

# LOFTvenue

## PRIVATE SPACES

### CANVAS

**Max Capacity** 60 reception  
**Rate** \$275  
**Canvas/Nelson** \$650

### NELSON

**Max Capacity** 100 reception : 60 banquet  
**Rate** \$325  
**Canvas/Nelson** \$650

### FAIR

**Max Capacity** 150 reception : 80 banquet  
**Rate** \$425  
\$650\*

### WALKER

**Max Capacity** 275 reception : 200 banquet  
**Rate** \$675  
\$950\*

### ENTIRE VENUE

**Max Capacity** 400 reception  
**Rate** \$1275  
\$1500\*

\* Friday and Saturday evening rate

- Rental fee includes 4 hr private space rental, 3 hr support time, parking, tables and chairs, room set up, and housekeeping.
- Canvas or Nelson *seperate* not available Saturday evening. Must be reserved together.
- Additional time \$200 per hour plus staff fees.
- Wedding ceremonies \$300.
- DAY events end by 3pm and EVENING events end by 1am. (M-F DAY events end by 5pm)

## FOOD AND BEVERAGE

Not included in space rental fees. Food and/or beverage minimums required for all private spaces.

### Minimums

Sunday – Saturday \$750  
Friday Evening \$1000  
Saturday Evening \$2000

\*Bar services may be used towards minimum.

### Outside Catering

No outside food or beverage may be brought into the venue. In house catering and limited preferred list available. Birthday or wedding cakes permitted only.

## LOFT INFORMATION

### PARKING

Complimentary Self Parking  
Add Valet \$100  
Valet required over 150 guests

### COAT CHECK

Complimentary Coat Check  
Add Coat Attendant \$75

### COURTESY OFFICER

\$75 per officer  
(1) per 100 guests required

### AUDIO VISUAL

Complimentary

Audio Visual Services Includes:

- Podium and Microphone
- Plasma TVs
- LCD Projector with Screen
- Wireless Internet

DVDs must be submitted (1) week before event. An audio visual technician and/or equipment may be required to handle any extensive AV needs. Audio Visual services and/or equipment is subject to availability.

**TABLES & CHAIRS** Rental includes use of:

14 - 60" Round Tables  
10 - 4 Top Tables  
10 - Highboy Tables with Barstools  
70 - Chocolate Chairs  
70 - Pecan Chairs  
3 - 6' Tables

Tables and chairs are subject to availability.

## UPGRADES

Additional Glassware	\$2 per person
Floorlength Poly Linen	\$20 per linen
Poly Napkins	\$1.25 per napkin
Sashes	\$5 per sash
Padded Chairs White : Natural : Black	\$3.50 per chair
Chaivari Chairs Silver : Gold	\$9 per chair
60" Round Tables	\$11 per table
6' Rectangle Tables	\$9 per table
8' Rectangle Tables	\$10 per table
Highboys	\$18 per table
Delivery and Set up	\$75 Flat

Please see LOFT menu and bar services for all your food and beverage needs

# EVENTtimeline

First Come, First Serve	Deposit – Event not confirmed without Deposit \$300(Sun-Thurs) or \$500(Fri-Sat) – Cash/Credit Card/Check
120 Days	Food and Beverage Selections – Signed Contract Due
60 Days – More Than	50% Deposit refundable for event cancellation
60 Days – Less Than	No refund for event cancellation including Deposit
45 Days	50% Contract Payment Due – Cash/Credit Card/Check
3 Weeks	Final Food Selections Confirmed – No Changes
14 Days – Less Than	Personal Checks will not be accepted
7 Days – Less Than	\$100 Fee – Last minute booked events
7 Days	Final Guest Count Due
5 Days	Final Contract Payment Due – Cash or Credit Card
3 Days	DVD Due for Plasma Loop
2 Hours – Prior Event	Client and Vendor Set Up
1 Hour – After Event	Client and Vendor Tear Down

# VENUEpolicies

## PAYMENTS

**DEPOSIT \$300** deposit due at receipt of invoice to reserve your event date. **\$500 Fri and Sat Events.** Event date is **not** reserved until payment is received. Space rental is available on a **first come first serve** basis.

**PAYMENTS 50%** of total contract amount due **60** days prior to event. Final payment due **5** business days prior to event. Event will be cancelled if **FULL** payment is not received.

**CANCELLATION 50%** deposit refundable for events cancelled more than **60** days from event date. All other monies paid **before or after 60** days are **non-refundable** in the event of cancellation. Events may be **postponed once, but** Must take place within 6 months of event date. If event is not rescheduled within that time, all monies will be forfeited.

**CHECKS** Personal or company checks will **NOT** be accepted less than 14 days from event date. Only certified cashiers checks, credit cards, or cash will be accepted. There will be a **\$50** fee charged for return checks.

## POLICIES

**GENERAL** LOFT is a unique space located in an intimate loft setting. LOFT reserves the right to refuse use of its venue for any reason deemed appropriate.

**FOOD AND BEVERAGE MINIMUM** \$750 - \$2000 Food and Beverage minimum applies to all booked events. Bar services may be used towards minimum.

**HOLIDAY MINIMUM: \$1500** (Sun – Fri evening) and **\$2500**( Saturday evening) applies November 23 – January 2

**LATE BOOKINGS** Events booked less than 7 days from event date will incur a **\$100** late fee.

**SMOKING** There is **NO** smoking allowed inside the venue. Designated smoking areas outside are available.

**ALCOHOLIC BEVERAGES** The Georgia State Liquor Commission regulates the sale and service of alcoholic beverages. As a licensee, LOFT at Castleberry Hill is responsible for the administration of these regulations. Therefore, it is our policy that liquor, beer, and wine can **NOT** be brought into the facility.

**NOT PERMITTED** Confetti cannons, wedding rice, pets of any kind, **open flames or pyrotechnics** of any kind, and helium balloons in **Canvas only** are not permitted. Balloons are permitted in the lower level of the venue.

**UNDERAGE EVENTS** LOFT requires (1) chaperone per (25) children. Parents must be present 15 minutes before end time to pick up children.

**WEDDINGS** LOFT requires that all rehearsals, ceremonies, and receptions have a designated coordinator present to execute all wedding details.

**LIABILITY** LOFT is not liable for and cannot assume responsibility for damage or loss of property left in reserved areas prior to, during, or following your event. We appreciate the premises being restored to the original condition following conclusion of your event. In the event, that any property of LOFT is damaged by the client, its agents, employees, or any person admitted to the venue reserved by client, the client will reimburse LOFT for all damages or unusual cleanup fees. **Credit card must be on file to charge damage fees.**

**MUSIC** Due to the intimate location, all events are subject to **music** restrictions. Management reserves the right to adjust sound levels. All music will cease by 1am. LOFT has the right to refuse entertainment acts that are deemed inappropriate.

**PROMOTIONAL MATERIALS** Any invitation, flyer, press release, or advertisement promoting your event must be approved by management **BEFORE** distribution. LOFT has a right to deny any material deemed inappropriate.

**DÉCOR** All décor must be approved. All floral décor must be treated for insects.

**CHARGES** All Food and Beverages are subject to a 20% service charge and 8% sales tax. An additional 3% sales tax applies to all liquor charges.

**RATES** All rates are subject to change without notice.

## CONTACT

LOFT at Castleberry Hill  
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### Site Visits

Tuesday and Thursday : 11am to 6pm : by appointment only