



*the* **CARLYLE**

1919 Piedmont Rd NE  
Atlanta GA 30324



(404) 351-8835  
[hello@thecarlylevenue.com](mailto:hello@thecarlylevenue.com)

# the CARLYLE

## RENTAL RATES

MONDAY - THURSDAY DAY	\$ 2,000	8 hour block
MONDAY- THURSDAY NIGHT	\$ 3,000	8 hour block
MONDAY - THURSDAY ALL DAY	\$ 4,000	12 hour block
FRIDAY	\$ 5,000	8 hour block
SATURDAY	\$ 6,000	8 hour block
SUNDAY	\$ 4,000	8 hour block

Time blocks include support hours, event hours, and load out for events. Additional event hours are available at \$400/ hour and load in hours at \$250/hour.

## CEREMONY FEE, \$1500

Our Ceremony Fee includes 1 additional event hour, 3 additional support hours (load in, early entry), 1 hour rehearsal (timing based on venue availability) and offers day of, in-suite butler service.

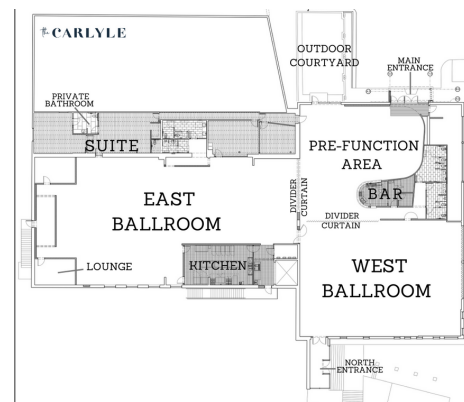
## SOFT HOLD POLICY, \$250

Our Soft Hold Policy is a non-refundable deposit and holds the date of interest. If another party wants to book the same date, the soft hold gives first client a 48 hour first right of refusal. Soft hold deposit goes toward rental fee upon booking.

## CAPACITY

Room	Sq. Ft.	Capacity
Prefunction Area	2,400	250- Reception Style
Outdoor Courtyard	818	60- Reception Style 40- Seated Ceremony
West Ballroom	4,033	200- Seated Dinner 300- Reception Style 325- Theater
East Ballroom	4,900	325- Seated Dinner 500- Reception Style 400- Theater

## FLOOR PLAN



Facility Fees and Rental Rates may vary for city wide events and holidays.

We are always happy to work with you to make your vision a reality.  
Please do not hesitate to reach out with any questions.





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## F . A . Q .

### INVENTORY

The following items are included with your rental of The Carlyle:

- 270 Wooden Bali Chairs
- Eighteen 60" Round Tables
- Twelve 72" Round Tables
- Five 8' x 3.5" Wooden Farm Tables
- Two 48" Round Tables
- Ten 6 ft. Tables
- Eight 8 ft. Tables
- Twenty Highboy Tables
  - Ten of which are standard (need linen) can be converted to Lowboys
- Cafe String Lights for outside Courtyard
- Glassware for all bar packages
- In-House Bone China available upon request (additional cost will apply)
- Six Touch-free Hand Sanitizer Stations

The Carlyle provides an on site security guard during night time events.

### PARKING

The Carlyle has **55 on site parking spots** available for all events. We can assist in coordinating valet for any event needing additional parking through our exclusive valet partner. Cost based on estimated number of cars and length of event.

### BAR

We pride ourselves on offering an artisan crafted, locally sourced, curated bar program. We are happy to work with you to ensure that your beverage needs are met and are customized to fit your event.

Please note that The Carlyle is the exclusive holder of a liquor license, therefore no outside alcohol will be permitted.

### VENDOR RECOMMENDATIONS

We are happy to provide vendor recommendations for any of the following: coordinators & planners, photographers, florals, décor, draping, specialty linens, band, DJ, & stage.

\*Active Production & Design is our exclusive Audio & Visual provider.  
Contact Ever at [ever@activeproductionanddesign.com](mailto:ever@activeproductionanddesign.com)



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## F . A . Q .

### CATERING

Our preferred catering list includes:

Carlyle's  
Dennis Dean  
Added Touch  
Affairs to Remember  
Bold Catering & Design

Any outside caterer not listed above must have proof of insurance and is subject to an additional fee of \$2000.

### TO SECURE YOUR DATE & PAYMENT STRUCTURE

The full rental fee and signed rental agreement are due to secure your event date. The rental deposit is non-refundable.

**Second installment** is due 90 days prior to the event which is 50% of the remaining estimated cost for bar services, rental, labor, and catering when applicable.

**Final installment** is due 15 days prior to event is which the remaining cost for bar services, rental, labor, and catering when applicable along with the refundable \$2000 security deposit.

### CONTACT INFO

General Information, Quotes & Bookings:  
[audrey@thecarlyvenue.com](mailto:audrey@thecarlyvenue.com), [mary@thecarlyvenue.com](mailto:mary@thecarlyvenue.com)

For industry professionals seeking further information:  
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