

ATLANTA
HISTORY
CENTER





ELOPEMENT PACKAGE

The enchanting Olguita's Garden along with the Column Side or Boxwood Garden of the Swan House Gardens are perfect intimate settings for an elopement with cocktails and/or reception to follow offsite. The Swan House Fountain side is reserved for full weddings only. If you are looking to have food and beverage, please see our wedding brochure for full pricing details.

The **Elopement** package is for up to twenty people including wedding couple, officiant, and photographer. The rental period is for up to four hours. For more than twenty people, or if additional time is needed, please see our **Ceremony Only** package below. Elopements may be booked up to three months in advance.

PRICING

\$2,000 Daytime 8:00 am – 5:00 pm

\$3,000 Evening 5:00 pm or later, any time past 5:00 is considered evening

INCLUDED:

- Complimentary Parking
- Photography Permit
- Event Manager
- Indoor Weather Plan

VENUE ACCESS

The Atlanta History Center strives to maintain a secure closed campus for the safety of you and our artifacts. Please be aware of when you and your guests may access the gardens.

Load In – This is when setup may begin, décor and furniture rentals. This is also the earliest time the couple or anyone may arrive on property. Early arrival by anyone will incur an additional charge of \$300 per hour or portion thereof.

Couple Arrival – When the wedding couple arrives with the photographer. Family and wedding party may arrive at this time as well. Access will be through McElreath Hall where the History Center event manager will let you in.

Guest Arrival – McElreath Hall doors will open for Swan Garden ceremonies, and the Wood Arbor gate will open for Olguita's Garden ceremonies. Access will begin for guest arrival 30 minutes before the ceremony and will remain open for up to one hour.

Load Out – Everyone, including all vendors, rentals, and guests must be offsite by this time, or there will be an overtime charge of \$125 per fifteen minutes past time.



GUIDELINES

- The Swan House is a historic house museum. We do not allow events, changing, waiting, food, or beverage inside.
- There are no restrooms available in the Swan Gardens for events. Guests may use the restrooms in McElreath Hall.
- Food and beverage service along with cakes or snacks are not permitted. The only drink allowed to be offered is bottled water. Bottled water can be brought in by the client in a cooler and is required for outdoor events mid-May to mid-September.
- Ceremony musicians, audio technician, microphone, gift table, and décor are permitted and must be set up and removed within your contracted timeframe.
- It is a \$25 per person fee for more than twenty people present.
- Most Elopements do not rent furniture, but you may if you wish. If tables or chairs are rented, they must be set up and removed within your contracted timeframe. For events of over 50 guests, the setup and breakdown need to be done by one of our rental companies listed in our brochure. Family and guests are permitted to set up and breakdown furniture for events of less than 50 guests only.



DAY-OF COORDINATION

The History Center will have an event manager present during the elopement. They are there from a venue standpoint to monitor from a distance. History Center staff are not responsible for coordinating the elopement; a planner or day of coordinator is highly encouraged. If you do not have a planner, the wedding couple must designate a family member or guest as the point person for gathering the family, sending the couple down the aisle, answering any questions from guests, etc. Please notify your History Center salesperson who this will be so we can direct guests to them as needed.

