

RENTAL INFORMATION

RENTAL PRICING

The Garden season runs from mid-March through December. The beautiful Atrium space is available year round. All rentals have a 'Total Hours of Access' listed with the day, additional hours may be purchased prior to the event day.

GARDEN & ATRIUM for CEREMONY & RECEPTION				
(minimum 2hr set-up / 1hr cleanup, please see sample timelines for more details)				
Garden Season: March-December	Monday-Thursday 3 hour event starting at 6p	Friday 4 hour event starting at 6p	Saturday 6 hour event starting at 11a or later	Sunday 5 hour event starting at 11a or later
Total Hours of Access	6 hours	7 hours	9 hours	8 hours
Facility Rental	\$3,500	\$4,900	\$7,300	\$5,500
Each Additional Hour	\$500/hr	\$500/hr	\$500/hr	\$500/hr

GARDEN CEREMONY ONLY					
(minimum 1hr set-up / 1hr cleanup, please see sample timeline for more details)					
Garden Season: March-December	Elopement Package Monday - Friday Between 9a-3p (30 guests or less)	Monday-Thursday 1 hour event starting at 6p or later	Friday 2 hour event starting at 6p or later	Saturday 6 hour event starting at 11a or later	Sunday 2 hour event starting at 10a or later
Total Hours of Access	3 hours	3 hours	4 hours	9 hours	4 hours
Facility Rental	\$900	\$1,500	\$2,500	\$7,300	\$3,500
Each Additional Hour	\$350/hr	N/A	N/A	N/A	N/A

ATRIUM ONLY EVENT						
(minimum 1- 2hr set-up/1hr cleanup, please see sample timeline for more details)						
Garden Season: January- December	Meeting Package Monday- Friday Between 8a-3p (30 guests or less)	Monday- Thursday 3 hour event starting at 6p	Friday 4 hr event starting at 6p	Saturday 5 hour event starting at 11a or later	Ceremony Only Sunday* 2 hour event starting at 10a or later	Sunday 5 hour event starting at 11a or later
Total Hours of Access	3 hours	6 hours	7 hours	9 hours	4 hours*	8 hours
Facility Rental	\$900	\$2,500	\$3,500	\$6,300	\$1,900	\$3,500
Each Additional Hour	\$350/hr	\$400/hr	\$400/hr	\$400/hr	N/A	\$400/hr

EVENT RENTAL PERIOD: *Note: These times are set by DeKalb County and are non-negotiable.

Event Venue Availability			
	Earliest Lessee/Vendor Arrival Time:	Event End/Guest Departure Time:	Everyone Off Property By:
Monday - Thursday	9:00a	9:00p	10:00p
Friday & Saturday	9:00a	10:00p	11:00p
Sunday	9:00a	7:00p	8:00p

The Frazer Center's hours of operation are Monday-Friday 7:00am-6:00pm. If the desired event time is during this time and will involve more than 30 guests, please coordinate with the leasing office for alternative parking/guest arrival.

INCLUDED IN THE RENTAL/RENTAL AREAS AND CAPACITIES

Gardens

(Only acoustic music may be performed in the Gardens after Ceremony)

- Accommodates up to 180 people
- Series of outdoor "rooms" surrounded by manicured lawns and picturesque gardens
- Grand Ceremony Lawn encompassed by vibrant flowers, trellis, and colonnade
- Tents: 30' x 65' white tent with two chandeliers and three fans
- Slated Patio with globe string lights and copper topped wooden posts with hanging coconut lined baskets
- Pavilion: indoor air-conditioned space, original marble structure, two rest rooms and mirrors
- East Lawn: perfect for lawn games
- Bathhouse: newly updated in 2018 with four women and four men restrooms
- Circular Paved Courtyard with Cator Woolford's original mansion and grand Italian Staircase as backdrop. Perfect for dinner set-up and additional tenting if needed.

Atrium

(Amplified Music permitted for reception)

- 3,000 square feet of air-conditioned indoor space with floor to ceiling windows fill the room with natural light, vaulted ceilings with chandeliers on dimmers and globe string lights
- Beautiful mosaic mural by famed artist Athos Menaboni, made with glass from Murano, Italy
- Stone-ledge planter running length of Atrium
- Accommodates 150 people seated (may vary depending on set-up)
- Accommodates 180 people for ceremony or cocktail/dancing reception

Tables/Chairs

- 20- 60" Round Tables
- 10- 48" Round Tables
- 14- 6' Banquet Tables
- 2- 8' Banquet Tables
- 8 - 32" Round Highboy Tables
- 180 White Resin Folding Chairs (For use in the Gardens only)
- 180 White Wooden Folding Chairs (For use in the Atrium only)

Parking

- Complimentary self-parking for up to 90 vehicles
- Events held in the Gardens include a complimentary shuttle service via stretch club carts with drivers to escort guests between the parking lot and gardens

Security

- Dekalb County Police officer(s) (included in fee) are hired by CWG and are on site at every event where alcohol is served for the protection of guests, clients, and staff

CWG Site Manager(s)

- Cator Woolford Gardens (CWG) provides adequate staffing with all rentals.
- Set-up of tables and chairs requested at the final walk through.
- CWG will place the requested tables and chairs in the general location of desired set-up.
- Monitoring the grounds and restrooms during the event and attempting to solve problems concerning the facility or equipment that has been rented from CWG.
- Site Manager(s) are not expected to: Coordinate or direct the wedding /event or assist vendors with set-up or cleanup of their equipment.

CATERING INFORMATION

Lessee gets to select the caterer from the Catering List for all food served at the event. Please see CWG Preferred Caterers List for contact information. CWG reserves the right to deny any caterer at CWG's discretion. Outside Catering is prohibited.

EVENT/WEDDING COORDINATOR

Cator Woolford Gardens requires a professional planner or a professional day-of coordinator. Events lacking a professional coordinator will be cancelled.

FINAL WALK THROUGH

A Final Walk Through is held 30 days prior to an event. This will include the Lessee, CWG Rental Office, Catering Representative, Event/Wedding Coordinator as well as any other vendors who wish to join the meeting. This hour is meant to ensure that everyone has a clear, shared understanding of the event details so the event will be executed flawlessly.

ALCOHOL POLICY

The Lessee provides all alcohol for their event. **All alcohol must be served by a licensed bartender provided by the caterer.** Cator Woolford Gardens reserves the right to close all bars should the Site Manager deem it necessary to protect the facility and safety of individuals. Bar service must end 30 minutes prior to the end of event time. Bartenders will be professional and will obey the laws pertaining to the serving of alcoholic beverages.

SMOKING

Smoking is NOT permitted in the buildings or under tents. CWG will provide cigarette disposal receptacles in specified locations in the Gardens.

WEDDING PARTY CHANGING AREA

The bridal party may use the Pavilion, located in the gardens, as a changing area before the ceremony begins. Groomsmen can use the Resource Library at the Frazer Center as a holding or changing area prior to ceremony.

VENDORS

- All fees and costs associated with ALL vendors are the sole responsibility of the Lessee.
- Vendors will not be allowed on the site except during the Event Rental Period.
- The Lessee is responsible for all vendors and their adherence to CWG rules.
- CWG reserves the right to approve all such vendors.

MUSIC POLICY

- **Amplified music is NOT allowed in the Gardens after ceremony.** Speakers used during ceremony must be placed at designated locations determined by CWG Rental Office, facing west. **Ceremony music must not exceed 70 decibels measured 10 feet from the speakers.**
- Only non-amplified music is allowed in the gardens after ceremony and for all other types of events. Non-amplified music is defined as any instrument not requiring a speaker/amplifier and approved by the CWG Rental Office 30 days prior to event. All non-amplified music must remain within the sound shell located in the 30' x 45' tent.
- The CWG site manager(s) reserves the right to require the volume level to be reduced if it is determined that volume exceeds the limits set by DeKalb County.
- **Amplified music is allowed in the indoor space, the Atrium, within a reasonable decibel level.**
- CWG Rental office reserves the right to approve all entertainment vendors and suppliers.
- CWG does offer a PA system to rent for \$150. The PA System available includes:
- Garden PA System: 2 lapel microphones, 1 wireless handheld microphone, 2 speakers and a 1/8 jack for iPod/Laptop.

DECORATIONS

The Lessee is responsible for all decorating and special effects for the event, within the following guidelines:

- Farewell must take place inside the Atrium. No farewells are allowed outside
- **Real petals only**, lavender, or bubbles, pompoms may be used to celebrate the departure of the couple.
- Rice, sparklers, confetti, glitter, fog machines and birdseed are **not** permitted.
- No nails, stakes or similar objects may be placed or inserted in or on any column, building, staircase or other structure of the facility located in the Gardens.

DELIVERY/ PICK-UP OF RENTAL EQUIPMENT

All arrangements for the delivery must be cleared in advance with the CWG Rental Office. Any unscheduled deliveries will be refused.

ADDITIONAL RENTAL TIME

Additional time may be approved and purchased PRIOR to the event day. Please refer to the beginning of this document to determine the per-hour cost. Please keep in mind that the event rental timeframe needs to include all setup and breakdown of the event. Payment for additional rental time shall be due at least one week prior to the event. **The CWG reserves the right to insist that all guests and vendors leave the facility at the agreed-upon time.**

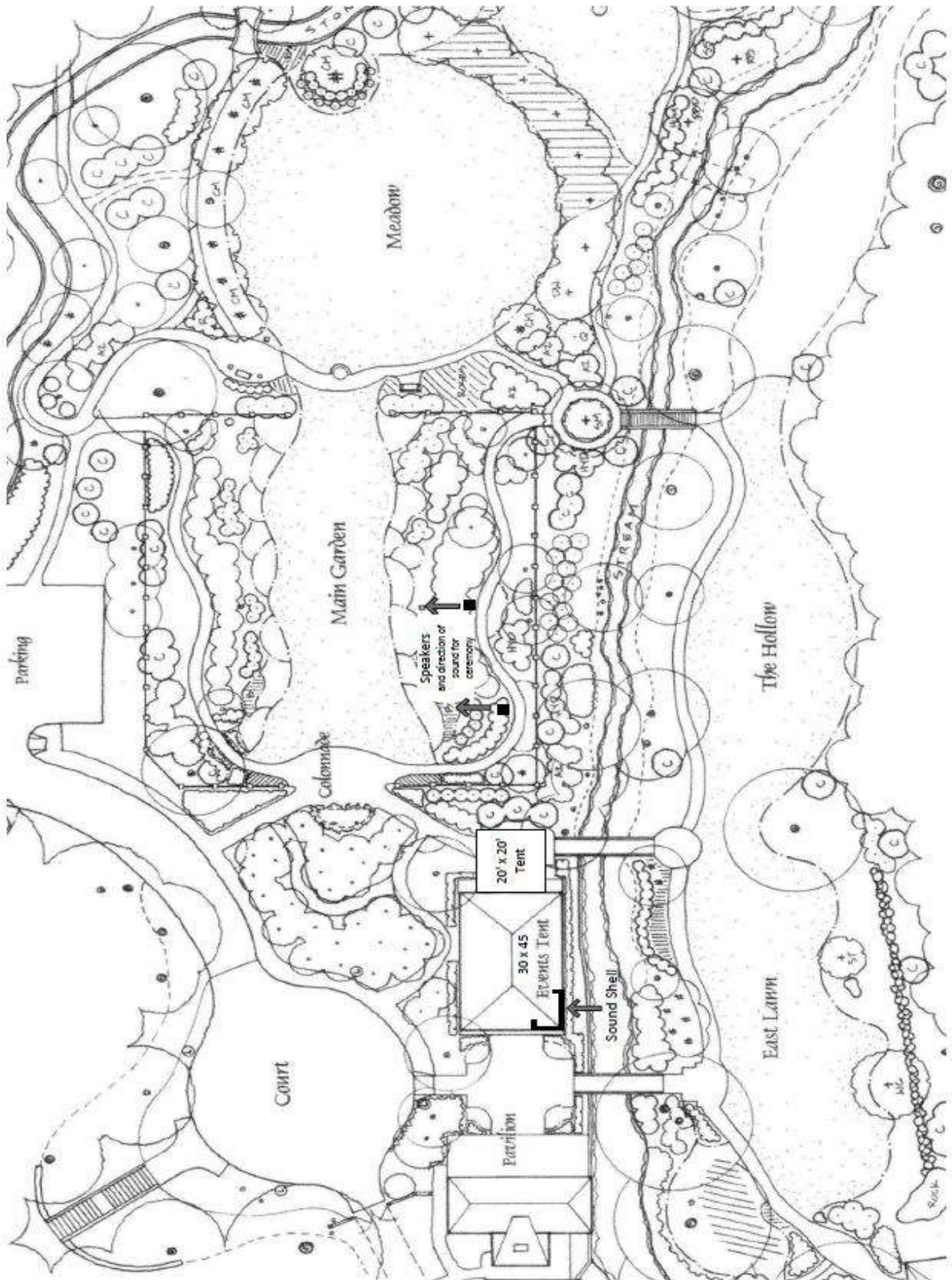
ABOUT YOUR LIABILITY

The individual leasing CWG is fully responsible for any damages that occur during an event. CWG requires proof of insurance for general liability coverage with a minimum amount of \$500,000/\$200,000 (bodily injury/property damage). An often utilized company that offers this coverage is www.wedsafe.com.

HOW TO RESERVE AN EVENT DATE

In order to reserve the facility for an event, the CWG requires a non-refundable deposit equal to a 50% of the total event rental fee, as well as a completed Rental Agreement, including Terms and Conditions. A confirmation packet will be sent to you including a confirmation letter and other vital information related to your event. A confirmation letter can only be made and sent by the CWG Rental Office. Your event date is confirmed when you receive a confirmation letter.

CATOR WOOLFORD GARDENS SITE MAP



CATOR WOOLFORD GARDENS ATRIUM LAYOUT

