

rental spaces



ATLANTA BOTANICAL GARDEN



Visit gardenevents.org for more detailed information. Rental fees directly support the Garden's mission to develop and maintain plant collections for display, education, research, conservation and enjoyment. Nonprofit rates available. Contact the Special Events team at 404-591-1585 to schedule a site visit, check availability or ask questions.

Create a memorable experience in a beautiful urban oasis. The Garden offers a variety of options for private parties, ceremonies, receptions, business events, corporate retreats and conferences.

Meeting and Reception Spaces

Hardin Visitor Center Conference Room

PRICING \$650

Gardenhouse Orchid Room & Magnolia Room

PRICING \$850-\$1150

Gardenhouse Executive Board Room

PRICING \$1200

Gardenhouse Gallery

PRICING \$2500

Georgia-Pacific Classroom

PRICING \$1500

Mershon Hall

PRICING \$5000

Day Hall & Lanier Terrace

PRICING \$7000

Longleaf Restaurant

Please ask for availability.

Additional charges may apply during special ticketed exhibitions or events. 18% production fee will be charged on all rental spaces. Overtime is charged per hour at \$400 per hour. Rates are subject to change. Ask about off peak season rates. Spaces are subject to seasonal display and exhibitions.

Outside Spaces

Japanese Garden

PRICING \$750

Fragrance Garden

PRICING \$900

Sourwood Terrace

PRICING \$1500

Alston Overlook

PRICING \$2000

Trustees Garden

PRICING \$2500

The Patio at the Water Mirror

PRICING \$2500

Skyline Robinson Gazebo & Event Lawn

PRICING \$5000

Rose Garden

PRICING \$4000

Edible Garden Outdoor Kitchen

PRICING \$4000

event spaces

	CONFERENCE	HOLLOW SQUARE	U-SHAPE	CLASSROOM	THEATER	ROUNDS OF 8	STANDING
DAY HALL		36	28	84	400	192	400
MERSHON HALL		36	28	40	140	80	120
BOARDROOM	12						
GARDENHOUSE GALLERY	20	28	22	24	72	48	80
ORCHID ROOM	12	18	14	12	42	24	38
MAGNOLIA ROOM	16	24	18	16	64	32	56
HARDIN VISITOR CENTER CONFERENCE ROOM	8						
GEORGIA PACIFIC CLASSROOM	16	20	16	14	71	32	
ALSTON OVERLOOK					44		45
FRAGRANCE GARDEN							20
OUTDOOR KITCHEN						48	75
JAPANESE GARDEN							10
ROSE GARDEN					224		
SKYLINE EVENT LAWN					120		
SKYLINE ROBINSON GAZEBO					120	64	125
SOURWOOD TERRACE					30		
THE PATIO AT THE WATER MIRROR					38		
TRUSTEES GARDEN					72		

INDOOR

OUTDOOR

The Garden is an educational institution, a repository of rare and endangered species, and a living museum. Protection of its treasures is primary and we respectfully request that you keep these rental guidelines in mind.

CONTRACTING DETAILS: Venue pricing includes use of space for a specified time-frame; catering, décor, beverage services, etc. are priced additionally. A rental reservation is considered confirmed and binding after the date, time, guest count and location are agreed upon and the following have been received by the special events department:

- Signed rental agreement
- Refundable security/damage deposit
- Non-refundable rental deposit

VENUE PRODUCTION FEE: A 18% production fee will be charged on all room rentals. The fee is the venue service charge to cover credit card fees, additional staff such as Event Lead, Security, and Housekeeping. It goes toward the overall venue appearance.

INSURANCE: The room rental fee includes insurance liability insurance coverage for an event in the amount of \$300,000/ \$100,000 (bodily injury/ property damage)

CATERING: The Garden maintains an (exclusive) list of Atlanta caterers, and as such, event food may only be provided by one of them. This allows the Garden to assure the quality of the event's food service and keeps delivery traffic from unfamiliar vehicles to a minimum on environmentally sensitive Garden property. Catering equipment including all dishes, barware, linens and service needs for the event is to be provided by the caterer. Caterers are responsible for the materials and personnel they bring into the Garden. NO OUTSIDE FOOD OR BEVERAGES MAY BE BROUGHT INTO THE GARDEN.

BEVERAGES: The Atlanta Botanical Garden holds a Georgia Liquor License and provides top-quality beverage selections, a choice of beverage plans, and complete coordination of bar staff. For events planning to serve alcohol, all the products and services must be provided by the Atlanta Botanical Garden in accordance with Georgia law. There is no minimum alcohol purchase required. Alcohol can only be legally served in Fulton County on Sundays after 11:30 a.m. Under no circumstances can alcoholic beverages be brought on Garden property. The Garden requires a deposit for all events serving beverages, under/over payments will be adjusted on the final invoice.

EVENT STAFF: The Garden will provide event staff to supervise set-up and tear down, direct maintenance and security needs, manage bar and staff, and oversee outside vendors to insure a smoothly executed event. Maintenance and security staff will be scheduled based on the event's needs.

PHOTOGRAPHY: Guests are free to take photos at the event and may employ a photographer of their choice. Client grants permission for the Garden to contact the photographer for copies of the Event photos to use in all manners without restriction as to changes or alterations for advertising, trade promotion, exhibition, or any other lawful purpose. Client understands they are waiving any rights to compensation arising from or related to the use of the photo. The use of unmanned aircraft, including drones, is prohibited at the Garden.

PARKING: Parking is available on site in the SAGE Parking Facility. The first 30 minutes are free, the second 30 minutes are \$2, each additional 30 minutes are \$1, and the maximum daily fee is \$15.

VENUE RESTRICTION/EXCLUSIVITY: Contracts are written for a set amount of time and exclusive use of specific spaces within the Garden. The Garden reserves the right to book multiple events simultaneously. Exclusive events are held only after regular Garden hours and have access to the entire Garden.

GARDEN ADMISSION: For events booked during the Garden's daytime hours, admission fees are waived for attendees. Additional charges may apply during special ticketed exhibitions or events. Should attendees wish to visit the Garden outside of event rental time, the Garden reserves the right to charge admissions.

The Garden is a non-smoking and no weapons facility.

Items	Price
<i>The Garden can provide limited quantities and varieties of tables and chairs</i>	
CHAIRS	Complimentary
Natural Wood Folding Chairs	
White Resin Folding Chairs	
Grey Plastic/Chrome Ergonomic Office Chairs	
TABLES	Complimentary
60" Round Tables	
6' Banquet Tables	
8' Banquet Tables	
32" Highboy Tables	
36" Short Cocktail Tables	
48" Round Tables	
MISCELLANEOUS ITEMS	Complimentary
AV/Sound Equipment	
• AV Cart	
• Projection Screen (Mershon Hall, Day Hall, Gardenhouse Conference Rooms and Georgia Pacific Classroom)	
• Sound System (Day Hall, Edible Garden/Outdoor Kitchen)	
LCD Projector	\$100
Outdoor Propane Heater	\$150
INTERNET ACCESS	
Wireless Internet Access	Complimentary



approved vendors

Approved Caterers

Affairs to Remember **affairs.com**

Saffold Barksdale
404-872-7859 | saffold@affairs.com

Bold Catering & Design **bold-events.com**

Jacqui Carlyle (corporate)
678-302-3265 | jcarlyle@bold-events.com

Caroline Wattrick (social and weddings)
678-302-3204 | cwattrick@bold-events.com

Legendary Events **legandaryevents.com**

Liz Cipro
404-787-1605 | ecipro@legandaryevents.com

LowCountry Catering **lowcountrycatering.net**

Jessica Brown
404-835-5350 | jessica@lowcountrycatering.net

Party Execs **partyexecs.com**

Kenna Scott
404-963-5924 | info@partyexecs.com

Proof of the Pudding **proofpudding.com**

Chris Bazemore
404-892-2359 | cbazemore@proofpudding.com

Approved Tent Companies

TLC Rents **tlcrents.com** 404-873-0833

EventWorks - Atlanta, GA **eventworksrentals.com** 404-574-6655

Approved Valet Company

LAZ Parking **lazparking.com** 404-591-1583



ATLANTA BOTANICAL GARDEN

beverage services

The Garden offers a choice of four beverage services:

Hourly, Consumption, Cash Bar or Hospitality.

Beverage Service Options

I. Hourly

Client is charged a flat hourly rate **per person** for the entire guest count regardless of actual consumption plus Georgia sales tax, gratuities and labor fees. A minimum of two (2) hours of beverage service is required.

*Five or more (5+) hour bars require approval and additional security labor of at least \$500

A. Liquor, beer, wine and non-alcoholic beverages

	TWO HOURS	THREE HOURS	FOUR HOURS	ADDITIONAL HOURS*
FULL PREMIUM BAR	\$45 per person	\$47 per person	\$50 per person	\$18 per hour per person
FULL STANDARD BAR	\$41 per person	\$43 per person	\$46 per person	\$15 per hour per person

B. Beer, wine, and non-alcoholic beverages

	TWO HOURS	THREE HOURS	FOUR HOURS	ADDITIONAL HOURS*
LIMITED BAR	\$35 per person	\$37 per person	\$39 per person	\$13 per hour per person

II. Consumption Client is charged for each beverage prices plus Georgia sales tax, gratuities and labor fees.

Premium liquor mixed drinks	\$13	Cordials	\$13	Import Beer	\$7
Standard liquor mixed drinks	\$12	Bloody Mary	\$11	Bottled Water	\$3
Specialty Cocktail	\$13	Mimosa	\$11	Non-Alcoholic	\$3
Wine & Sparkling Wine	\$11	Domestic Beer	\$6		

III. Cash Bar Client's guests are charged for each beverage plus Georgia sales tax. Client responsible for labor fees.

Premium liquor mixed drinks	\$13	Cordials	\$13	Import Beer	\$7
Standard liquor mixed drinks	\$12	Bloody Mary	\$11	Bottled Water	\$3
Specialty Cocktail	\$13	Mimosa	\$11	Non-Alcoholic	\$3
Wine & Sparkling Wine	\$11	Domestic Beer	\$6		

ADDITIONAL BEER BOTTLE

Non-Alcoholic Sparkling Wine	\$10 per bottle		
Dom Perignon Champagne	\$725 per bottle		
Veuve Yellow Label Champagne	\$120 per bottle	Table side wine service/ Butler passed wine service	\$4 per person
Perrier Jouet Champagne	\$525 per bottle		

IV. Hospitality

Service includes the setup of beverage napkins, disposable cups, bowl of ice and Coca-Cola products: Coke, Diet Coke, Sprite and Dasani bottled water. Coca-Cola beverages are \$3 each. Client is charged after the event for the number of drinks actually consumed plus Georgia sales tax and gratuities.



ATLANTA BOTANICAL GARDEN



beverage brands

Standard Liquor

Vodka	Tito's	ASW Bustletown
Rum	Cruzan Blanco	Cruzan Spiced
Tequila	Jose Cuervo Gold	Conciere Silver
Gin	Tanqueray	Fords
Bourbon	Old Forrester	Elijah Craig
Whiskey	Seagram's 7	Jack Daniels
Scotch	Johnnie Walker Red Label	Dewars

Premium Liquor

Vodka	Grey Goose	Ketel One
Rum	Myers	Captain Morgan
Tequila	Patron Añejo	Herradura Silver
Gin	Bombay Sapphire	Hendrick's
Bourbon	Buffalo Trace	Maker's Mark
Whiskey	Woodford Reserve	Crown Royal
Scotch	Johnnie Walker Black Label	Glenlivet Founder's Reserve

Beer & Hard Seltzer Water

Locally brewed beers available. Availability varies by season. Selection to be determined at Final Walk Through.

Imports	Sweetwater 420	Creature Comforts Classic City Lager	Wild Heaven Garden Beer
	Stella Artois	Hard Cider or Hard Seltzer	
Domestic	Yuengling	Michelob Ultra	Bud Light

Wine

White Wine

La Crema Chardonnay
 Bonterra Chardonnay
 Kendall Jackson Chardonnay
 Les Abeilles Cotes du Rhone Chardonnay
 Chateau St. Michelle Chardonnay
 Ecco Domani Pinot Grigio
 Maso Canali Pinot Grigio
 Whitehaven Sauvignon Blanc
 Henri Bourgeois Petit Sauvignon Blanc

Red Wine

Meomi Pinot Noir
 Bogle Pinot Noir
 Bogle Merlot
 Abstract "Red Blend" Orin Swift
 Brancai "Tre" Super Tuscan Italian
 Bonterra Cabernet
 Meomi Cabernet
 Les Abeilles Cotes du Rhone Cabernet
 Hess Shiretail Ranches Cabernet
 Kendall Jackson Cabernet

Rose

Cote des Rose
 The Palm Whispering
 Angel Rose

Sparkling

Jeio Prosecco
 Jeio Prosecco Rose
 J Roget Champagne
 Grandial Brut-French Champagne

Cordials

Amaretto Bailey's Irish Cream Frangelico Grand Marnier Hennessy Cognac Kahlua

Non-alcoholic

All bars are stocked with appropriate mixers, juices, bottled water and assorted Coca-Cola products: Coke, Diet Coke and Sprite.



ATLANTA BOTANICAL GARDEN

Additional Fees and Guidelines

Bartender & Cashier Labor Fees

Client is responsible for bartender fees of \$30.00 per hour per bartender. Bartenders are billed based on actual hours worked (setup + actual time the bar is open + breakdown), with a five (5) hour minimum. The Garden recommends one (1) bartender per fifty (50) guests.

If you are planning a cash bar(s) for your event, cashier(s) and POS terminal(s) will be used to handle the cash transactions. Client will be responsible for cashier fees of \$30.00 per hour per cashier. Cashier hours are billed based on actual hours worked (setup + actual time the bar is open + breakdown), with a five (5) hour minimum.

Your special events coordinator will guide you in determining the appropriate amount of staff.

Gratuities & Taxes

It is the policy of the Garden to not allow bartenders to accept cash tips as we are a cashless venue. For non-cash bar events, a 20% gratuity will be added to the final invoice.

All bar charges and gratuity are subject to Georgia sales tax.

Special Orders

The Garden will special order alcohol for an event. Special orders must be placed four weeks prior to the event date. Last minute requests cannot be guaranteed. Client will be charged the full amount of any special order, therefore unused portions of special orders, opened or unopened, will not be refunded or leave the premises.

Caterers

The caterer may provide coffee, tea, punch, and ice water. The Atlanta Botanical Garden liquor license requires that the Garden provide all alcoholic beverage service, sodas and bottled water. No outside beverages are allowed.

Payment

Client must confirm final beverage plan no later than two weeks prior to the event. A final guest count is due three (3) days prior to event date. Events with final deposit outstanding as of 30 days prior to the event date, are subject to cancellation at the Garden's discretion. Final event charges will be invoiced within ten (10) days of event date, with the outstanding event charges due seven (7) days of invoice date.

Prices and product availability subject to change without notice. Prices not inclusive of taxes and gratuity. Alcohol sales available after 11:30 a.m. on Sundays. Alcohol sales end 30 minutes before bar closes.

Only guests 21 and up with a valid ID will be served alcoholic beverages. During the event, the Garden reserves the right to refuse alcoholic beverages to an individual that appears intoxicated and or discontinue beverage service should it be deemed necessary. Under no circumstances is anyone allowed to leave the Garden premises with alcoholic beverages. Shots cannot be served at the Garden.



ATLANTA BOTANICAL GARDEN

Amateur photographers and garden guests are welcome to shoot photos throughout the Garden as long as they are for their personal use and enjoyment, rather than for commercial or gallery use. All other photography sessions, personal or promotional/commercial, require a reservation, and fees are charged.

Reservations are required for photo shoots; no walk-up requests are granted.

No unauthorized photography sessions are allowed at any time on Garden property, including the SAGE Parking Facility and along the entrance driveway extending from Piedmont Avenue.

A fee is required for photography sessions or promotional/commercial photo shoots that are not part of a private event taking place at the Garden. This includes engagement photos, wedding/bridal photos, and family portraits that are not part of an event booked at the Garden.

Promotional photo shoots may use tripods in the Conservatory with permission from the Marketing Department. The Garden is not responsible for any lost, stolen or damaged equipment.

Personal Photo Shoot

The fee for a personal photo shoot is \$500 for up to 10 persons, including your hired photographer and assistants, for a maximum of two hours. Should the group be larger than 10, the fee is \$25 per person. Additional hours may be purchased at a rate of \$75 per hour. Garden membership does not entitle the party, or part thereof, to waive this fee. The Garden considers a personal photo shoot photo to be photos taken with the use of any of the following: a photographer, lighting equipment, and with any camera other than an iPhone or iPad.

Due to demand, sessions must be confirmed with payment in full two week prior to the session. Photography sessions are not scheduled after hours, on days the Garden is closed, or during specific private events.

Photography Sessions are available in two hour increments from normal daytime Garden hours. Any session desiring photos after the Garden closes will result in a \$200.00 per hour after-hours fee. Peak month photo sessions (March-June and September-October) are available Monday – Friday only. Off peak months may have daily availability for photo sessions, to include weekends. During The Garden's Garden Lights Holiday Nights exhibit, all guest must be off the grounds by 4:00 pm. No after-hours shoots will be available.

Contact the Special Events Department at 404-591-1585 to schedule a personal photo shoot.

Promotional or Commercial Photo Shoot

Photographers for promotional or commercial photo and video shoots (for inclusion in a newspaper, book, magazine, catalog, model portfolio, TV commercial, motion picture, etc.) are charged a location fee and must be scheduled in advance.

Contact the Marketing Department at 404-591-1550 for pricing information or to schedule a promotional or commercial shoot.

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