



ABOUT US

Located in Atlanta's historic Westside, Atlanta Contemporary is one of the premier contemporary art organizations in the Southeast. Built in the 1920's, the 30,000 square-foot campus boasts beautiful indoor and outdoor spaces well-suited to host a wide range of events including: wedding ceremonies and receptions, private and corporate parties, lunch & learns, meetings, and film shoots. The ever-changing exhibitions feature the work of local, national, and international artists, offering a cutting-edge setting for your event.

Atlanta Contemporary engages the public through the creation, presentation, and advancement of contemporary art. We welcome the opportunity to expand our community by allowing our campus for private events by individuals and groups. Such use must align with Atlanta Contemporary's mission. Atlanta Contemporary cannot host political events.

VENUE CAPACITY



Pavilion

Standing Room: 400 guests
Banquet Seating: 300 guests
Theatre Seating: 350 guests

Studio Artist Courtyard

Standing Room: 300 guests
Banquet Seating: 100 guests
Theatre Seating: 150 guests

Building Interior

Max Capacity: 500 guests

Lecture Hall

Standing Room: 100 guests
Banquet Seating: 75 guests
Theatre Seating: 100 guests

Hours of Operation:
Tue- Sat 11am- 5pm
Thu. Open late until 8pm
Sun 12pm- 4pm
Mon Closed

events@atlantacontemporary.org
535 Means Street, NW
Atlanta, GA 30318
(404) 688-1970 x 2 (Events + Programs)
www.atlantacontemporary.org/events



AMENITIES & PACKAGES

Full Campus

Corporate Rental

\$4,000 Friday and Saturday
\$3,500 Weekday and Sunday evening

Wedding Rental

\$4,000 March- October,
excluding July & August
\$3,500 November- February, & July



Amenities Included with *Full Campus Rentals*: Free self-serve parking, Events Coordinator on site, security & bartenders if needed, 8 6ft banquet tables, 125 white folding chairs, 4 high boy tables, free coffee & WiFi, built in projector, podium and stage.

Full Day Buy-out

\$5,000 additional

Atlanta Contemporary remains open for exhibition viewing during business hours, 11 am- 5 pm. If you would like to hold an event that occurs during business hours, you may buy out Atlanta Contemporary for an additional \$5,000 on top of the base rental fee.

* Evening rentals must end at midnight with the load out being completed by 1:00am. Additional time needed outside of the contracted time frame is \$500 per hour for full rentals and \$175 per hour for partial rentals.

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Partial Campus

Pavilion

Lecture Hall

Studio Artist Courtyard

*Amenities Included with **Partial Campus Rentals:***

\$2000 during business hours, additional \$50 per hour outside of business hours, free, self-serve parking, Events Coordinator on site, 8 6ft banquet tables, 100 lecture style chairs, 4 high boy tables, free coffee & WiFi, up to 3 hours of AV Tech assistance, built in projector in the Lecture Hall, podium and stage.



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BAR PACKAGES

Atlanta Contemporary maintains an on-premise liquor license. Bar packages start at a per person consumption fee.

No off-site alcohol may be brought into Atlanta Contemporary.

Beer, Wine, and Spirits Package

Premium

4 hours — \$38.00 per Guest
3 hours — \$32.00 per Guest
2 hours — \$26.00 per Guest

House

4 hours — \$31.00 per Guest
3 hours — \$26.00 per Guest
2 hours — \$21.00 per Guest

Beer and Wine Packages

Premium

4 Hours — \$28.00 per Guest
3 Hours — \$23.00 per Guest
2 Hours — \$18.00 per Guest

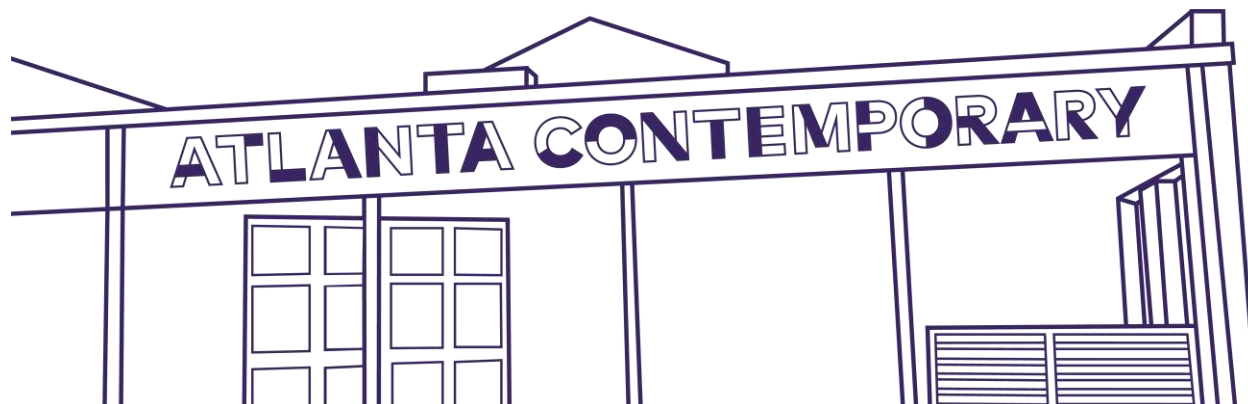
House

4 Hours — \$25.00 per Guest
3 Hours — \$20.00 per Guest
2 Hours — \$15.00 per Guest

- * 15% production charge will be added to total bar bill
- * All Beer & Wine bars will incur 8% City Sales Tax
- * All Full bars will incur an 8% City Sales Tax plus a 3% State Liquor Tax

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All Bar Packages include 8oz. acrylic tumblers and paper beverage napkins; **it does not include glassware.** Glassware can be rented at client's request with catering or the rental company. Atlanta Contemporary does not offer Table Service as part of the Beverage Package. Cash Bar is available only at the discretion of Atlanta Contemporary.

- * All Beer, Wine, and Spirits Bars feature Coca-Cola, Diet Coke, Sprite, ginger ale, bottled water, sparkling water, club soda, tonic, orange, cranberry, and grapefruit juices, and appropriate bar fruit to accompany each beverage.

Wine Selection

Premium

Red

Excelsior, Cabernet Sauvignon (South Africa)

Parducci Small Lot, Merlot (California)

Château Bon Ami, Burgundy (France)

White

Estancia, Chardonnay (California)

Esperto, Pinot Grigio (Italy)

House

Red

Nicolas→ Pinot Noir, Cabernet Sauvignon, Merlot, Malbec (France)

White

Nicolas→ Chardonnay, Sauvignon Blanc, Guenoc, Pinot Grigio (France)



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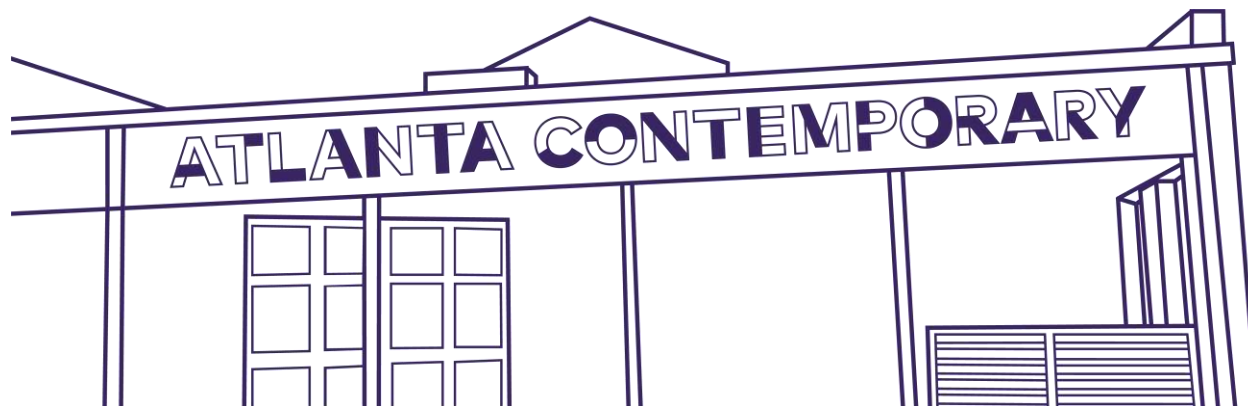
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Beer Selection

House

Sessions and Full Sail

Premium

Iron Monger

Spirit Selection

House

Bowmans Gin
Bowmans Vodka
Four Roses Bourbon
Jose Cuervo Tequila
Bayou Rum

Premium

Death's Door Gin
Deep Eddy Vodka
Johnnie Walker Black
Label Whiskey
Karma Tequila
Don Q Cristal Rum

- * Contact the Events Coordinator for any specific alcohol requests.
- * *Additional fees may be incurred.*

Package Pricing

- * The pricing, brands, and rates are subject to availability and tax charges.
- * Atlanta Contemporary reserves the right to refuse alcohol beverage service to any guest who cannot provide identification/proof of age confirming that they are at least 21 years of age.
- * Atlanta Contemporary reserves the right to deny serving anyone based upon their noticeable state of intoxication.
- * Atlanta Contemporary will inform you guests of "Last Call" 15 minutes prior to your contracted event end time.

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Rental Equipment

- * Atlanta Contemporary works with **Peachtree Tents & Events** for all equipment rentals.
- * Rental equipment must be delivered the day of the event and picked up immediately following the event unless other arrangements have been pre-approved by the Events Coordinator.

CATERING

Preferred Caterers

Bold Catering & Design
Legacy Catering & Events
Sun in My Belly
Moveable Feast ATL

- * There is a \$1,500.00 fee for retaining a caterer not on our approved list.
- * Atlanta Contemporary reserves the right to refuse access to any caterer not on its approved list.



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POLICIES

Parking

Atlanta Contemporary offers free parking for up to 57 cars. Atlanta Contemporary does not offer valet nor shuttle services; renters may source these services if desired.

Handicap Accessibility

Due to the historic nature of the campus, Atlanta Contemporary is not ADA compliant. However, key parts of the building are wheelchair accessible such as the pavilion, artist courtyard, and main galleries. A walk-through is encouraged if there are any accessibility concerns.

Payment

The full non-refundable rental fee and signed contract are due within five business days of receiving the contract. Additional charges, including but not limited to, beverage service and additional set up are due 15 days prior to the event. Any additional payments are due within 15 days of the final invoice. Credit card information will be held on record as damage deposit. The client will be notified that damage has occurred within 72 hours following the event.

Cancellation Policy

Cancellation of an event after it has been contracted will result in the forfeiture of all fees paid.

Public Events, Promotional Material, & Event Marketing

- * Atlanta Contemporary is not obligated to display or distribute any materials relating to a rental event, or to publicize same in any of Atlanta Contemporary's own printed materials.
- * Atlanta Contemporary's logo may not be used on materials relating to any rental event without prior approval from Atlanta Contemporary.

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Inclement Weather

All events that have outside activities are required to have an inclement weather backup plan. Final decisions on rain plans must be made 24 hours in advance of the set-up time.

Landscaping

Due to Mother Nature we cannot guarantee the condition of the grass or plants.

FAQ

1. How long have you been in operation?
 - * Founded in 1973 as Nexus, a grassroots artists' cooperative, Atlanta Contemporary has since become one of the southeast's leading contemporary art centers. As of 2015, Atlanta Contemporary became the only free admission.
2. Do you offer catering?
 - * No, however Atlanta Contemporary has a list of preferred vendors listed above.
3. Is outside catering permitted?
 - * Yes, however there is a \$1500 required to properly train the chosen caterer to properly interact with the space and artwork.
4. May I bring in my own alcohol?
 - * No alcoholic beverages or containers may be brought into or removed from Atlanta Contemporary, except by Atlanta Contemporary, who holds the Liquor License.
 - * It is illegal for any person to bring any alcohol onto our property. Any alcohol found will be immediately confiscated and disposed of.

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5. May I bring in a cake or dessert?

* Yes

6. May I provide my own décor?

* Yes, décor is permitted on the Atlanta Contemporary campus outdoors or within the Lecture Hall only.

7. What time must the event end?

* The event must end by 1 am, this includes break down.

8. Do you have parking?

* Yes, Atlanta Contemporary has a self-serve parking lot that can accommodate for 57 cars. Offsite parking is available as well at the discretion of the vehicle owner.

9. Do you offer valet parking?

* No, however renters are welcome to hire and coordinate a valet company to assist them during the event. Valet company must be approved by the Events Coordinator.

10. Can I bring in a DJ or Band?

* Yes

11. May I bring in Security?

* No, Atlanta Contemporary will provide security for the event.

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