Private Events

EVENTS BROCHURE

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

404.814.4090
PrivateEvents@AtlantaHistoryCenter.com

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Cover: Anne Rhett Photography

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Atlanta History Museum

OVERVIEW

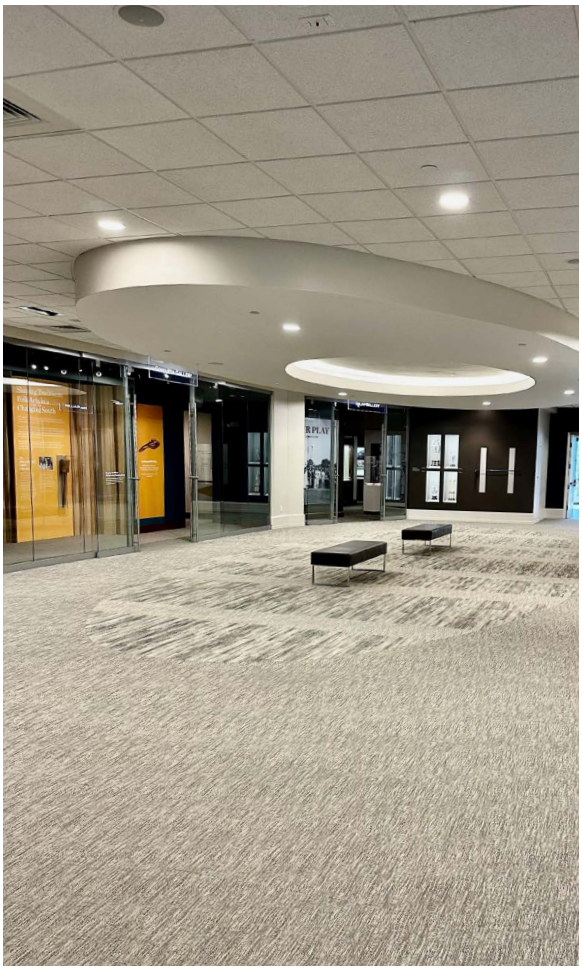
The Allen Atrium is our stunning and expansive entrance to the Atlanta History Museum. At 5,000 square feet, it can serve as a pre-function area, such as a silent auction with cocktails, or as a backdrop for a truly unique ceremony or reception. Your guests will experience the glass enclosed Visual Vault, 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 2:00 PM.

Capacity
600 standing, 200 seated dinner, 300 wedding ceremony

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



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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 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

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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)

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McElreath Hall

OVERVIEW

McElreath Hall includes the Draper Room, Woodruff Auditorium, McElreath Atrium and the Blair Room.

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 $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 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.

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The Cox Room

OVERVIEW

Whether you are looking for an intimate space to host a reception or rehearsal dinner, 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.

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Upper Gallery and Cyclorama

OVERVIEW

Create lasting memories in a remarkable setting, where Atlanta's rich history enhances the atmosphere of your event. Guests access the Upper Gallery through a private entrance to the left of the Atlanta History Museum, separate from the main museum entrance. This space features the Texas Locomotive exhibit, the 1996 Atlanta Olympics exhibit, and an open event area surrounded by historic artifacts.

The Locomotion exhibit showcases the restored 1856 Texas locomotive, a key piece of Atlanta's railroad history. The Olympic exhibit offers a glimpse into the modern Games and celebrates Atlanta's role in the 1996 Centennial Olympics.

Guests entering the Cyclorama will be awed by its nearly 18,000-square-foot painting and diorama, one of Atlanta's most unique event spaces. They can explore the exhibit during cocktails or elevate a VIP event with a private dinner on the Cyclorama platform, complete with a curator-led discussion.

Please note: Upper Gallery & Cyclorama rental does not include access to 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, 70 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.

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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.

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

Events

- As a private organization, we reserve the right to decline or discontinue site tours or event bookings at our discretion if we feel the event's expectations or communication style are not aligned with our values or service standards. We deeply value respectful treatment of our employees just as much as we value delivering an exceptional experience for you and your event.
- The museum is open to the public until 4:00 PM, and museum guests may be present in public spaces until that time. Areas of the History Center that are not included in your rental may host other events during your rental period.
- 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 inside 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.
- Events receive 10 hours to be used for setup, the event, and breakdown. Additional time is $300 per hour. Any load in of 6 hours or more requires at least 3 hours of load out.
- The Goizueta Children's Experience is closed during private events.
- 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.
- Additional guidelines may apply to events held on days of public programs.

Hold Policy and Payment Schedule

- We allow one date to be placed on a one-time 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 and additional time, are due 14 days prior to the event. Any balance following the event is due within 30 days of the event.
- A refundable $1,000.00 deposit is due with the estimate prior to the event. The Client is responsible for any damage caused by its guests and vendors. This includes but is not limited to: scratches/marks to wall or floors, 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 the caterer, planner, and decorator is required at least four weeks in advance of the event.
- Final floor plan changes are due to the History Center five business days prior to the event.

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.
- The Swan Coach House Restaurant, near the Swan House Gardens, is a separate entity from the AHC. They may host outdoor events at the same time, and some noise may be heard.
- 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. Dance floors on grass on the Swan Column Side can only be installed after 3:00pm May through September.
- Due to the historic steps, chairs on the Swan fountain side must come from APR, LLL, or Party Bound. Outdoor staging must be provided by one of our AV or rental companies.
- 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).

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, slippery steps, and bridge.
- 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 May 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. Events held mid-May through September are especially susceptible to high heat and will most likely need to host the cocktail portion indoors.
- Events, including wedding ceremonies, must move indoors if the temperature index (feels-like temperature) reaches 40 degrees or lower at any point during setup, the event, or breakdown.
- If the forecasted temperature index is below 40° any outdoor event, including ceremonies, must move indoors.

Tents

- A $6,500 fee is required for tent setup on the column side of the Swan House or the adjacent parking lot. This fee covers up to 24 hours of setup and breakdown (on the day before and the day after the event). Additional setup hours can be added at $300 each. 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, with costs ranging from $35,000 to $45,000. All furniture must also be rented from the same company, and

lighting must come from one of our approved AV vendors.
- Tents must be fully dismantled and cleared by 1:00 p.m. the day after the event. Overnight tent breakdowns are 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 linen and glassware, as well as outdoor furniture (including bars) must be rented.

Photography

- 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 additional security for events over 250 guests and any event of elevated priority. The Client is responsible for paying for these additional security needs. A student resource officer is required for proms.
- 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

- Catering must come from our approved list; caterers not on our list are not permitted. Our caterers are already aware of the following guidelines:
- Caterers are responsible for cleaning the kitchen and removing all of their trash from the premises, as there is no dumpster available for vendor use.
- Food may be warmed in the kitchen but cooking and frying are not permitted. Deep frying is allowed outside only, 25' away from the building.
- Sauté stations are not permitted in the Museum.
- The majority of dining elements at a table (flatware, glassware, plates, linens, etc.) must come from an AHC approved caterer.
- For outdoor events in Swan Gardens, only one circuit is available for a small oven, located either on the Boxwood Porch or near the Swan House kitchen door. Gas ovens are recommended for larger ovens or additional heating.

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.
- To prevent bugs, all florals must be provided by a licensed florist. Homegrown flowers are not permitted.
- 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, 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. Cold sparks outside must come from one of our approved AV companies. 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 are hanging in the Atrium. Large marketing, furniture, and artifacts may be throughout the museum and added or changed at any time without notice and cannot be removed. You are in a History Museum!
- 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 on windows.
- Drape in the Grand Overlook Ballroom must not extend above the soffit. A solid line of drape across the kitchen wall is not permitted. Drape baffles may be placed in front of the kitchen doors, provided they do not fully obstruct the vents. If the kitchen wall is draped, the window wall cannot be, as this would block too many vents. Restricted airflow can cause the room to become hot, especially during dancing.
- 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.
- Custom built bars and stages must be approved in advance.

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 permitted. Bubbles and real flower petals may be used outside only.
- 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 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, insurance, and two assistants for all wedding ceremonies/receptions. The planner cannot be related to the family or be a guest of the wedding and must be approved by the History Center before you book them.
- 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.
- 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 $1,000 fee. The yellow and green Hudson cannot be moved.
- Due to tight turns, only shuttle buses of 25 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.
- 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 brought in.
- 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.
- A carpet aisle runner may be placed on the grass no more than one hour before the ceremony.
- Ceremonies may not take place in the rain.
- Ceremony flips in the Ballroom are permitted only for fewer than 200 guests, no rented aisle, or rented dance floor.

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.

- A $3,500.00 beverage minimum applies to Thursdays, Fridays, and Sundays. A $7,000.00 beverage minimum applies to Saturdays, Sundays preceding holidays, and Fridays in December. Production fees, service charges, and tax do not apply toward the beverage minimum.
- 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.
- Guests may order a maximum of three drinks at a time. Shots are not permitted.
- Maximum alcoholic beverage service is five hours, and bars must close thirty minutes before the end of a social event.
- Donated or sponsored beverages are not permitted.
- The History Center provides clear disposable plastic cups. Glassware must be rented.
- Beverage estimates are due fourteen days before the event.
- 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% production fee, a 18% service charge, and applicable city and state taxes will be added to all beverage service.
- Bar service must be continuous with no closures during the event.
- Champagne toasts, passed beverages, beverage carts (Fizzy Truck), and table wine service during an hourly bar are subject to a $4.00 per person service fee. Passed mini drinks are $2.50 per person.

Bar Types

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 fifty 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.

Host Bar — “By the Drink”
Client pays for the cost of beverages poured. Client will be billed for an estimate 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.

HOURS	1	2	3	4	5
Full Bar Premium	$43.00	$49.00	$56.00	$63.00	$74.00
Full Bar House	$41.00	$46.50	$54.00	$61.00	$72.00
Beer & Wine Premium	$37.00	$40.00	$45.00	$53.00	$63.00
Beer & Wine House	$35.00	$38.00	$43.00	$50.00	$61.00

Beverage Pricing

Prices and products subject to change without notice.

HOUSE BRANDS	BY THE DRINK	CREDIT CARD Includes tax & production fee
Miller Lite & SweetWater 420	$7.00 each	$7.50 each
Frontera Malbec & Cabernet Sauvignon	$35.00 per bottle	$13.50 per glass
Sycamore Lane Pinot Grigio & Chardonnay	$35.00 per bottle	$13.50 per glass
Codorniu Brut Cava Sparkling Wine	$35.00 per bottle	$13.50 per glass
ASW Winterville Gin	$14.00 per drink	$14.50 per drink
New Amsterdam Vodka	$14.00 per drink	$14.50 per drink
American Spirit Works “The Fiddler” Bourbon	$14.00 per drink	$14.50 per drink
Dewar’s White Label Scotch	$14.00 per drink	$14.50 per drink
Flor De Cana Rum	$14.00 per drink	$14.50 per drink
Milagro Silver Tequila	$14.00 per drink	$14.50 per drink

PREMIUM BRANDS	BY THE DRINK	CREDIT CARD Includes tax & production fee
Miller Lite & SweetWater 420	$7.00 each	$7.50 each
Creature Comforts Tropicália & Amstel Light	$7.00 each	$8.50 each
High Noon	$7.00 each	$8.50 each
Conundrum White Blend	$48.00 per bottle	$15.00 per glass
Emmolo Sauvignon Blanc	$48.00 per bottle	$15.00 per glass
Conundrum Red Blend	$48.00 per bottle	$15.00 per glass
Sea Sun Pinot Noir	$48.00 per bottle	$15.00 per glass
Rotari Prosecco	$48.00 per bottle	$15.00 per glass
Hendrick’s Gin	$16.00 per drink	$16.50 per drink
Grey Goose Vodka	$16.00 per drink	$16.50 per drink
Maker’s Mark	$16.00 per drink	$16.50 per drink
Chivas Regal Scotch	$16.00 per drink	$16.50 per drink
Bacardi Rum	$16.00 per drink	$16.50 per drink
Lunazul Blanco Tequila	$16.00 per drink	$16.50 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 ten spirits, five beers, and five wines from the list below.

The four hour custom bar is $76.00, the five hour custom bar is $86.00, 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
Flor De Cana

Vodka
Grey Goose
Ketel One
Old Fourth Ward*
Tito's

Scotch
Chivas Regal
Dewar's
Glenlivet
Johnnie Walker Black

Tequila
Casamigos Blanco
Lunazul Blanco
Milagro Silver

Gin
ASW Winterville*
Bombay Sapphire
Hendrick's

Cordials
Aperol
Baileys Irish Cream
Barker Co. Espresso Martini
Campari
Hennessy V.S Cognac
Kahlua
St. Germain Elderflower

CHOOSE 5 BEERS

Amstel Light
Blue Moon
Creature Comforts Tropicália*
Free Wave Hazy IPA**
Heineken
High Noon
Miller Lite
Stella Artois
SweetWater 420*

CHOOSE 5 WINES

White Wine
Chamisal Vineyards Stainless Chardonnay
Conundrum White Blend
Donnafugata SurSur Grillo
Emmolo Sauvignon Blanc
Maso Canali Trento Pinot Grigio

Red Wine
Bonanza Cabernet
Castello de Gabbiano Chianti Classico
Clarendelle Bordeaux Rouge
Conundrum Red Blend
Louis Latour Pinot Noir
Martin Ray Napa Valley Cabernet
Sea Sun Pinot Noir

Rosé
Belle Glos Rosé

Sparkling Wine
Avissi Prosecco
Cantina Rotari Brut
Codorníu Brut Cava
Gruet Rose

*Locally made
**Nonalcoholic

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, AHC branded bottled water, and Perrier
Mixers: Natalie's orange juice, Natalie's lemon juice, Natalie's lime juice, Natalie's pink grapefruit juice, cranberry juice, club soda, tonic water, Angostura Bitters, grenadine, 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. Any liquors or alcohol needed that we do not carry must be special ordered by the History Center.

Special Orders
The History Center can special order alcohol through licensed distributors in Georgia only. Pricing includes the distributor's cost, History Center upcharge, service charge, production fee, and tax. All special-order items must be paid for in full prior to ordering, and orders must be placed no later than three weeks before the event. Opened or unopened product may not be removed from the premises due to city and state laws, and unused alcohol cannot be returned for a refund. Special orders are not available with a House bar.

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 must come from our approved list. Caterers not on our list are not permitted.

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 Catering & Design+
Bold-Events.com
404.815.1178
Info@Bold-Events.com

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

District Events and Catering^
DistrictECM.com
Claire Blair
404.326.3020
Claire@DistrictECM.com

Endive
EndiveAtlanta.com
404.504.9040
Breanna@EndiveAtlanta.com

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

Low Country Catering+
LowCountryCatering.net
Angelena Cooper
706.402.9622
Angelena@LowCountryCatering.net

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

Proof of the Pudding
ProofPudding.com
Darnell Osborne
912.604.1888
DOsborne@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 $1,500 fee to use another audio-visual, lighting, and production services vendor. Outdoor events 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 (Lighting & DJ)
AV.SifiEnt.com
404.376.4064
Simon@SifiEnt.com

SE Events
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 Rentals
LLLRentals.com
Daphne Smith
877.648.4555 ext. 706
Daphne@LLLRentals.com

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

Due to the historic steps, chairs on the Swan fountain side must come from APR, LLL, or Party Bound. Outdoor staging must be provided by one of our AV or rental companies.
The above six 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 very familiar with our property and policies. While you are not obligated to use them, we highly recommend their services.

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

Corner Collab Curated Events
CornerCollab.com
KPollard@CornerCollab.com
MIrwin@CornerCollab.com
770.605.6284

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

Meeting Street South
Pam Rosenthal
MeetingStreetSouth.com
404.316.6948
Pam@MeetingStreetSouth.com

FLOWERS & DÉCOR

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

Topher Mack
TopherMackATL.com
Chris Macksey
678.310.5852
Chris@TopherMackATL.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

COAT CHECK

Coat Chix
CoatChix.com
678.379.3466
CoatChixLLC@Gmail.com

DJS

DJ Krieger
DJKrieger.com
404.919.2471
David@DJKrieger.com

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

ENTERTAINMENT

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

Rouge Entertainment (DJ & Photo Booth)
RougeEntertainment.net
Jared Kling
Jared@RougeEntertainment.net

Sam Hill Entertainment
SamHillBands.com
866.726.4455
Info@SamHillBands.com

TRANSPORTATION

Atlantic Limousine and Transportation
AtlanticLimo-Ga.com
770.751.7078
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

Patterson Parking, Inc.
Chris Patterson
404.992.1195
CPatterson@PattersonParking.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

When renting the Atlanta History Museum or Grand Overlook, in conjunction with the Swan House Gardens, the Museum Terraces and Olguita's Garden are included in the rental.

EVENT VENUE, EVENING	SUNDAY- FRIDAY	SATURDAY
Grand Overlook Ballroom	$5,500	$6,500
Atlanta History Museum	$6,000	$7,000
Atlanta History Museum & Grand Overlook	$8,500	$9,500
Atlanta History Museum & Grand Overlook with Swan House Gardens	$10,000 Sunday through Thursday $11,500 Friday	$12,000 / $13,500*
Grand Overlook Ballroom with Swan House Gardens	$9,500	$10,000
Upper Gallery & Cyclorama	$6,000	$7,000
Upper Gallery & Cyclorama (add-on to History Museum)	$2,500	$2,500
Upper Gallery, Cyclorama, & The Cox Room	$6,500	$7,500
McElreath Hall: Atrium, Draper Room & Woodruff Auditorium	$4,000	$4,500
Entrance Garden, or Olguita's Garden & Museum Terraces (add-on, cannot be rented on its own)	$1,000	$1,000

**Please note that all Saturdays mid-March through June, and September through November are considered "Seasonal Saturdays" and include Swan Gardens, Atlanta History Museum, & Grand Overlook for $13,500.00. Sundays of three-day weekends are the same price as Seasonal Saturdays.*

ATLANTA
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CENTER