



Trees Atlanta Kendeda Center Rental Information

Built to match our mission, goals, and passion for environmental improvement, the Trees Atlanta Kendeda Center has been awarded Platinum Certification for Leadership in Energy and Environmental Design (LEED) by the U.S. Green Building Council. Rental of this unique space helps to fund programs growing Atlanta's Urban Forest, the Atlanta Beltline Arboretum, and so much more!

Please find pricing and facility information below. Trees Atlanta is proud to offer reduced rates to our nonprofit community partners. Please contact rental@treesatlanta.org for more information.

	Mon-Fri: Day		Mon-Fri: Evening		Weekend	
	Nonprofit	Ind./Corp.	Nonprofit	Ind./Corp.	Nonprofit	Ind./Corp.
Multi-Purpose Space (125 Seated, 200 Standing)	\$125/hr., \$750/day	\$175/hr., \$1,000/day	\$175/hr., \$1,000/day	\$250/hr., \$1,500/day	\$300/hr., \$2,000/day	\$400/hr., \$3,000/day
Board Room (25 Seated, 35 Standing)	\$75/hr., \$500/day	\$100/hr., \$700/day	\$100/hr., \$700/day	\$150/hr., \$800/day	\$175/hr., \$1,000/day	\$250/hr., \$1,500/day

- 3-hour minimum rental time
- Daily rental includes 8 hours of rental time
- All weekend and evening events are subject to \$350.00 event staffing fee

DAY-LONG VENUE RENTAL INCLUDES:

- Eight (8) Hours Rental Time (additional hours available on case-by-case basis):
 - Up to two (2) hours for client/vendor arrival and set-up prior to guests' arrival
 - Up to six (6) hours for guest arrival, event time, and guest exit
 - Up to two (2) hours for client/vendor breakdown, clean-up and exit
 - Times available:
 - **Day** = Anytime 9:00am – 5:00pm; **Evening** = Anytime 5:00pm – Midnight
 - Requests beyond blocks/times will be considered, subject to additional fees
- Access to the following:
 - Patio & Pebble Garden – Accommodates up to 50 guests seated or 100 guests standing
 - (125) Chairs; (8) 60" Round Tables; (20) Indoor-Only 2' x 5' Tables
 - Kitchen access for caterers
 - Wi-Fi access
 - LCD projector
 - Limited lot and street parking



MULTI-PURPOSE SPACE DETAILS:

- Accommodates up to 125 guests seated or 200 guests standing reception-style.
- Includes use of Patio and Pebble Garden - combined with Patio & Pebble Garden it accommodates 175 guest seated or 300 guest standing reception-style.
- Events greater than 125 seated/250 standing reception-style requires the use of Patio & Pebble Garden regardless of weather conditions on day-of event. Clients must prepare in advance to provide outdoor tents, heaters, coolers, etc. to prepare for weather conditions when applicable.
- Includes use of outdoor Green Roof - accommodates up to 20 guests standing. Unavailable as a separate rental.
- Outdoor Green Roof is only accessed by stairs and is not ADA accessible.

BOARD ROOM DETAILS:

- Accommodates up to 25 guests seated or standing reception-style.
- Combined with Patio & Pebble garden it accommodates 80 guest seated or 130 guest standing reception-style.
- Events greater than 30 guests which are not using the Multi-Purpose space require the use of the Patio & Pebble Garden regardless of weather conditions on day-of event. Clients must prepare in advance to provide outdoor tents, heaters, coolers, etc. to prepare for weather conditions when applicable.

VENDORS:

- Trees Atlanta will provide rental space and basic audio/visual (e.g., projector, wifi, etc.)
- Clients and/or their vendors are responsible for all set-up/break-down of events, including trash and recycling removal.
- Clients are responsible for seeking vendors for other possible needs, such as:
 - Catering/Bartending/Ice
 - Chairs/Tables/Linens
 - Décor
 - Flowers
 - Valet Parking
 - Photography
 - Music/Entertainment
 - Advanced Audio/Visual
- Your Trees Atlanta contact will be happy to provide you a list of Preferred Vendors, along with our Vendor Guidelines, for your consideration.

ADDITIONAL COSTS:

- Additional hours available at a prorated cost.
- A Security Officer Fee of \$250.00 will apply to all events over 100 guests, events that include alcohol service, or events ending later than 10 PM.
- If you would like to use our dumpsters for trash and recycling, there is a \$50.00 fee. You also have the option to remove trash and recycling from the premises.
- Outside Caterer fee of \$500.00 (if Preferred Caterer is not used).
- All alcohol must be served by an insured caterer or bartender to attendees who are over 21 years of age. Please contact your Trees Atlanta representative for more information.
- Additional rates may apply during holidays.

To check availability, schedule a site-visit, or request information, please complete an [Inquiry Form](#).

ADDITIONAL NOTES:

- At this time, we are unable to provide set-up assistance for our rental space. Clients and/or their vendors are responsible for all set-up/break-down of events. We have an inventory of tables and chairs on site, which can be arranged as you desire, by your team, prior to your event.
- All tables, chairs, linens, food, etc. (any property not belonging to Trees Atlanta) should be taken off site by the conclusion of your event, per the agreed upon timeline in your contract. This requirement may be negotiated depending on the venue schedule.
- Trees Atlanta has 20 parking spaces on-site and other parking options in the neighborhood. We can advise you of the options, and there is the option for you to rent a valet company to handle parking as well.
- To inquire if our space is available on the day of your event, please submit the Rental Inquiry Form to rental@treesatlanta.org.