advance.

## 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 indoors by a licensed balloon décor company.
- Pyrotechnics, fireworks, sparklers, confetti, 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. Incense and "fire ceremonies" are not permitted in the History Museum. 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 being 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.
- Holiday decor including outdoor lights and Christmas trees may be present November 1st through mid-January anywhere outside or in the History Museum (not in Grand Overlook).
- 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.
- If a drape is going across the entire kitchen wall, there must be baffles in front of the kitchen entries so that the entire wall of vents is not obstructed. A single line of drape across the kitchen wall covering vents is not allowed.
- We do not recommend draping across the entire kitchen wall for events over 175 guests. The drape covers a large portion of vents, and the room can get warm, especially if there is dancing.
- The window wall cannot be draped if the kitchen wall is.
- 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.
- Clients will be responsible for the cost for any unusual cleaning requirements or damage: removing stains on carpets, scratches or gouges to floors, walls, or doors, etc.

## 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 3:00pm May through September due to the heat.
- For summer weddings, it is recommended the ceremony start at 6:30pm 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.
- Restrooms for events in the Swan Garden are a two-to-five-minute walk to McElreath Hall (restrooms are not available at the Swan House).

## 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.
- Bands requiring alcohol in their green room, will not be permitted here.

## 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](http://www.ecofetti.com), Bubbles, real flower petals, and Ecofetti may be used outside only. Flower petals must be picked up from the Swan Garden or front of the museum.
- Wedding rehearsals must not interfere with events. 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, insurance, and two assistants for all wedding ceremonies/receptions. The planner cannot be a guest of the wedding and they must be approved by the History Center before you book them.
- 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 buses 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.
- 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.
- To help preserve the lawn, ceremony aisles on grass must be ribboned off until the processional begins.
- Load in may begin at 6:00am at the earliest.
- Guests attending a ceremony on the fountain side lawn of the historic Swan House will encounter steps. If they are unable to get to the ceremony site with help from family via steps or the sloped lawn, they can view the ceremony from the top of the steps or from inside the Swan House. The column side is completely accessible.
- The History Center security golf cart is not permitted to be used by guests under any circumstance. Carts of any kind may not be rented from a third party and brought on site.
- Transportation of the wedding couple, wedding party, family, etc. can be arranged through one of our transportation vendors (car, van, shuttle bus).
- Ceremony chairs may not be moved to the reception, a separate set of chairs must be rented.



# Beverage Guidelines

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.
- Beverage service is billed for based on age whether or not someone drinks alcohol due to pregnancy, religious purposes, personal preference, etc.
- 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 sparkling wine 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.
- An 18% service charge, a 15% gratuity, and applicable city and state taxes will be added to all beverage service.
- Bar service at a wedding must be continuous with no closures during the event.

## 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. Included in this fee is the opportunity for guests so tour inside the Swan House. 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	\$29.00	\$34.50	\$40.00	\$45.00	\$50.50
Full Bar House	\$27.00	\$32.50	\$37.00	\$42.00	\$48.50
Beer & Wine Premium	\$26.00	\$31.00	\$35.50	\$40.00	\$44.50
Beer & Wine House	\$24.00	\$27.50	\$31.00	\$33.00	\$40.50

# 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 White Label Scotch	\$11.00 per drink	\$12.50 per drink
Seagram’s 7	\$11.00 per drink	\$12.50 per drink
Cruzan Aged White Rum	\$11.00 per drink	\$12.50 per drink
Jose Cuervo Gold 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
Chateau Ste. Michelle Pinot Gris	\$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 Paso 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 Silver 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 \$51.00, the five hour custom bar is \$63.00, per person plus tax and service charge.

CHOOSE 10 SPIRITS

Bourbon/Whiskey  
ASW Fiddler Bourbon\*  
Elijah Craig  
Jack Daniel’s  
Maker’s Mark

Rum  
Bacardi Superior  
Captain Morgan’s  
Cruzan Light

Vodka  
Old Fourth Ward\*  
Grey Goose  
Ketel One  
New Amsterdam  
Tito’s

Blend  
Crown Royal  
Seagram’s 7

Scotch  
Chivas Regal  
Dewar’s  
Glenlivet  
Johnnie Walker Black

Tequila  
Casamigos Blanco  
Jose Cuervo Gold  
Milagro Silver  
  
Gin  
ASW Winterville\*  
Bombay  
Bombay Sapphire  
Tanqueray  
Tanqueray 10

Cordials  
Baileys Irish Cream  
Hennessy V.S Cognac  
Kahlua  
St. Germain

CHOOSE 5 BEERS

Amstel Light  
Blue Moon  
Creature Comforts Tropicália\*  
Heineken  
Miller Lite  
Stella Artois  
SweetWater 420\*  
Three Taverns Night On Ponce\*  
White Claw

CHOOSE 5 WINES

White Wine  
Chateau Ste. Michelle Pinot Gris  
Charles Smith Eve Chardonnay  
Brancott Sauvignon Blanc  
Joel Gott Sauvignon Blanc  
K Vintners Wine of Substance  
Chardonnay  
Sea Sun Chardonnay  
Pine Ridge White Blend

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 Paso Robles Cabernet  
Concannon Petite Sirah

Rose  
La Vielle Ferme Rosé  
Underwood Rosé

Sparkling Wine  
Codorniu Brut Cava  
Gruet Blanc de Noirs  
Gruet Rosé  
Mionetto Prosecco Trevesio Brut  
DOC

\*Locally made

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

All Bars Include

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.

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 and fee due 60 days prior to the event.

CATERERS

Added Touch Catering\*  
AddedTouchCatering.com  
Erin Lis  
404.408.1319  
Erin@AddedTouchCatering.com

Affairs to Remember+  
Affairs.com  
Saffold Barksdale  
404.872.7859  
Saffold@Affairs.com

Bold-Events+  
Bold-Events.com  
Martin Collins  
678.302.3237  
MCollins@Bold-Events.com

Dennis Dean Catering+  
DennisDeanCatering.com  
Adam Shoemaker  
404.475.1002  
Adam@DennisDeanCatering.com

District Events and Catering^  
DistrictECM.com  
Bria Welch  
888.922.8377  
Bria@DistrictECM.com

Epting Events  
EptingEvents.com  
706.353.1913  
Info@EptingEvents.com

Legenday Events & Decor  
LegendaryEvents.com  
Danielle Detrinis  
404.392.2361  
DDetrinis@LegendaryEvents.com

Low Country Catering+  
LowCountryCatering.net  
Mackenzie Gallagher  
404.835.5345  
Mackenzie@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  
Jacy Borman  
678.880.4569  
Jacy@SoireeCateringAtlanta.com

\*Kosher catering available  
+Works with restaurants  
^Indian caterer

AUDIO-VISUAL LIGHTING & PRODUCTION

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

Jaros Production  
JarosProduction.com  
678.862.8743  
Sales@JarosProduction.com

Sifi AV  
AV.SifiEnt.com  
404.376.4064  
Simon@SifiEnt.com

Spectrum  
Spectrum-Ent.com  
Matt Osborne  
770.441.9806  
MOSborne@Spectrum-Ent.com

EQUIPMENT RENTALS

Tables, chairs, staging, dance floors

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

LLL Event Furnishings & Rentals  
LuxuryLoungeATL.com  
Daphne Smith  
877.648.4555 ext. 706  
Daphne@LuxuryLoungeATL.com

Outdoor staging must be provided by one of our AV companies, Atlanta Party Rentals, or LLL. These five companies are the only companies allowed to load in prior to contracted time with no additional fee. Due to the historic steps, chairs on the Swan fountain side must come from Atlanta Party Rentals or LLL.

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 very familiar with our property and policies. While you are not obligated to use them, we highly recommend their services.

A planner with a business license and insurance is required for all weddings. 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](#). Not all planners are approved to work here. Decorators not on our list will need to pay an additional \$500 refundable damage deposit. Planner and decorator must be two separate companies. Planner/decor combos are not allowed.

## PLANNERS

[All That Sparklez](#)  
AllThatSparklez.com  
Shatila Davis  
646.408.2160  
Shatila@AllThatSparklez.com

[Brienne McMullin Events](#)  
BrienneMcMullanEvents.com  
704.718.2312  
Brienne@BrienneMcMullanEvents.com

[Drake Social](#)  
DrakeSocial.com  
678.207.6726  
Courtney@DrakeSocial.com

[ELC Social](#)  
ELCSocial.com  
404.491.0203  
Lauren@ELCSocial.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

[Luxe Atlanta Events](#)  
LuxeAtlantaEvents.com  
Victoria Miller  
706.870.4158  
Hello@LuxeAtlantaEvents.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](#)  
UniqueFloralExpressions.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

[Eastcoast Entertainment](#)  
BookECE.com  
Lisanne McDearman  
404.316.7789  
LMcDearman@BookECE.com

[Lee J. Howard Entertainment](#)  
LeeJHowardEntertainment.com  
770.643.6001  
LeeJ@LeeJHoward.com

## TRANSPORTATION

[Atlantic Limousine and Transportation](#)  
AtlanticLimo-Ga.com  
770.569.7757  
Weddings@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.

All pricing in this brochure is subject to change until you have a countersigned contract from the History Center. 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 mid-March through June, September, and October are considered “Seasonal Saturdays” and include Swan Gardens, Atlanta History Museum, & Grand Overlook for \$13,000.00. 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 / \$13,500*
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	





Photo credit goes here

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