

## RENTAL INFORMATION

### RENTAL PRICING

For detailed pricing information, please see our [Wedding & Events Packages](#) and [Corporate Event Packages](#).

**EVENT RENTAL PERIOD:** \*Note: These times are set by DeKalb County and are non-negotiable. Please see our [Wedding & Events Packages](#) and [Corporate Event Packages](#) for more detailed information about event hours.

| 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 alternative parking arrangements off-site. For events held Monday–Friday, with a self-parking guest count above 30 guests, events can start as early as 6:00p, allowing employees to vacate the parking lot, freeing up parking spaces for event guests.

### INCLUDED IN THE RENTAL/RENTAL AREAS AND CAPACITIES

#### Gardens

**(ONLY amplified spoken word is permitted after ceremony until 8p Mon–Sat, and 7p Sun.)**

- 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.
- Tent: 30' x 66' white tent with two chandeliers and four fans; provides perfect location for cocktails, bar/buffet set-up or seated dinner for up to 75 guests.
- Slated Patio with globe string lights and copper-topped wooden posts with hanging coconut lined baskets.
- Pavilion/Wedding Party Suite: indoor air-conditioned space for up to 25 people, original marble structure, newly renovated, includes two oversized restrooms, wood floors, and several full-size mirrors. Also perfect for showers and smaller corporate meetings or gatherings.
- East Lawn: perfect for lawn games or picnics.
- Bathhouse: air-conditioned, updated with four women's and four men's restrooms.
- Circular Paved Courtyard with Cator Woolford's original mansion and grand Italian Staircase as backdrop. Perfect for dinner set-up for up to 180 guests.

## **Atrium**

**(Amplified Music and amplified spoken word permitted until 9p Mon–Thu, 10p Fri –Sat, 7p Sun.)**

- 3,000 square feet of air-conditioned indoor space with floor-to-ceiling windows filling 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 may include a complimentary shuttle service via stretch club carts with drivers to escort guests between the parking lot and gardens.
- If desired event time is Monday–Friday between 9:00am–6:00pm and will involve more than 30 guests, please coordinate alternative parking arrangements off-site.
- Small, accessible parking lot located in the Gardens is reserved for guests with disabilities.
- The Vendor Lot, located between the Gardens and Atrium, is reserved for vendors.

## **Security**

- Two Dekalb County Police officers (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 Managers**

- Cator Woolford Gardens (CWG) provides adequate staffing with all rentals. The purpose of the staff is to ensure a safe and smooth event.
- Preparation of the site and coordination with Lessee and vendors to gain access to site.
- Setting up chairs for ceremonies and assisting caterer in moving the chairs following the ceremony if necessary.
- CWG will place the requested tables and chairs in the general location of desired set-up. (Catering is responsible for the set-up/breakdown of all tables and chairs.)
- Should the client rent additional or other furniture, the third party will be responsible for set-up and breakdown of same.
- Monitoring the grounds and restrooms during the event and attempting to solve or remedy any problems concerning the facility or equipment that has been rented from CWG.
- Site Managers are NOT EXPECTED to: coordinate or direct the wedding/event or assist vendors with set-up or cleanup of their equipment.

## **EVENT/WEDDING COORDINATOR**

Cator Woolford Gardens (CWG) is a large and unique place to host an event. For weddings, CWG requires Lessee to have a professional planner or at least a professional day-of

coordinator. Ceremonies and receptions run much more smoothly when a wedding planner/coordinator is hired. A list of wedding/event planners is available upon request.

## 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. At this time, we will go over all details of the event, such as the layout, rain plan and vendor information. This hour is meant to ensure that everyone has a clear, shared understanding of the event details so the event will be executed flawlessly.

## CATERING INFORMATION

Lessee selects the caterer from the Preferred Caterers List for all food served at the event. The caterers on this list have all completed countless events at CWG, know the facility very well, and have had an extremely high satisfaction rate from clients. Please see [CWG Preferred Caterers List](#) for contact information. CWG reserves the right to deny any caterer at CWG's discretion.

## 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. Staff will ask guests not to carry drinks to the parking lot when leaving. 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. At the Atrium, there is a designated smoking area located on the north side of the building. Smoking is NOT permitted in the Courtyard, located on the south side of the Atrium, in front of the Atrium, or in the parking lot.

## WEDDING PARTY CHANGING AREA

One of the wedding parties may use the Pavilion, located in the gardens, as a changing area before the ceremony begins. All personal belongings must be taken out of the Pavilion prior to guests moving to the Atrium as the Gardens will be cleaned up, locked, and not accessible once the event has moved to the Atrium. The second wedding party may 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.
- All companies must carry proof of insurance, applicable health certificates, and local business licenses.

- 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.
- Each vendor shall be responsible for cleaning all areas used by the vendor and for removing all equipment.
- No such equipment may be stored or left on the premises of the Gardens without prior approval of the CWG Rental Office.

## 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 66' tent.
- Amplified spoken word is allowed until 8:00p Monday–Saturday and 7:00p on Sunday. All speakers must remain within sound shell located in the 30' x 66' tent.
- The CWG site managers reserve 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.
- PA rental is available for Ceremony and/or Speeches. CWG staff will set up and breakdown PA equipment, conduct a sound check prior to the event and assist with mounting lavalier microphones. CWG staff will monitor volume levels but will not be responsible for operating any devices (laptop, iPad, etc.) used for playing ceremony music. ***\*Amplified music is not allowed in the Garden after the ceremony.***
- The PA System available includes:
  - Garden PA System Includes: 2 lapel microphones, 1 wireless handheld microphone, 2 speakers, a 10-channel mixer with 1/8" plug for iPod/Laptop, additional inputs for instruments and outputs for recording devices.
  - Atrium PA System Includes: 1 lapel microphone or 1 wireless handheld microphone, 2 speakers, iPod connection, and 14-channel mixer with 1/8" plug for iPod/Laptop, additional inputs for instruments and outputs for recording devices.

## DECORATIONS

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

- Celebration of departure or farewell of the couple must take place **inside** the Atrium. No farewells are allowed outside.
- Flower petals (**real petals only**), lavender, or bubbles 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.
- Hanging signs/banners on exterior of buildings, fences, or in the Gardens is not permitted. Signs placed on Ponce de Leon Ave must be removed at the end of the event.

## DELIVERY/ PICK-UP OF RENTAL EQUIPMENT

All arrangements for the delivery, set-up, and breakdown of rented items (dance floor, podiums, plants, linens, etc.) must be cleared in advance with the CWG Rental Office. Any unscheduled deliveries will be refused. Vendors are asked to use the Atrium door closest to the Kitchen for any drop-offs or load-outs of rental equipment.

## ADDITIONAL RENTAL TIME

Additional time may be rented but must first be approved by the CWG Rental Office. Please refer to our [Wedding & Events Packages](#) and [Corporate Event Packages](#) to determine the per-hour cost. Please keep in mind that the event rental timeframe needs to include all set-up 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](http://www.wedsafe.com).

## SECURITY DEPOSIT

At the time of booking your event, CWG requires that a copy of a major credit card be given and kept in your file. This card will be billed only if needed in the event of damages, overtime, or any charges that may occur due to breach of contract. This secures the obligation of Lessee to leave the gardens in a clean and orderly condition.

## HOW TO RESERVE AN EVENT DATE

In order to reserve the facility for an event, the CWG requires a **non-refundable deposit** equal to 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 by the CWG Rental Office. Submitting a Rental Agreement including terms and conditions and deposit does not constitute confirmation, nor does verbal confirmation over the telephone by any person related to Cator Woolford Gardens. **Your event date is not confirmed until you receive a confirmation letter.** If the date of agreement is changed, a new letter must be issued. Any requests for changes or cancellations after receiving the confirmation letter must be made in writing and sent to Cator Woolford Gardens. Cator Woolford Gardens is not obligated to approve any alternate date or conditions.

