



# The West Venue

1710 Defoor Ave NW, Atlanta, GA 30318

678-575-6695 | info@TheWestVenue.com

Located in the vibrant heart of West Midtown Atlanta, The West Venue extends a warm invitation, showcasing its abundant historical allure, setting it apart as an exceptional event space in the city. The venue proudly offers two distinctive event spaces designed to cater to your unique event needs.

**Hall** room is 4,500 sf with 20ft tall wood ceiling and wood beams with grand chandelier making it extra luxurious event space and can host any event from weddings, receptions, corporate events, birthdays, pop-up shops, fashion show, etc. Hall boasts extensive 4k projection capability with a projection mapping concept to transform any event into clients' dreams.

**Lounge** room is 2,500 sf industrial warehouse loft style setup with a large built-in bar that can host pre-functions for Receptions and can serve as cocktail setup for turnover during weddings. Lounge has 2 projectors to project any image or video to make the party come to life.

## Rates:

Space	Sat (8 hrs)	Fri & Sun (8 hrs)	Mon-Thur (8 hrs)	Capacity
Hall	\$4,500	\$4,000	\$3,500	Hall – 250 – Reception
Lounge	\$4,500	\$4,000	\$3,500	
Hall + Lounge	\$7,000	\$6,000	\$5,000	
	Sat (12 hrs)	Fri & Sun (12 hrs)	Mon-Thur (12 hrs)	Lounge – 150 - Reception
Hall + Lounge	\$7,500	\$6,500	\$5,500	

Additional Event time may be available at a cost of \$400.00 per hour. Additional Setup and breakdown time charged at \$250/hr. Events must end by 12am midnight. Events lasting past midnight will have a \$500/hr fee and APD required.

**8 hrs rate:** Access to venue for a 4-hour event with four hours of support time (set up & breakdown).

**12 hrs rate:** Access to venue for a 6-hour event with six hours of support time (set up & breakdown).

**Rehearsal time:** depending on venue's availability (*typically M-Th from 9am-3pm*)

## Included in Rate:

- 25 Round Tables (60" round, seats 8)
- 200 Fruitwood Chivari chairs (dark brown stained wood with white cushions)
- 10 High boy Tables
- 3 Folding tables (6' long)
- 2 VIP Dressing Rooms
- Projectors, includes free setup of images/videos prior to the event (*Fee of \$995 to hire projector technician for event time*)
- Parking: FREE self-parking on-site and on-street.
- 1 Venue manager (*events with 200+ guests will require 1 additional venue manager at \$40/hr*)

## Amenities:

**Security Guard** required: **\$45/hr** per un-armed guard (1 per every 70 guests) or **\$125/hr** per armed off duty APD officer.

**Outside Catering Fee** (if not using our preferred caterers): **\$850** (*Caterer must add 'The West Venue LLC' to their COI*)

**Valet:** **\$1500** (5 Valet attendants for 6hrs)

**Load in/out** outside of rental time or overnight storage fee: **\$500**

**Scissor Lift Rental: \$500**

**Catering:**

Client can use below preferred caterers. If using a caterer not on our preferred list, an outside Catering Fee of \$850 is applied. Caterer must add "The West Venue LLC" as additional insured to their COI. Client must provide their own staff or partner with their catering company in order to have staff (servers, setup, cleanup) during and after the event.

<u>Preferred Caterers:</u>		
<b>District Events &amp; Catering</b> districtecm.com Rajan Mistry - 888.922.8377 rajan@districtecm.com	<b>Endive</b> endiveatlanta.com Stephanie Mule - 404.504.9040 stephanie@endiveatlanta.com	<b>Legendary Events</b> LegendaryEvents.com Liz Cipro - 404.350.6681 ecipro@legandaryevents.com
<b>Proof of the Pudding</b> ProofPudding.com Barbara Yontz - 404.898.1759 byontz@proofpudding.com	<b>Bold Catering + Design</b> Bold-Events.com Martin Collins - 678.665.6968 mcollins@bold-events.com	<b>Affairs to Remember</b> affairs.com Saffold Barksdale - 404.872.7859 saffold@affairs.com

**Bartending:**

- Bartending services required if serving alcohol. Client can bring outside Bartending Company for \$500 fee and Bartender must add 'The West Venue LLC' to their COI.
- The West Venue does not hold liquor license. The client can bring sealed bottles of liquor they wish to serve to their guests.
- The West Venue does not allow alcohol sales (cash or ticket). A special events permit is required to sell alcohol.  
*\*\* Bartending Rates subject to change if event is over 6 months out\*\**

4 hours of Event time, 1 hour setup *Alcohol <u>not</u> included  <u>Includes:</u> 1 Bartender 2 specialty mocktails (mixers, juices, sodas) Garnishes (fruits, candy, herbs) Water, Ice, Disposables Cups, Napkins, Straws	<b>75 guests: \$1,550</b> <b>Additional Guests: \$10/guest</b> <b>Tax: 8%</b> <b>Gratuity added (weddings only): 20%</b> Additional Bartender (4hrs): \$250 Additional Time: \$250/hr
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**Payment & Deposit Policy:**

- Payment of 50% of the venue rental fee is due with the return of the signed rental agreement. The date of the event is not reserved until this payment and the signed rental agreement are received. This fee is non-refundable.
- 3 months prior to the event date, the remainder of 50% of venue rental fee is due. Any money paid will become non-refundable as soon as it is paid. No credit is offered in event of cancellation or no show.
- 1 month prior to the event date, the beverage fee, security guards, outside catering and/or outside bartending is due.
- 2 days prior to the event date, Security/Damage Deposit of \$1,500 is due for any damages that may occur.
- Date change fee: \$2000 (if requested more than 3 months prior to event date). Date change fee is 50% of total rental if the change is requested within 3 months of the event date.

**Renter Checklist:**

- Venue does not provide setup and breakdown of chairs and tables.
- Venue does not provide table covers, linens, napkins, food catering items, décor, A/V, uplighting, or trash services.
- Floor wrap vendor must be approved in writing by the Venue prior to booking them.

- Confetti, Open Flames, Sparklers, Rice, Bubbles or Smoking inside the Venue is strictly prohibited (Smoking will cause deposit forfeiture).
- All trash must be taken to the dumpster at the end of the event.
- Venue and Amenities must be returned in the condition they were received. No trash, stains, residues, sets, set pieces, props, materials, equipment, or decorations must remain at the end of the event.
- Nothing can be tacked, nailed, adhered, or taped to, or hung/suspended from any floors, walls, surfaces, or elements. If there is something that must be hung, talk to the Venue for permission prior to the event.
- Venue hours are between 8am-12am (midnight). Additional cost of \$500/hr for events lasting past 12am.

### Vendor List:

<b>Equipment, Furniture, Décor:</b>		
<b>Indaglow Production</b> indaglowproductions.com 404.734.6534 info@indaglowproductions.com	<b>AFR Events</b> Afrevents.com 629.333.8664 sbradley@rentfurniture.com	<b>EventWorks</b> EventWorksRentals.com 404.574.6655
<b>Luxury Lounge and Lighting</b> LuxuryloungeAtl.com 678.462.6025	<b>TLC Rents</b> tlcrents.com 678.999.6661	<b>MomsKloset Balloon</b> momskloset@gmail.com <b>Whats Poppin Ballon Decor</b> whatspoppinballoondecor.com
<b>Valet:</b>		
<b>Class A Parking</b> Edward Gilfillan 770.927.7517 ed@classaparking.com	<b>180 Parking</b> 180parking.com – Carlos Smith 404.246.6722 csmith@180parking.com	<b>G5 Parking Solutions</b> g5parkingsolutions.com – Christian 702.839.8749 beltg5parkingsolutions@gmail.com
<b>Audio-Visual, Lighting, DJ, Dance Floor &amp; Production:</b>		
<b>Active Production and Design</b> ActiveProductionandDesign.com - Jeffrey 470.820.5757 Jeffrey@ActiveProductionAndDesign.com	<b>UpLight Your Event</b> uplightyourevent.lighting 770.480.9100 uplightyourevent@gmail.com	<b>Lethal Rhythms</b> LethalRhythms.com 678.709.7496
<b>Drapery, Linens:</b>		
<b>Quest Events &amp; Draping</b> QuestEvents.com – Marina Miller 404.597.4653 mmiller@QuestEvents.com	<b>A Touch of Drapery</b> Atouchofdrapery.com 770.913.0644	<b>I Do Linens</b> Idolinen.com 404.367.0010 info@idolinen.com

### Floor Layout (not to scale):

