

Margaret Mitchell House

EVENTS BROCHURE





Margaret Mitchell House, Lawns & Trellis Room

The Atlanta History Center has two unique beautiful campuses, our main campus in Buckhead and the Margaret Mitchell House in Midtown.

The Margaret Mitchell House, listed on the National Register of Historic Sites, is the birthplace of *Gone with the Wind*. Its centrally located Midtown campus includes the apartment where Margaret Mitchell penned the famous novel, an exhibition, historic parlors, a conference room, two event lawns, and a boutique ballroom.

Having recently undergone a complete renovation, this extraordinary venue is charming, fresh, and ready to create history with your event.

The Margaret Mitchell House is owned and operated by the Atlanta History Center, whose main campus is located in Buckhead.

Discover picturesque ambiance among the trees and high rises of this unique urban setting. The three-story Tudor revival home contains four intimate parlor rooms and one event room on two floors with covered porches and balconies, and is surrounded by manicured lawns.

This venue is perfect for small weddings, rehearsal dinners, non-profit, and corporate events. The lawn is great for a backyard barbecue in the middle of the city!

Contact

404.814.2076

PrivateEvents@MargaretMitchellHouse.com

AtlantaHistoryCenter.com/Atlanta-History-Center-Midtown

Apartment & Exhibitions

Telling Stories: Gone with the Wind and American Memory

Gone with the Wind—a sweeping romantic epic set against the backdrop of the Civil War and Reconstruction—left an indelible mark on American culture.

Our exhibition explores the book's and film's complex legacy, examining how it shaped perceptions of the American South. It also highlights the cultural phenomenon of the story's popularity and the historical myths it perpetuated about the Civil War and Reconstruction.

For an additional \$300, both the apartment where Margaret Mitchell penned the novel, along with the exhibit attached, can be opened for up to one hour for self-guided tours. And to keep the party going, we allow a drink in hand!

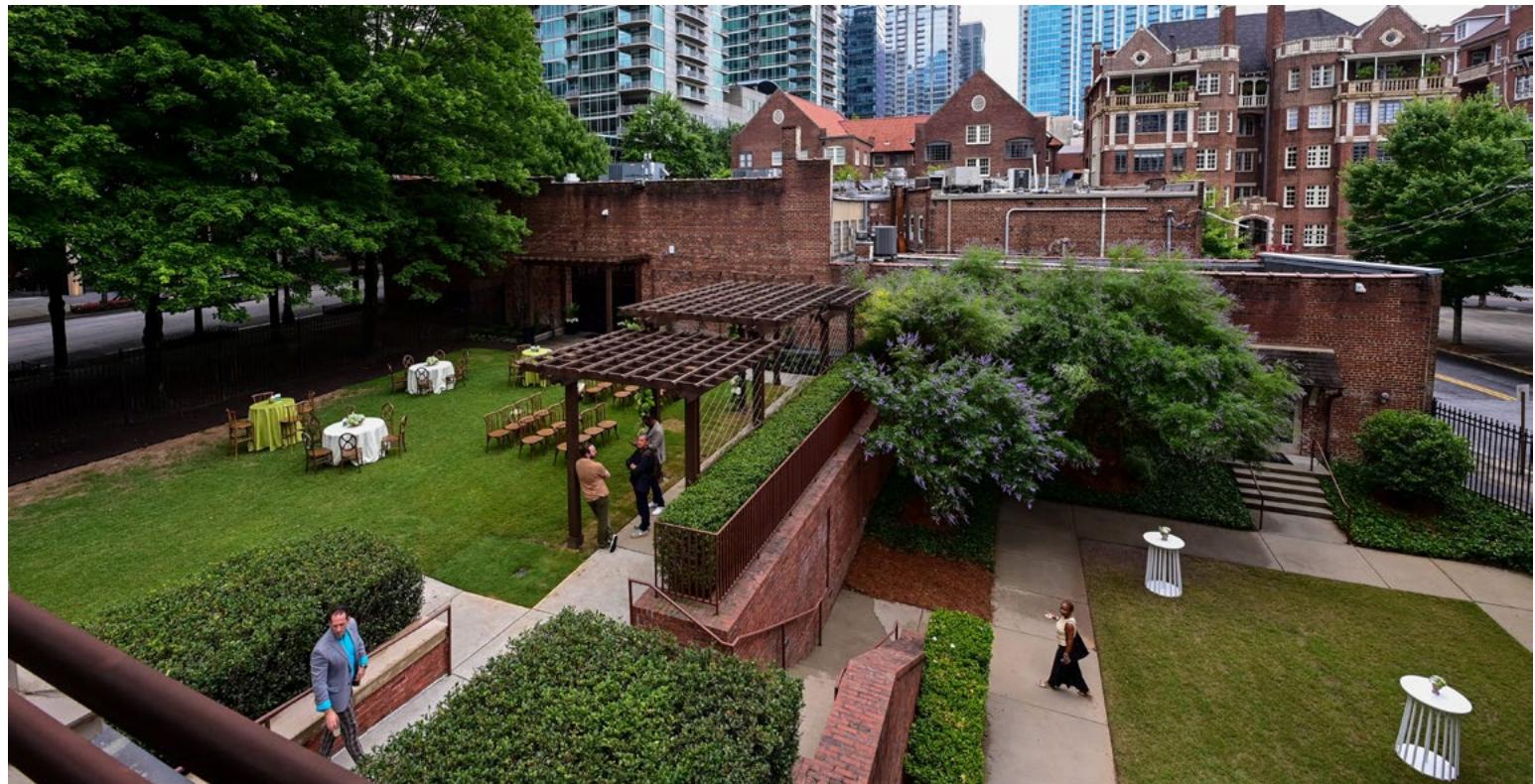


Upper Lawn

One of the only event lawns on Peachtree Street, this stunning outdoor space is perfect for wedding ceremonies, cocktail parties, or dinner receptions.



Above: Chase Lanier Photography



Lower Lawn

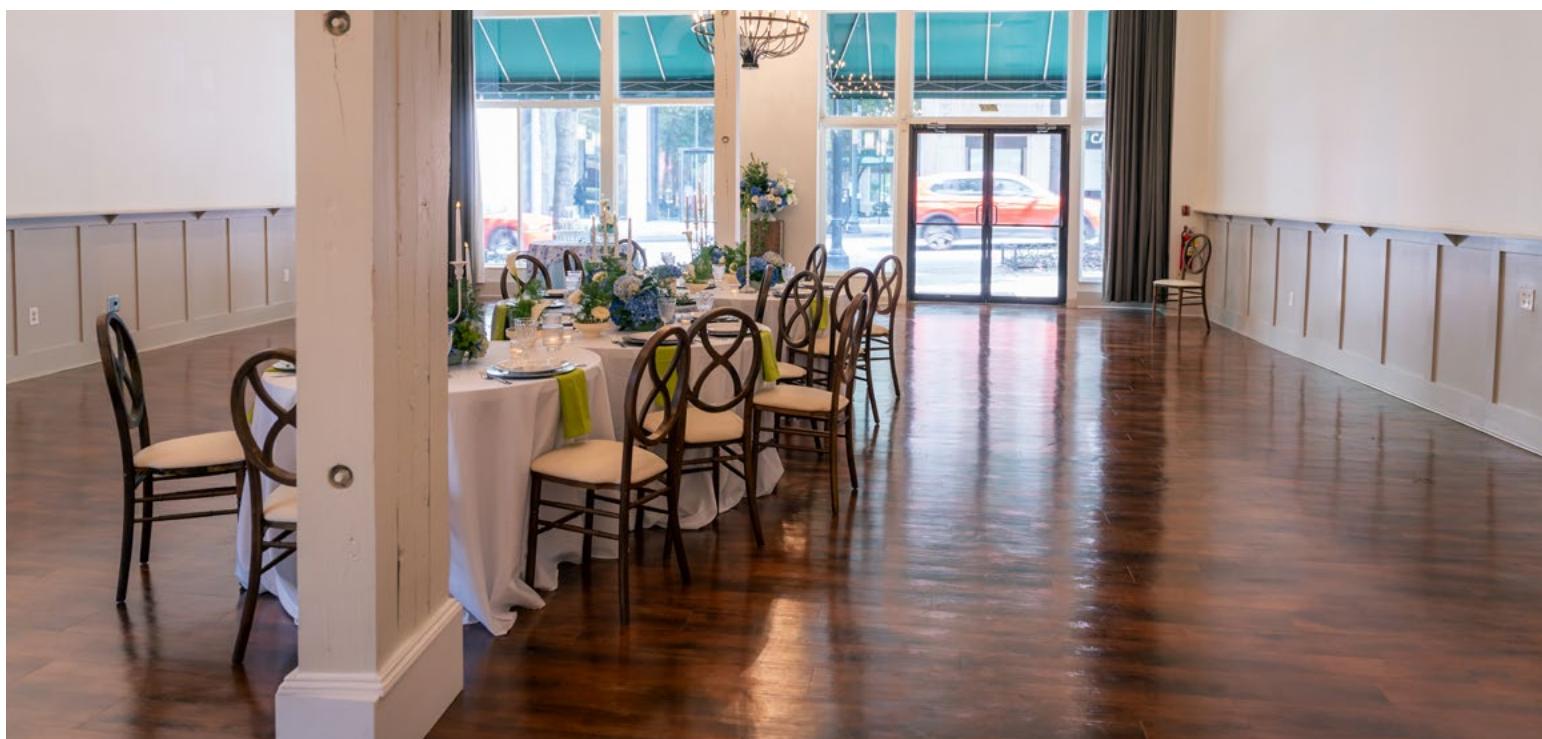
For a more intimate garden setting, descend to the Lower Lawn. This charming space is ideal for al fresco cocktails following a ceremony on the Upper Lawn. Guests can also explore the Margaret Mitchell House exhibit through the double doors, built-in entertainment at its finest



Peachtree Parlors

The Peachtree Parlors offer a charming setting for an indoor cocktail hour. The attached covered porch provides a seamless indoor-outdoor experience, ideal for a relaxed soiree. With its inviting, living room-style ambiance, the space accommodates up to 20 guests for a seated private dinner or up to 80 for a cocktail-style reception.





Trellis Room

The Trellis Room, in a historic building, features floor-to-ceiling windows looking onto Peachtree Street, with an open loft feel and exposed ceiling beams. This room can be transformed to fit even the most creative themes.

We can comfortably host up to 80 guests for a seated wedding with a dance floor, using 48" round tables with 8 guests per table. For cocktail-style receptions, the space can accommodate up to 120 guests.

Due to limited storage, the sandglass banquet chairs must remain in the ballroom.



Wedding Suite

Located on the top floor of the house, the Wedding Suite features two cozy rooms that can serve as a private retreat for a wedding party. A sliding partition allows for one larger space or two smaller spaces. Capture timeless photos on the hidden Juliet balcony overlooking the lawns.

This suite can also serve as an exclusive bridal suite, ideal for getting-ready photos.

Conference Room

Situated on the top floor, the Conference Room features a TV for presentations and a seating area for breaks.

It also functions as a groom's suite. The TV can be used to watch a game while getting ready, and the large, covered balcony is perfect for relaxing with pals and a cigar.



Private Event Guidelines

The Margaret Mitchell House, part of the Atlanta History Center, is dedicated to preserving and interpreting Atlanta's history. Events held at this historic site must align with our mission. The venue cannot host political, controversial, or certain sales and religious events.

Events

- The historic apartment and exhibit are for viewing only. They are not available for events, photography, holding room, etc.
- Beverages are allowed in the exhibit, food is not. Smoking and Vaping are prohibited in all buildings.
- Evening rentals must end by 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.
- Events include 10 hours that can be used for setup, the event, and a required minimum of 1.5 hours of breakdown. Any additional time is \$100.00 per hour and must be booked in advance.
- Any load in of 6 hours or more requires at least 2.5 hours of load out.
- The Margaret Mitchell House 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.
- Housekeeping is included.

Final Floor Plan

- A walk-through with all parties involved is required at least three weeks in advance of the event.
- Final floor plan changes are due to the Margaret Mitchell House three business days prior to the event.

Weather

- Outdoor events must include an indoor inclement weather plan. To ensure the safety and comfort of all guests, wedding ceremonies and other outdoor events are not permitted in the rain. Wet conditions can create hazards such as muddy grass and slippery steps.
- 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.
- 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 \$2,500.00 is required to set up a tent on either the Upper or Lower Lawn.
- Tents must be rented from Atlanta Party Rentals or Luxury Lounge & Lighting. Furniture must come from the same company. Lighting must come from one of our AV vendors.
- Tents must be installed the same day as the event and broken down and completely cleared by 12:00pm 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.
- All outdoor furniture, including bars, must be rented. All linen must be rented.

Security

- 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!

Catering

The Margaret Mitchell House 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 Margaret Mitchell House Event Guidelines



Please see our Rules of Civility on our website, designed to help ensure a safe and inclusive experience for all.

The caterer must comply with the following rules:

- Caterer must check in with the 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 and put into the dumpster at the far end of the parking lot. The dumpsters in the alley are for the restaurant and may not be used!
- A commercial dishwasher is not available. Used dishware may be rinsed and cannot be left over night.
- Caterers must clean the prep area, including wiping tables and sweeping.
- Food may be warmed in the kitchen but cooking and frying are not permitted. Deep frying is allowed outside only, away from the building on Crescent Avenue. Deep frying is not permitted in the alley.
- Sauté stations are not permitted in the Peachtree Parlors due to the concern for our artifacts.
- The majority of dining elements at a table (flatware, glassware, plates, linens, etc.) must come from and be managed by the caterer.

Public Relations.

- The Margaret Mitchell House 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 Margaret Mitchell House.
- Keynote speakers must be approved in advance.

Decorations

- When selecting vendors, especially decorators, it is important to discuss what time they will need to load in. Additional load in time is \$300 per hour. Some vendors may require early morning load in.
- All decorations and signs must be freestanding. They cannot be hung on walls, from ceiling, from the outside of any buildings, nor stapled, tacked, or taped to any surface.
- All floral brought inside buildings must be treated for insects.
- 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 who retrieves them at the end of the event.
- Pyrotechnics, fireworks, sparklers, CO2 blasts, confetti, smoke bombs, or flares are not permitted inside or outside.
- Cold sparks, dry ice, fog, or haze machines of any kind are not permitted inside. Incense and "fire ceremonies" 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.
- Every sandbag must be checked on-site for leaks before being brought into any building and must be inside a protective canvas bag.
- Holiday décor installed by Midtown Alliance including Christmas lights may be visible November through January around the exterior of our campus.
- Due to window film, nothing can be taped to the inside of glass doors.
- The complete width of a doorway must be accessible with no décor or drape setup in or through the doorway.
- 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.
- The wood trellis on the upper lawn can be decorated with twine or wire to attach décor. Nails, tacks, staples, etc. are not allowed. Any damage to the trellis from paint, items falling and denting it, abrasions, etc. will result in loss of the damage deposit and potentially additional damage fees. It is the client's responsibility to be sure their vendors are aware of this.

Outdoor 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 outdoor events 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 15 minutes past sunset time.

Vendors

- To protect our historic property and ensure seamless execution of your event, all vendors not on our vendor list must be approved 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 or entertainment 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. Bubbles, real flower petals, and Ecofetti may be used outside only. Flower petals must be picked up from the lawn or front of the building.
- Wedding rehearsals must not interfere with events. We cannot guarantee that the rehearsal will take place in the same location as your ceremony.
- Margaret Mitchell House staff are not responsible for coordinating the rehearsal, ceremony, or reception. We require a wedding planner with a minimum of "month of" service with a business license, and insurance for all weddings that include a ceremony. The planner cannot be related to the family or be a guest of the wedding and must be approved by the Margaret Mitchell House before you book them.
- 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.
- It is illegal 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 there will be a \$300 fee deducted from the damage deposit. The client must inform their guests and vendors of this.
- Load in may begin at 6:00am at the earliest.
- Outdoor ceremony chairs moved to an indoor reception must have the legs wiped and cleaned of grass/dirt before being brought indoors.

Beverage Guidelines

The Margaret Mitchell House retains a liquor license, and by law must provide any liquor, beer, and/or wine used at any function. Alcohol may not be brought onsite.

- The Margaret Mitchell House 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.
- Maximum alcoholic beverage service is five hours.
- Donated or sponsored beverages are not permitted.
- We include clear disposable plastic cups. Glassware must be rented.
- Beverage guest count estimate is due twenty-one days before the event.
- Up to two signature drinks may be offered. Guests may order a maximum of two drinks at a time. Shots are not permitted.
- 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.
- Beverage service must remain continuous with no closures during an event.
- There is a \$4.00 per person fee for champagne toasts, passed beverage, beverage cart (Fizzy Truck), or table wine service during an hourly bar.
- An 18% production fee, a 15% service charge, and applicable city and state taxes will be added to all beverage service.

Bar Types

Venue Select Bar

Our Venue Select full bar will include bourbon, white rum, gin, scotch, blanco tequila, vodka, red and white wine, sparkling wine, and two beers. Specific brands are not guaranteed.

Bartenders and Barbacks

Bar staff must be supplied by the MMH. Each bar staff is \$225.00 for up to four hours of service. One bartender is required for every sixty people, barbacks will be scheduled as needed.

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 \$11.00 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”

The Client will be billed the “By the Hour” rate for all guests aged 21 and over, regardless of whether they consume alcohol. This is a fixed cost that does not fluctuate based on consumption.

Beverage Pricing

BY THE HOUR	2 HOURS	3 HOURS	4 HOURS
Full Bar	\$31.50	\$36.00	\$41.00
Beer & Wine Bar	\$26.50	\$30.00	\$34.00

VENUE SELECT BRANDS	BY THE DRINK	CREDIT CARD Includes tax and service charge
Wine and Sparkling Wine	\$32.00 (per bottle)	\$10.50 (per glass)
Cocktail	\$11.00	\$12.50
Beer	\$6.00	\$7.50

Other Beverages

SOFT DRINKS	BY THE DRINK
Coca-Cola Brand Products	\$4.00 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

Specialty Cocktails

There is no additional charge to have up to three signature cocktails so long as we can make these specialty drinks in-house, like an old fashioned or French 75. If your cocktail requires a garnish or non-alcoholic mixer that we do not carry, it can be provided by the caterer. Unfortunately, we are unable to accommodate special orders for alcohol.

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 Margaret Mitchell House before signing their contract.

Please speak with your salesperson if you're considering a catering company that's not on our preferred list. We're happy to review established, licensed catering companies that meet our standards and requirements.

CATERERS

Carriage House
CarriageHouse-Catering.com
 404.583.7620
Nicole@CarriageHouse-Catering.com

Endive
EndiveAtlanta.com
 404.504.9040
Breanna@EndiveAtlanta.com
Stephanie@EndiveAtlanta.com

Fox Bros
FoxBrosBBQ.com
 404.414.0826
Catering@FoxBrosBBQ.com

Jim 'N Nicks
JimNNicks.com
 770.639.4560
MKilcrease@JimNNicks.com

Talk of the Town
TalkOfTheTownAtlanta.com
 Hope Nudelman
 770.594.1567
Hope@TOTTATL.com

EQUIPMENT RENTALS

Tables, chairs, furniture

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

LLL Event Rentals
LLLRentals.com
 Daphne Smith
 877.648.4555 ext. 706
Daphne@LLLRentals.com

Party Bound
PartyBound.com
 770.744.2464
Info@Party-Bound.com

PLANNERS

Confetti Coordination
ConfettiCoordination.com
 770.656.3205
Mallory@ConfettiCoordination.com

Lovely Occasions by Lauren
LovelyOccasionsByLauren.com
 Lauren Berounsky
LO@LovelyOccasionsByLauren.com

Pretty Swell Parties
PrettySwellParties.com
 Nicole Bernath
Nicole@PrettySwellParties.com

ReFour & After Weddings and Events
ReFourAndAfter.com
 Marnetia ReFour
 678.628.3848
Welcome@ReFourAndAfter.com

FLOWERS & DÉCOR

Blosm
BlosmDesign.com
 Jacki Fortunato
 770.596.4303
Sales@BlosmDesign.com

Flowers Of Marietta
FlowerOfMarietta.com
 770.579.2342
Info@FlowersOfMarietta.com

Emerald Vine Floral
 Terri Schwarzmann
TerriSchwarzmann@gmail.com

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

DRAPERY

Unique Event Elements
UniqueEventElements.com
 404.367.4700
Roy@UniqueEventElements.com

AV & ENTERTAINMENT

Music For The Occasion
 Jeff Braner
 770.401.2932
JeffMBraner@gmail.com

Rouge Entertainment
RougeEntertainment.net
 Jared Kling
Jared@RougeEntertainment.net

Sifi AV
SifiEnt.com
 404.376.4064
Simon@SifiEnt.com

SE Events
Spectrum-Ent.com
 Matt Osborne
 770.441.9806
MOsborne@Spectrum-Ent.com

Listed drapery, equipment, AV and entertainment companies are the only companies allowed to load in prior to contracted time with no additional fee.

Venue Pricing

Rental fees include limited parking, housekeeping, 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.

Rental fee is due in full at time of booking. There is a \$500 refundable damage deposit due with the estimate prior to the event. All pricing in this brochure is subject to change until you have a countersigned contract from the Margaret Mitchell House.

EVENINGS	SUNDAY-FRIDAY	SATURDAY
Entire Campus (wedding): Trellis Room, Upper and Lower Lawns, Peachtree Parlors, Conference Room, & Wedding Suite	\$5,000	\$6,500
Peachtree Parlors, Conference Room, & Wedding Suite	\$3,500	\$5,000

DAYTIME	SUNDAY-FRIDAY	SATURDAY
Trellis Room, Upper and Lower Lawns	\$2,500	\$3,500
Conference Room & Wedding Suite	\$1,500	\$1,500

Parking Coordination & Limitations

Our exclusive valet company is, Patterson Parking. To arrange valet, please contact them directly at 404.992.1195 or CPatterson@PattersonParking.com. All parking services must be arranged at least three weeks before your event. The lot is not owned, managed, or patrolled by the Margaret Mitchell House. Self-parking is at your own risk, and the Margaret Mitchell House is not responsible for any loss or damage. Parking spaces are not guaranteed at any time - all parking is first-come, first-served.

DROP-OFF

Due to limited parking, guests are highly encouraged to use rideshare or the Midtown MARTA station only one block away.

SELF-PARK

A small number of complimentary spaces are available in the shared lot across Crescent Avenue. Any spot in that lot may be used by MMH event guests. Once the lot is full, nearby paid parking options include:

On-street metered parking via ParkMobile (closest on Peachtree Place, one block south)
999 Peachtree Street parking deck
930 Juniper Street / Metropolis parking deck

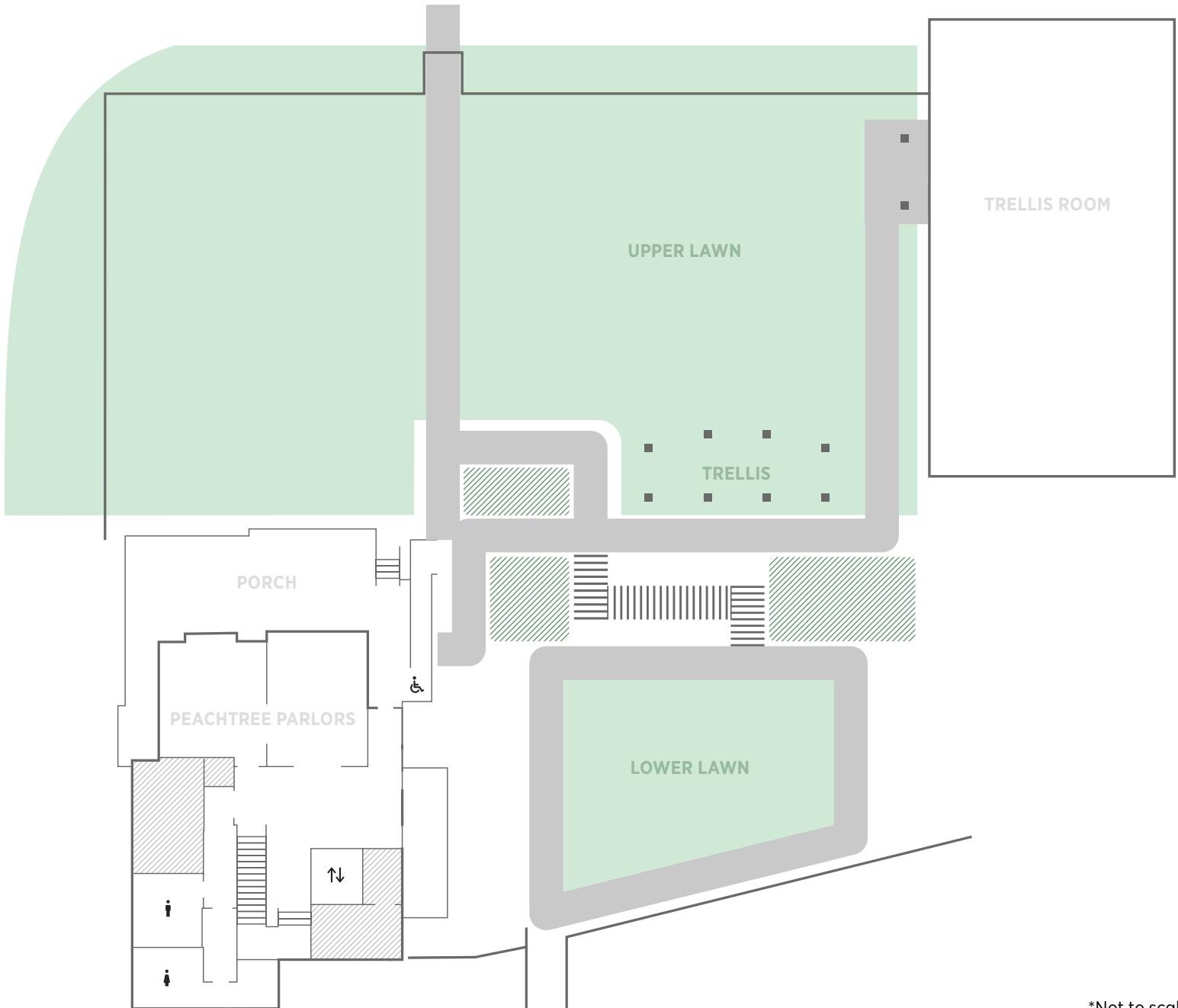
SELF-PARK WITH PARKING ATTENDANT

Attendant will arrive 5 hours before your event for six hours. They help monitor the lot to reduce unauthorized use and preserve spaces for your guests. Fee: \$450

VALET

Patterson Parking valet begins three hours before your event. Vehicles will be parked as space allows. Once full, attendants will recommend nearby paid parking options. Pricing can range from \$1,000 - \$1,600.

Floorplans



*Not to scale

