

INFORMATION TO HELP YOU GET STARTED

Food & Beverage Minimums -

The minimums for Ventanas are based on the day of the week. **Your final CONTRACTED F&B minimum is set based on your anticipated number of guests multiplied by the average cost of the style of menu selected.** Speak with your Catering Sales Manager directly to discuss menu pricing for your specific event and agreed minimum will be discussed for your contract. *Remember all food and beverage items hold a 23% service charge and 8.9% sales tax (++)*. 2019 rates will vary.

| | |
|---|-------------------------------------|
| Monday - Thursday evening * - \$6,000++ | Saturday evening - \$15,000++ |
| Friday evening - \$10,000++ | Sunday afternoon - consult with CSM |
| Saturday afternoon - consult with CSM | Sunday evening - \$10,000++ |

***May increase due to citywide conventions, holidays or other in downtown events*

Facility Fees -

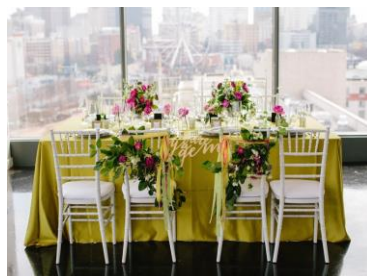
In addition to your food and beverage minimum, there is an event facility fee associated with the day of the week you are looking to host your event. The facility fee includes use of all items on our inventory list (see page 5). Your facility fee is subject to an 8% admin fee as well. Below rentals are for a 4 hour event - additional time for ceremony, would add \$1,000*

| | |
|------------------------------|----------------------------|
| Thursday - \$4,000 | Saturday evening - \$5,500 |
| Friday - \$5,000 | Sunday afternoon - \$2,000 |
| Saturday afternoon - \$3,000 | Sunday evening - \$4,500 |

**\$1,000 ceremony fee includes use of the facility for an additional hour, 2 holding areas within the hotel for wedding party to use and staff moving chairs from ceremony set to reception set or flipping the event space*

Event time frame -

- Ceremony time frame consists of 30 minutes for guest seating and 30 minutes for the ceremony.
- Reception time frame consists of 1 hour for welcome/cocktail reception and 3 hours for eating/dancing. Depending on how you want to structure your event, this can be adjusted. For set up and breakdown, you are contracted 3 hours for set up and 1 hour for vendor breakdown/load out.
Should you or your vendors require more time for set up/breakdown, additional fees will apply
- Evening events - Guest seating for ceremonies or receptions can begin at 6 PM. Friday/Saturday events must have lowered music levels by midnight and Sunday - Thursday events must have lowered music levels by 11 PM.
- Afternoon events - Guest seating for ceremonies can begin as early as 10:30 or 11 AM. Afternoon receptions must end 4 hours prior to evening event start time.



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Parking -

Ventanas is conveniently located atop the Hilton Garden Inn Downtown Atlanta. There is a public parking deck connected to the building. We rarely run into the issue of not having enough parking; however, it can happen. Before booking your event, be knowledgeable about events occurring in the area (citywide conventions, concerts, Centennial Park events, sporting events, etc.)

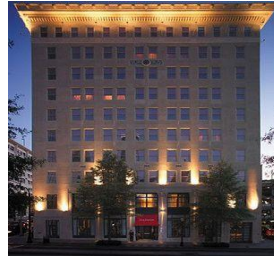
Should your guest pay for event parking on their own, they will incur standard parking fees which fluctuate daily. If you want to pre-purchase validation for your guests or vendors, we have 6 hour and 12 hour validations for both self and valet parking. Self parking validations are \$12 (6 hr) and \$15 (12 hr). Valet validations are \$15 (6 hr) and \$20 (12 hr). It is most common for our hosts to encourage Uber/Lyft to the event. Remember if guests are staying in the hotel and they have a car, they will incur overnight parking rates, not event parking rates. These rates will be included in your rooms agreement once you have spoken to the hotel representative regarding a room block for your guests.

Overnight Accommodations -



Hilton Garden Inn Atlanta Downtown

275 Baker Street
Atlanta, GA 30313
Contact: Melonie Hill
404.704.8052
melonie.hill@hilton.com



The Glenn Hotel Boutique Marriott Property

110 Marietta Street, NW
Atlanta, GA 30303
Contact: Octavia Olivier
404.469.0592
octavia.olivier@glennhotel.com



The American a Doubletree by Hilton

160 Ted Turner Drive NW
Atlanta, GA 30303
Contact: Marva Huie
678.686.3324
marva.huie2@hilton.com



Hotel Indigo Atlanta Downtown

230 Peachtree Street NE
Atlanta, GA 30303
Contact: Tim Corey
404.649.6045
tcorey@indigoatlantadowntown.com

**Before securing your event date, please make sure rooms are available for your guests.*

Accommodations -

Plated Meal: 14th Floor - Up to 200 seated 14th & 15th Floor - Up to 260 people

Cocktail Reception Style: Up to 550 people

Buffet: 14th Floor - Up to 160

**Group sizes may vary based on requested event set up needs (band, dance floor, bars, etc.)*

Event Coordination -

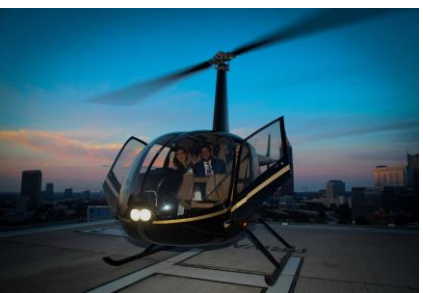
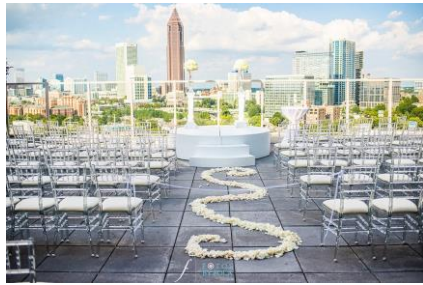
Ventanas requires a day of coordinator in addition to your main point of contact at Ventanas. This assigned coordinator must be an outside vendor who is not part of the guest list/wedding party/family. This person will ensure your vendors are arriving on time, line up wedding party for ceremony, keep event on discussed timeline, inform other vendors of updates, etc. Please refer to our preferred vendors list for great suggestions!

EXCLUSIVE AMENITIES

Exclusive Amenities from Atlanta's Premier Rooftop Event Space

Ventanas will help you create and define an unforgettable, signature event for up to 550 guests through exclusive features which include:

- 9,547 sq. ft. of indoor/ outdoor rooftop entertaining space
- Two-story floor-to-ceiling windows
- Exclusive outdoor deck with bar, fire pits, soft seating and elevated VIP seating area
- Self or valet parking for guests
- Private glass elevator entrance
- Helipad for dramatic photo opportunity and for helicopter arrival and departures
- Discounted room rates for out of town guests at nearby Legacy Venture Hotels (*based on availability*)
- Panoramic views of Atlanta's skyline which includes: Downtown, Buckhead, Midtown, Stone Mountain and Kennesaw Mountain
- Nearby sister facilities for spin-off events such as Rehearsal Dinners, Welcome Receptions, Farewell Breakfasts, Bridal Showers
- A dedicated event coordinator to assist with your venue planning needs
- A flexible culinary team willing to make changes to the menu to best suit the needs of your guests
- A facility coordinator will be assigned to your event closer to the event date to act as the liaison between the Ventanas staff and your day of coordinator
- The opportunity to expand your event into an experience with world-class attractions within walking distance: Center for Civil and Human Rights, College Football Hall of Fame, Georgia World Congress Center, Philips Arena, Georgia Dome, CNN, Georgia Aquarium, World of Coca-Cola, Centennial Olympic Park, SkyView and the dining and entertainment of Centennial Park District



WHAT COMES WITH THE RENTAL?

Ventanas Inventory

| | | |
|---|-------------------------------------|-----|
| 30" x 60" satin swirl serpentine tables with black spandex base | Crescent Bar | 6 |
| 10" x 60" serpentine table top tier (for above item) | Crescent Bar | 6 |
| 30" x 72" satin swirl banquet tables with spandex base cover | Bar | 2 |
| 10" x 72" table top tier (for above item) | Bar | 2 |
| 30" Round adjustable aluminum cocktail tables* | "Hi-Boy" / "Low Boy" | 16 |
| 30" x 72" Banquet Tables* | | 12 |
| 48" Round | Seats 6 to 7 | 5 |
| 60" Rounds* | Seats 8 to 10 | 17 |
| 66" Rounds | Seats 9 to 11 | 17 |
| 4' x 8' Estate Tables** | Seats 10 to 12 | 10 |
| Champagne Chiavari Chairs*** | | 200 |
| Ballroom chairs | Brushed aluminum, Padded (18" wide) | 220 |
| Bar stools | Brushed aluminum, Padded | 15 |

* Polycotton linens provided in black, white or ivory for noted tables. A variety of polycotton colors are available for an upcharge of \$4+ per guest

** Estate Table Linens Available upon request for additional charge

*** Champagne Chiavari chairs are available for an additional \$7/chair (taxes and admin fee apply)

Additional Items

Assorted patio furniture with neutral colored pads
Gas powered fire pits for Ventanas patio
Street level and elevator image displays (restrictions apply)

All Ventanas Beverage Services Include:

Use of house glassware (wine, water, rocks, stem-less martini and champagne glasses)

All Ventanas Catered Events Include:

All china, flatware, buffet, stations set ups, service utensils
and items required for service of the chosen menu.

Service Elevator Dimensions: Door: 48" wide 84" high, Inside: 104" long 69 wide 107" high

Loading Dock Elevator Dimensions: Door: 54" wide 84" high, Inside: 103" long 62" wide 96" high

LEGACY CATERING & EVENTS



Bringing together decades of onsite and off premise catering, the Ventanas culinary team is committed to providing a unique experience with an emphasis on hospitality and cuisine. From the simplest of comfort food to the most elegantly presented and prepared dishes, you can choose the specific menu for your special occasion that fits your vision, tastes and desires. Offered for your consideration are four distinct styles of service – butler passed hors d’oeuvres, buffet presentations, seated multi-course dinners and themed and chef attended stations.

Our chef driven menu design and execution will amaze you and your guests. Our culinary team focuses on the highest quality ingredients, while maintaining a classic style – making each dish an experience.



Corporate Executive Chef Christopher “Chris” Blobaum

Chef Blobaum is the crucial ingredient to the culinary team at Legacy Restaurant Partners.

Chef Blobaum hails most recently from The Liberty House Restaurant Corporation where he served as corporate chef to Bones, Blue Ridge Grill and OK Café.

Chef Blobaum, his executive chefs and culinary team are delighted to customize your menu to suit your vision and tastes. Your event style options range to offer a unique experience for your event. Styles include: Cocktail receptions and hors d’oeuvres, chef attended stations and even formal seated multi-course dinners.

HOW CAN I BE THE NEXT LUCKIE BRIDE?



From engagement parties to farewell brunches, let us show you what it means to be a Luckie Bride and how simple the wedding process can be, right down to the very last detail. Our brides have access to over 15 unique event spaces all within walking distance as well as off-site catering and award winning chefs.

In appreciation for your commitment to Legacy Ventures, our Luckie Brides can select from a variety of wedding enhancements – from a champagne toast for the night of the wedding to an extravagant helicopter exit!



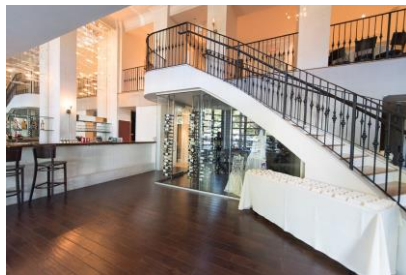
*Wedding after party
Game X*



*Bridal shower at a friend's house
Legacy Catering & Events*



*Rehearsal Dinner in Adidas Room
Stats Brewpub*



*Farewell Breakfast
Legacy Test Kitchen*



*Bridal Luncheon at SkyLounge
The Glenn Hotel*



*Hospitality Room for guests
Legacy host hotel*

STEP 1: Book your wedding reception (and ceremony, if needed) at Ventanas

STEP 2: Book at least 10 hotel rooms at any Legacy Venture Hotel

STEP 3: Review our Legacy Ventures portfolio to see what might be the best fit for two wedding spinoff events. (examples above)

** Remember events must book at standard rates to receive incentives*

STEP 4: Based off your collective food and beverage spend (not including service charge and tax), you can pick your perk for the wedding weekend!!

*** Ask your Catering Sales Manager for more details ***

SCHEDULE A SITE TODAY!!!!

VENTANAS

275 Baker Street NW
Atlanta, GA 30313
Dana Kicklighter – Catering Sales Manager
Office: 404.698.4704
Email: dkicklighter@lvmgt.com
Website: www.ventanasatlanta.com



Upon arrival, guests have the option to valet or self park. Valet parking is available via the Baker Street entrance and self parking is available via the Marietta Street entrance just across the street from Stats BrewPub. There are signs leading to Ventanas from the parking deck.

