

Rhodes Hall

The Castle on Peachtree Street



Rhodes Hall
1516 Peachtree Street, NW
Atlanta, GA 30309

(404) 885-7800 Phone
(404) 875-2205 Fax

www.rhodeshall.org

RHODES HALL RENTAL RATES

Sunday - Thursday 4 Hour Event \$1,800.00
(8 hour rental, including 3 hours set-up, 4 hours event time and 1 hour clean-up)

Sunday - Thursday 2 Hour Event \$900.00
(6 hour rental, including 3 hours set-up, 2 hours event time and 1 hour clean-up)

Friday Event \$2,300.00
(8 hour rental, including 3 hours set-up, 4 hours event time and 1 hour clean-up)

Saturday Event \$3,300.00
(8 hour rental, including 3 hours set-up, 4 hours event time and 1 hour clean-up)

All rentals include three hours of set-up time prior to the event and one hour of clean-up time after the event, use of our tables and chairs, Rhodes Hall event staff, a security guard and use of The Rhodes Hall parking lot.

HOUSE RULES AND POLICIES

Rhodes Hall has been restored to its historic grandeur as one of the last of the great Peachtree Street mansions, through a partnership between the State of Georgia and the Georgia Trust for Historic Preservation. We ask for your cooperation in abiding by the enclosed rules and regulations regarding the use of Rhodes Hall, to ensure the proper stewardship of this historic property.

🌀Events at Rhodes Hall

Rhodes Hall is a historic house museum which is also used as a venue for private events. However, since Rhodes Hall is a state-owned building, political and religious events are prohibited. Fundraising events are permitted only with prior approval. Please consult our Director of Sales and Marketing if you have any questions regarding the type of event you wish to host.

🌀Capacity

The maximum indoor capacity during a cocktail style reception is 150 people. The maximum indoor capacity during a seated dinner reception is 100 people. Additional guests cannot be permitted to enter the building due to Fire Code restrictions.

🌀Event Time

The standard rental time for an event is 8 hours. This includes 3 hours for set-up, 4 hours of event time, and 1 hour for clean-up at the end of the event. On Sunday through Thursday, we also allow for 6 hour rentals. This includes 3 hours for set-up, 2 hours of event time and 1 hour for clean-up at the end of the event. Additional hours may be purchased at the standard overtime rate of \$450.00 per hour.

The rental agreement will stipulate when an event will begin and end, and all functions are to end at the contracted time. If the Renter and vendors have not exited the building by the contracted event end time, the Renter will forfeit the security deposit and will be invoiced for overtime hours.

🌀Security

Included in the rental fee is one security person to direct parking, assist guests with disabilities and provide general event security. Additional security may be arranged through Rhodes Hall for an additional fee.

🌀Event Space

Events at Rhodes Hall may utilize the first floor of the home, the front porch, and the front lawn. The upper floors of the home are used by The Georgia Trust and may not be utilized for events. If the event includes a wedding ceremony, the Garden Level may be opened as a changing room for the bride and her attendants, at no additional cost with the approval of the Director of Sales and Marketing.

🌀Final Floor Plan

The Renter is required to meet at Rhodes Hall at least four weeks in advance of the event for a walk-through with all involved parties for the purpose of creating a floor plan and submitting a final guest count. The Renter must contact the Director of Sales and Marketing to schedule a date and time for a vendor meeting at least one week in advance to ensure the building is open and available at that time. The final floor plan must be submitted **at least 14 days prior** to the event for approval by the Rhodes Hall Director of Sales and Marketing.

🌀Catering

All events at which food and drink are served must be catered by a licensed and insured caterer. Rhodes Hall has a list of approved caterers who have been trained to work in the facility. There is a catering fee of \$1,000.00, which is waived with the use of a Rhodes Hall approved caterer. All caterers must submit a copy of their business license and a certificate of liability insurance, including liquor liability, in the amount of \$1,000,000.00 to Rhodes Hall prior to the event. The certificate should also state that Rhodes Hall is named as insured on the group's insurance policy for the date of the event.

The caterer is responsible for the setup and breakdown of ALL tables and chairs, food and beverage stations, and all other equipment related to the event, with the exception of the historic furniture. The Rhodes Hall Special Events Staff is the representative of the museum and is responsible for moving historic furniture.

Caterers not listed on the approved catering list must be approved to work in the building by the Director of Sales and Marketing and undergo orientation by Rhodes Hall staff no later than 60 days prior to the event. The caterer's failure to comply with Rhodes Hall event policies may result in the loss of the event security deposit.

🌀Beverage Service

The Renter is permitted to provide their own alcoholic beverages for events at Rhodes Hall as long as the Renter meets all of Rhodes Hall's requirements. The caterer must serve the alcohol at an event and provide Rhodes Hall with proof of \$1,000,000.00 liquor liability insurance with Rhodes Hall listed on the policy for the day of the event. Kegs are not permitted inside Rhodes Hall at any time but may be served outside.

🌀Security Deposit and Damages

The Renter is responsible for any damages that occur to Rhodes Hall during the event rental time. All events are required to pay a \$500.00 security deposit. In the event that no damages or severe time overages occur, Rhodes Hall will refund the security deposit to the renter within 30 days after the event.

☞ Rental Equipment

Rhodes Hall can provide one hundred folding chairs and fifteen 36-inch round tables for use at events. The Renter and caterer must supply all other equipment necessary for any event.

Rented equipment, including tables and chairs, must be delivered during the hours specified for set-up on the Rhodes Hall Rental Agreement. If necessary, arrangements may be made for rented equipment to be dropped off at Rhodes Hall one day prior to the event with the approval of the Director of Sales and Marketing. **All equipment should be removed from the building by the specified load-out time listed on the Rhodes Hall Rental Agreement.**

Rhodes Hall cannot assume any responsibility for any items left by the caterer, guests, or the Renter. The Renter or caterer is responsible for removing all items brought in during the event. Items left at Rhodes Hall for more than 48 hours after the event are considered property of Rhodes Hall.

☞ Smoking and Candles

Open flames are prohibited on the entire property. Candles **must** be enclosed in a glass votive or floated in water. Luminary candles are permitted on the front lawn. Caterers are permitted to use sterno to keep food warm. Smoking is only permitted outside, in designated areas.

☞ Dancing and Music

The front porch is reserved for dancing at Rhodes Hall. The front porch provides a 16x14 foot dance floor space. The City of Atlanta requests that amplified music outdoors end at 10:00 p.m. in compliance with Atlanta noise laws. Dancing is permitted indoors, but a dance floor must be rented to cover the historic flooring inside the building.

☞ Flowers and Decoration

The historic photographs on the fireplace mantels will be removed during each event to allow room for floral displays or personal photographs, unless otherwise requested by the Renter.

Flowers may be placed on all fireplace mantels and tables. Flowers in water must be in containers that will not leak. Nothing may be hung, nailed, stapled, or taped to any of the walls, ceilings, floors, or furnishings at Rhodes Hall. The Renter may wrap ribbon, or other non-abrasive material, around the indoor and outdoor stair railings. Helium balloons are prohibited inside of Rhodes Hall.

The Renter is responsible for setting up and breaking down all decorations for an event. The Renter may enter the building during the designated set-up hours listed in the contract to decorate Rhodes Hall. The Renter may not decorate Rhodes Hall prior to their contracted event time. All decorations must be removed during the hour designated for clean-up after the event.

🌀 **Parking**

Rhodes Hall owns approximately 50 spaces for parking at our Spring Street lot. Rhodes Hall's Special Events Coordinator will arrange for extra parking in the adjacent lot belonging to Peachtree Christian Church if necessary. **The driveway directly behind Rhodes Hall is not a parking lot. It is reserved for vendors, deliveries and handicapped parking only.** Valet service to handle parking during an event may be arranged in advance.

🌀 **Rhodes Hall Staff**

Rhodes Hall Special Event Staff is included in the rental fee and is mandatory at every event. Rhodes Hall staff will assist people with becoming familiar with the facility, but are not responsible for set-up or clean-up of the event. Only Rhodes Hall staff may move the antique furniture.

🌀 **Tents/Pipe and Drape**

The Renter must request permission to erect a tent on the front lawn. Tents larger than 10 x 10 require a City of Atlanta permit. The tent **must** be erected and positioned with weights. Erecting a tent with spikes is strictly prohibited.

Pipe and Drape may also be used on the front lawn. It must be set up during the contracted set-up time and removed at the end of the event.

🌀 **Rehearsal**

A complimentary 1 hour rehearsal is included for wedding ceremonies. Rehearsals must be arranged in advance with the Director of Sales and Marketing. Rehearsal time is subject to availability of the facility and staff.

🌀 **Bridal Portraits**

The Renter may schedule a complimentary bridal photo shoot at the facility when they book Rhodes Hall as their ceremony or reception site. An appointment must be scheduled in advance with the Director of Sales and Marketing and is subject to availability.

🌀 **Bride and Groom Exit**

No birdseed, confetti, glitter, or rice may be thrown or distributed either inside or outside of Rhodes Hall. Bubbles may be used on the front porch and front lawn. Only silk rose petals may be used at Rhodes Hall as real petals will stain the historic property. Sparklers or any other type of pyrotechnics are not permitted on the grounds of Rhodes Hall.

🌀 **Publicity**

The Director of Sales and Marketing must approve all publicity concerning Rhodes Hall.

APPROVED CATERERS

The following caterers are all approved by the Rhodes Hall Management to cater events held at the facility. They have catered many events here and are familiar with our house policies. The catering fee of \$1,000.00 is waived with use of these caterers. Other licensed and insured caterers are permitted, but must be approved by the Director of Sales and Marketing.

Affairs to Remember

Sandy Rothstein

404-872-7859

www.affairs.com

Avante Catering

Genell Pain

770-427-0145

www.avantecatering.com

Bold American Catering

Amanda Gall

404-815-1178

www.boldamerican.com

Carole Parks Catering Inc.

Karleen Parks Ferguson

404-872-1999

www.cparkscatering.com

Dennis Dean Catering

Annie Duncan

404-475-1002

www.dennisdeancatering.com

Jerry Dilts & Associates

David MacGilvray

404-352-0611

www.jerrydiltsatering.com

Low Country BBQ

Jeni DuBard

404-799-8049

www.lowcountrycatering.com

Masterpiece Events

Curt Bohling

678-990-9808

www.masterpiececatering.com

Soiree Catering and Events

Kate Sasnett

404-467-1699

www.soireeatlanta.com

Sun In My Belly

Max LeBlanc

404-370-0856

www.suninmybelly.com

**RHODES HALL TABLES AND CHAIRS INCLUDED
WITH ALL RENTAL EVENTS**

œ **100 white folding chairs**

œ **Fifteen** 36” round tables which convert from 30” to 42” high (seats 4 – 5 people)

œ **2** six-foot rectangular tables

œ **2** eight-foot rectangular tables

œ Oval buffet table in the **Dining Room (extends to 11’)**

œ Marble table in the **Parlor Room (4’9” x 2’9”)**

œ Glass-covered table in the **Reception Hall (4’7” x 3’)**

œ Rectangular wooden table in the **Den (8’ x 3’)**

œ Rectangular wooden table in the **Library (8’ x 3’)**

Please note: Only Rhodes Hall staff may move the antique furniture. The Dining Room chairs may be moved to another room during the event. All other furniture will remain in their respective rooms.

Event Name: _____
Event Date: _____
Caterer: _____
Guest Count: _____

Your Floor Plan and Schedule are both due 30 days prior to your event date. Thank you!

