

  
Callanwolde  
FINE ARTS CENTER  
Wedding Rentals



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# Our Mission

Thank you for considering Callanwolde for your special day. Our 12-acre estate has a rich history that goes back over 100 years when the Candler family moved to the Druid Hills neighborhood of Atlanta to build their 27,000 square foot home. They spared no expense hiring the best architect and craftsmen to create what is now one of Atlanta's most unique venues.

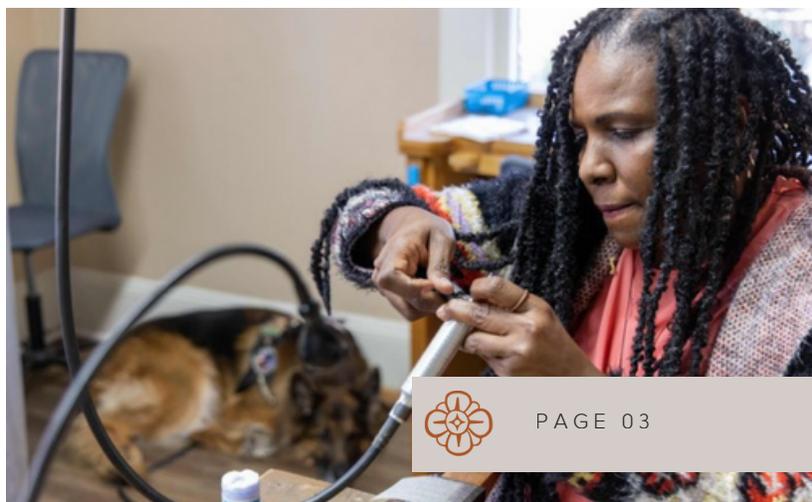
Callanwolde has been entrusted to the Callanwolde Foundation, a 501(c)3 non-profit, whose mission is to provide the Atlanta community with premier, accessible arts education, especially to the underserved, while promoting enjoyment of the arts at the historic and inspiring Callanwolde estate. It takes a great deal of resources, and rental income helps us fulfill our mission and protect the estate.

We require all prospective renters to become donating Members of our organization with the hope that you will share a lifetime love for Callanwolde and our mission.

## ANDREW KEENAN

*Executive Director*

CALLANWOLDE FINE ARTS CENTER





# What Makes Our Venue Unique

27,000+ square  
foot mansion

Built in 1920

12 beautiful acres

10+ different arts  
programs that you  
support through  
your rental

5 unique ceremony  
spots to choose from

1 event a day,  
making it  
exclusively yours



# Rental Package Includes:

- Access to the Callanwolde mansion and grounds for ceremony and/or reception
- Rental period from 1pm-11pm
- Full kitchen access
- Dressing rooms
- Free guest parking (110 Spots)
- Dedicated staff present throughout the day
- White folding chairs for indoor use\*

*(\*Chairs used for outdoor ceremonies are \$3 each.)*

- Tables:
  - Up to (20) 60 in. round tables
  - Up to (5) 48 in. round tables
  - Up to (10) 36 in. round tables
  - Up to (10) 8 ft. x 30 in. tables
  - Up to (10) 6 ft. x 30 in. tables
  - Up to (5) 30 in. high boy tables
- Membership Access, including:
  - Early access to upcoming event tickets
  - Invites to member exclusive events and discounts from local businesses
  - Secret mansion tour with Executive Director
  - Recognition in our Annual Report

*Membership benefits last one year from booking, and the donation is tax deductible within the limits of the law.*



# Capacity

In order to maintain the integrity of Callanwolde's historic estate, we can only accommodate guest counts of 200 or less.

## *Ceremony Areas*

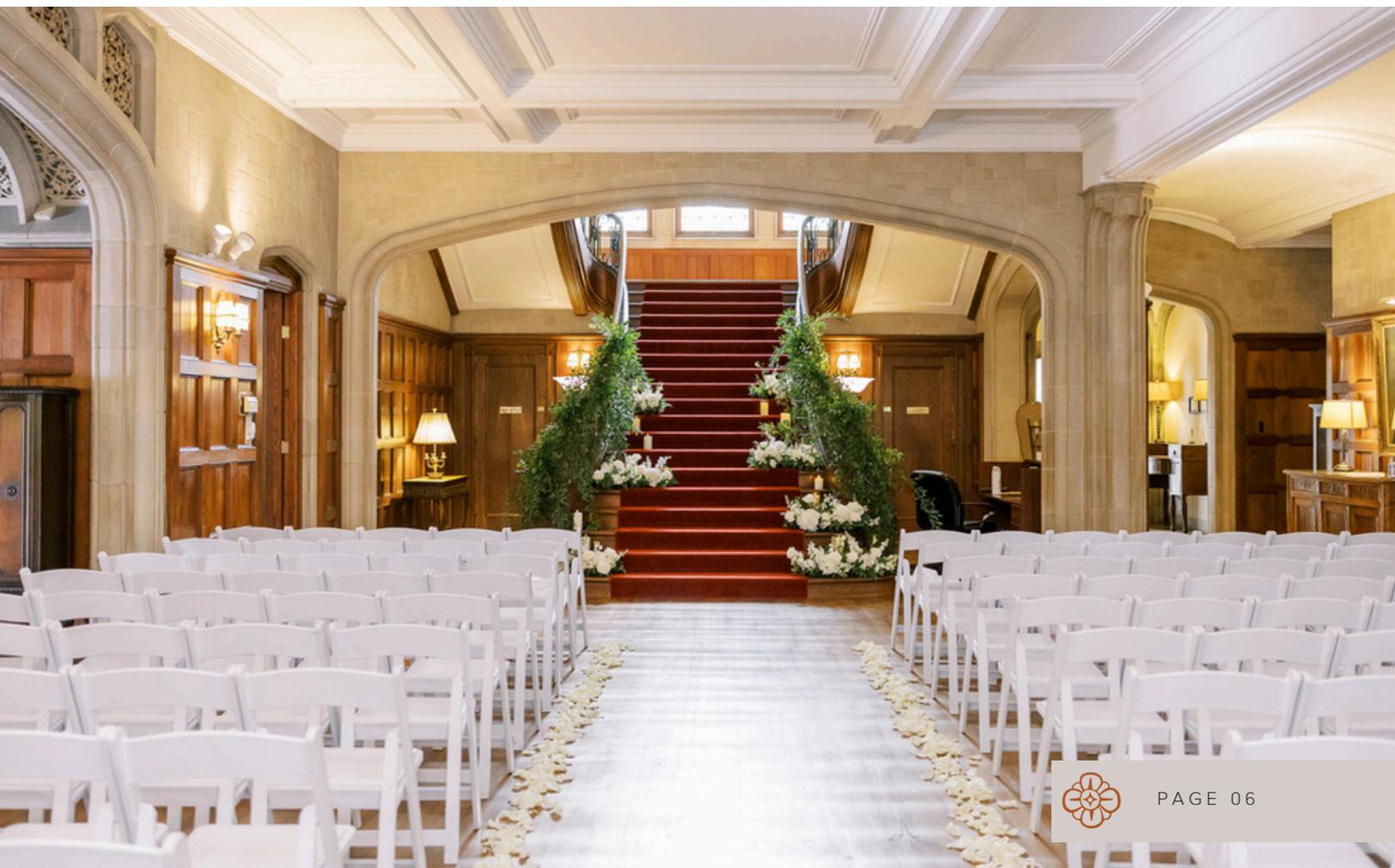
Front Lawn  
Hydrangea Garden  
Indoor Courtyard  
Great Hall  
Formal Garden  
(less than 50 guests)

## *Reception Areas*

Indoor Courtyard  
(seats up to 160 guests, dance floor, & DJ/Band)  
  
Front Terrace  
(less than 60 guests)

Please be advised, if you choose the Indoor Courtyard for both your ceremony and reception, your vendors will need time to flip the room between setups. We suggest using this time for a cocktail hour in the Great Hall and Terrace.

For guest counts above 150, asymmetrical seating arrangements or standing room may need to be considered for ceremonies in the Great Hall, and the Winter Living Room may be needed for additional reception space. Please discuss with Callanwolde staff if you have any concerns.



# 2026 Rental Fees

## January - February Rates

RENTAL DAY	MEMBERSHIP ACCESS FEE	RENTAL FEE	MANDATORY SERVICE FEE	REFUNDABLE DAMAGE DEPOSIT	GRAND TOTAL
Friday	\$2,000	\$4,250	\$400	\$1,000	\$7,650
Saturday	\$2,000	\$6,250	\$400	\$1,000	\$9,650
Sunday	\$2,000	\$5,250	\$400	\$1,000	\$8,650

Note: The Front Terrace may be under renovation during these months, making this area inaccessible. Pricing has been reduced to reflect the potential omission of this space from the rental.

## July - August Rates

RENTAL DAY	MEMBERSHIP ACCESS FEE	RENTAL FEE	MANDATORY SERVICE FEE	REFUNDABLE DAMAGE DEPOSIT	GRAND TOTAL
Friday	\$2,000	\$5,000	\$400	\$1,000	\$8,400
Saturday	\$2,000	\$7,000	\$400	\$1,000	\$10,400
Sunday	\$2,000	\$6,000	\$400	\$1,000	\$9,400

## March - June and September - November Rates

RENTAL DAY	MEMBERSHIP ACCESS FEE	RENTAL FEE	MANDATORY SERVICE FEE	REFUNDABLE DAMAGE DEPOSIT	GRAND TOTAL
Friday	\$2,000	\$6,000	\$400	\$1,000	\$9,400
Saturday	\$2,000	\$8,600	\$400	\$1,000	\$12,000
Sunday	\$2,000	\$7,000	\$400	\$1,000	\$10,400



# 2027 Rental Fees

## January - February Rates

RENTAL DAY	MEMBERSHIP ACCESS FEE	RENTAL FEE	MANDATORY SERVICE FEE	REFUNDABLE DAMAGE DEPOSIT	GRAND TOTAL
<i>Fridays &amp; Sundays</i>	\$2,500	\$5,250	\$400	\$1,000	\$9,150
<i>Saturdays</i>	\$2,500	\$6,750	\$400	\$1,000	\$10,650

## July - August Rates

RENTAL DAY	MEMBERSHIP ACCESS FEE	RENTAL FEE	MANDATORY SERVICE FEE	REFUNDABLE DAMAGE DEPOSIT	GRAND TOTAL
<i>Fridays &amp; Sundays</i>	\$2,500	\$6,000	\$400	\$1,000	\$9,900
<i>Saturdays</i>	\$2,500	\$7,500	\$400	\$1,000	\$11,400

## March - June and September - November Rates

RENTAL DAY	MEMBERSHIP ACCESS FEE	RENTAL FEE	MANDATORY SERVICE FEE	REFUNDABLE DAMAGE DEPOSIT	GRAND TOTAL
<i>Fridays &amp; Sundays</i>	\$2,500	\$7,000	\$400	\$1,000	\$10,900
<i>Saturdays</i>	\$2,500	\$9,600	\$400	\$1,000	\$13,500



# Rental Payment Schedule

PAYMENT	DUE
<i>Membership Access Fee</i>	After signing of contract, upon receipt of invoice <i>(After you sign the contract, Callanwolde will countersign, and then send the link to your invoice. This may take a few days.)</i>
<i>Initial Deposit (Half the Rental Fee) + Service Fee</i>	30 Days after signing contract
<i>Final Deposit (Half the Rental Fee) + Damage Deposit</i>	90 Days prior to rental date

# Cancellation Policy

PAYMENT	POLICY
<i>Membership Access Fee</i>	Non-refundable
<i>Initial Deposit</i>	Non-refundable, unless Callanwolde is able to rebook the date at the same or greater rental rate*
<i>Service Fee</i>	Non-refundable
<i>Final Deposit</i>	Non-refundable; Cancellations made 90 days prior to the event are not subject to the Final Deposit. That said, if you cancel within 90 days of your reserved event date, you will still owe your Final Deposit.
<i>Damage Deposit</i>	Refundable given the following: The Callanwolde Estate sustains zero damages; Contract is not violated by renter or vendors; Renters, guests, and vendors do not stay on the property beyond the contracted times; No items are left on the property overnight; No excess cleaning is required of Callanwolde staff.

\*Callanwolde reserves the right to rebook at their discretion.

In the case of a force majeure, and Callanwolde deems cancellation necessary, the initial deposit and final deposit are refundable. The Membership Fee and Service Fee are not refundable.



# Add-On Options

DESCRIPTION	TOTAL
<i>Winter Living Room Fee</i>	\$750
<i>Outdoor Chairs *</i>	\$3/ea
<i>Outside Caterer Fee</i>	\$500
<i>Outside Bartender Fee**</i>	\$250
<i>Additional Hours ***</i>	\$500/ea
<i>Piano Rental</i>	\$150/ea
<i>Up to 5 Additional Highboys</i>	\$15/ea
<i>Up to 4 Estate Tables (8' x 4')</i>	\$25/ea

\*White event chairs (pictured below) used in the lawn or gardens.  
 \*\*Applicable if bartending service is not provided by caterer and a preferred bartender is not used.  
 \*\*\*Additional hours may only be added to the front end of the rental. Events must end by 11pm (vendors out by 12am).



*Highboy*



*Callanwolde Chair*



*Estate Table*





# Okay, I signed my contract.

## What's next?

<p><i>Within <u>two weeks</u> of receiving your contract</i></p>	<p>Once you have received your contract, you have five days to sign. After it has been signed, we will countersign your contract and send you the invoice to pay your Membership Access Fee. You can pay your Membership Access Fee via ACH, check, or card (3.5% fee on card transactions). This whole process takes about two weeks.</p>
<p><i>Within <u>30 days</u> of receiving your contract</i></p>	<p>Pay your initial deposit.</p>
<p><i><u>6-12+ months</u> prior to event</i></p>	<p>Review the preferred vendors, resources, and sample floor plans provided in this document.</p>
<p><i><u>6-8 months</u> prior to event</i></p>	<p>Begin creating a personalized floor plan for your event using the templates provided in this document or on <a href="http://Prismm.com">Prismm.com</a> (formerly Allseated) or other floor plan software. Some vendors may work with you to complete this. (Please note: Floor plans are required, and while we can provide examples and suggestions, Callanwolde does not create the floor plan for events.)</p>
<p><i>90 days prior to event</i></p>	<p>Pay your final deposit + damage deposit.</p> <p><u>Schedule your final walk-through.</u> (The final walk-through is a meeting held at Callanwolde around 30 days prior to your event. At this meeting your vendors gather to finalize and review all the details of your event. A final walk-through with Callanwolde is required.)</p> <p>Begin gathering any required vendor documents from your vendors.</p>
<p><i>45 +/- days prior to event</i></p>	<p>Select optional add-ons (<a href="#">P.10</a>) and complete the <u>Final Walk-Through Questionnaire</u>.</p>
<p><i>30 days prior to event</i></p>	<p>Share your Certificate of Insurance and any required vendor documents with Callanwolde prior to your final walk-through (<a href="#">P.16</a>). Attend your final walk-through. Pay your add-ons invoice. Schedule your rehearsal.</p>
<p><i>1 week prior to event</i></p>	<p>Finalized floor plans and event timeline are due.</p>





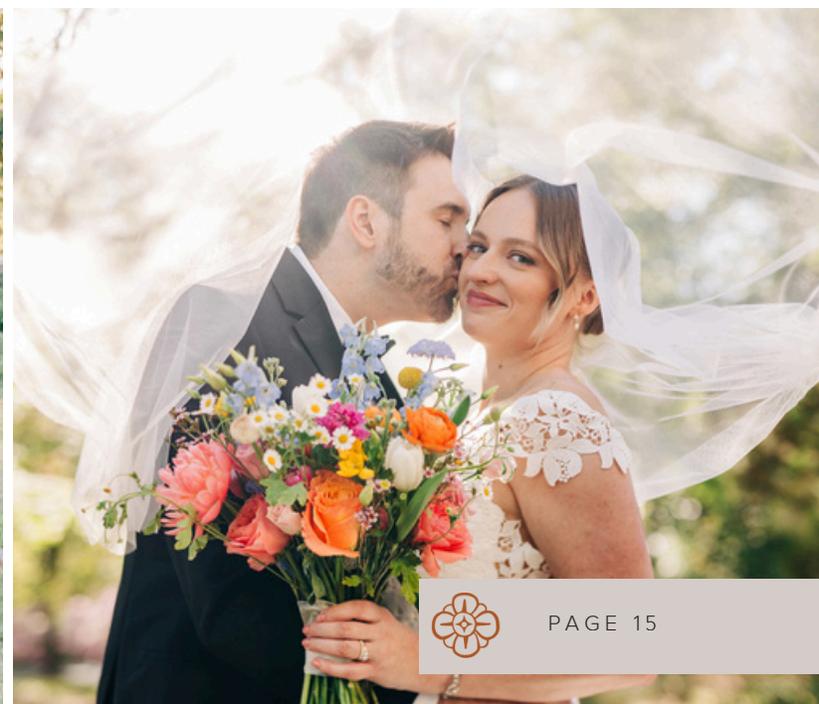
# Room Use Options

ROOM	 FOOD	 BAR	 GUESTS	 PETS	 CANDLES	 PHOTO BOOTH	 ACCESSIBLE	 GETTING READY
<i>Great Hall</i>			✓	✓		✓	✓	
<i>Dining Room</i>	✓	✓	✓			✓	✓	
<i>Library</i>	✓	✓	✓			✓	✓	
<i>Music Room</i>			✓				✓	
<i>Indoor Courtyard</i>	✓	✓	✓	✓	✓	✓	✓	
<i>Billiard Room</i>							✓	✓
<i>Studio A</i>							✓	✓
<i>Studio B</i>							✓	✓
<i>Winter Living Room</i>	✓	✓	✓			✓	✓	
<i>Front Terrace</i>	✓	✓	✓	✓			✓	
<i>Front Lawn</i>	✓	✓	✓	✓			✓	
<i>Memorial Garden</i>	✓	✓	✓	✓				
<i>Formal Garden</i>	✓	✓	✓	✓				
<i>Hydrangea Garden</i>	✓	✓	✓	✓				

Please note:

- Pets are only allowed for the wedding ceremony and must be picked up prior to the reception. Pets are not allowed in other areas of mansion.
- Live-flame candles are only allowed in the Indoor Courtyard (reception space) and must be in hurricane glasses.
- Dancing and dance floors are only permitted in the Indoor Courtyard and the Winter Living Room.
- Getting ready studios are located in our art gallery, and the artwork and studio setup are subject to change.





# Important Requirements

## *Wedding Insurance*

Callanwolde requires you to submit a Certificate of Insurance (COI) that proves you have obtained liability insurance for your event. To clarify, this is separate from your vendors' business insurance. Wedding insurance can be obtained through a private insurance company or from a wedding insurance company such as WedSure. You can get a quote for insurance and learn more about the benefits of obtaining wedding insurance here: [WedSure.com](http://WedSure.com).

For your reference, here are the limits of liability we require:

General Aggregate: \$2,000,000

Per Occurrence: \$1,000,000

Host Liquor Liability must be included with the policy.

Callanwolde Fine Arts Center should be listed as "additional insured." Please use this address when completing the application for wedding insurance: 980 Briarcliff Road NE, Atlanta, GA 30306.

For more information about wedding insurance, please see your contract.

## *Damage Deposit*

Callanwolde requires you to submit a \$1,000 damage deposit 90 days prior to your event in addition to your final deposit. We will refund the damage deposit within 30 days so long as there are no issues. Here are the top three reasons people lose their damage deposit:

- Renters, vendors, and/or guests leave after the contracted exit times.
- Renters, vendors, and/or guests leave items, decor, etc. after the contracted load-out time.
- Renters, vendors, and/or guests perpetrate damage to the house or grounds.

If you, your guests, or your vendors leave behind broken items and trash including, but not limited to, cans, bottles, cigarette butts, candle wax spills, floral debris, food and beverage waste, etc., you may be charged a portion up to your full security deposit as an excessive cleaning fee. This fee is determined by Callanwolde and corresponds to the severity of the cleaning required at the end of your event. Please note, the cleaning of bodily fluids on the part of Callanwolde will result in the full forfeiture of your \$1,000 damage deposit.

## *Vendor Documents*

The following vendors are required to submit proof of business insurance in the form of a Certificate of Insurance (COI) and a Vendor Agreement: caterer, florist, designer, rentals, bartenders, planner, entertainment vendors (DJ, band, photo-booth, etc.), and other vendors at Callanwolde's discretion. Callanwolde Fine Arts Center must be listed as "additional insured" on each vendor's COI. These documents are due to Callanwolde prior to the Final Walk-Through and at least 30 days before the event.

**We recommend choosing vendors from our preferred vendors list as these vendors are experienced with events at Callanwolde and have already submitted the required documents.**

Please reach out to us for the Vendor Agreement Form.





# Preferred Vendors

## *Coordinators*

Pop + Fizz  
Weddings by Epic  
SYS Event Planning  
Smooth As Butter Weddings  
Peachy Keen Lady

## *Entertainment*

Emerald Empire Band  
Mike Jones Entertainment  
Sam Hill Entertainment  
SiFi Entertainment  
Ballroom Blitz

## *Florists*

Faith Flowers  
Rhapsody in Blooms  
Luxe and Bloom

## *Valet*

Refined Parking Solutions

## *Venue Decor/Rentals*

Cover Ups Linens  
EventWorks  
Unique Event Element  
The Rented Event

## *Photographers*

Grapefruit Photo  
Laura Ann Watson  
Hellen CO Photos + Films  
Glorianna Chan Photography  
Hannah Forsberg

## *Bartenders*

Elite Private Bartenders  
Raising The Bar

## *Lodging*

Moxy Atlanta Midtown  
Loews Midtown  
The Georgian Terrace

## Vendor and Alcohol Guidelines

- You may bring in your own vendors, but we suggest our list of trusted and preferred vendors. These vendors have demonstrated excellence in communication and consistent adherence to our venue policies. Preferred vendors have also already submitted the required documents. Using outside vendors is more likely to result in a reduction of your damage deposit due to damages or violations of our policies.
- You may bring in your own alcohol, however, renters must have a licensed and insured bartender to serve the alcohol. Bartending services, or caterers providing bartending services, must have a liability policy covering BOTH Liquor Liability AND General Liability with no less than \$1,000,000 occurrence limits and \$2,000,000 aggregate limits. It must also include the naming of Callanwolde Fine Arts Center as additional insured.
- Callanwolde staff set up all Callanwolde items. Rental companies and vendors are responsible for setting and breaking down their items. Vendors are expected to assist with breakdown of tables and chairs at the end of the event.



# Catering

*Please choose a caterer from our preferred list below.  
Caterers from this list do not require the outside caterer fee.*

Affairs To Remember

Avalon

AV Gourmet

Avenue Catering

C. Parks Catering

Cafe Bombay

Canton House

Endive

Epting Events

Figs & Honey

Fox Brothers BBQ

LG's Magical Affairs

Low Country Catering

Palate

Proof of the Pudding

Sun In My Belly

Talk of the Town

Three Sisters Catering

Zest Atlanta



# Venue Policies

*We have updated some of our policies. Please review your contract and this list prior to your event and reach out to us with any questions or concerns.*

- Decorative glitter, loose streamers, confetti (including ecofetti or biodegradable confetti), and balloons (including arches, garlands, and bouquets) are not permitted in the mansion or on Callanwolde grounds.
- Live-flame candles are only permitted in the Indoor Courtyard and must be in glasses that are taller than the wick of the candle (i.e. hurricane glasses). They are also allowed on the staircase in the Great Hall during ceremonies, but they must be out of the way of foot traffic, in hurricane glasses, and extinguished after the ceremony.
- Nothing may be added to or hung from the walls, chandeliers, drapes, filigree, or ceiling. This includes the drapery and chandeliers in the Indoor Courtyard.
- Per Dekalb County law, smoking is not permitted within 50 feet of any Callanwolde building.
- Callanwolde has limited storage space, and therefore, we cannot accommodate early deliveries of personal or rental items until your scheduled rental time. That said, we may be able to accommodate an early delivery of alcohol on the morning of your event. Please check with Callanwolde staff at your final walk-through to schedule.
- You are allowed to bring in your own alcohol, but it must be served by a licensed and insured bartender.
- We have 110 parking spaces in our parking lot. If you need additional parking, please reach out to inquire about additional parking across the street.
- No sparklers (even cold sparklers) and/or fireworks, or smoke bombs of any kind are allowed on property. Please consider these alternative exit ideas: lavender, bubbles, ribbon wands, attached streamer poppers, fiber optic wands, and/or glow sticks. Renter is responsible for the cleanup of thrown items, with the exception of lavender, which does not need to be cleaned up.
- The Winter Living Room is currently being used as a ballet studio. The dance floor, barres, and equipment cannot be removed unless you rent out the space (\$750). If you do not choose to rent the space, the room may be accessed for bridal party photos, but it may not be accessed by guests. If the Winter Living Room is rented and is used for dancing, a physical dance floor must be brought in and laid over the wood floor.
- At any point in the planning process, you are more than welcome to schedule a site visit with our Rentals & Hospitality Coordinator.





# FAQ

## *Is a rehearsal included?*

Rehearsals are extended as a courtesy to our clients and cannot be scheduled during Callanwolde's daily activities and events. They are limited to one hour and are dependent upon other Callanwolde events, rentals, and classes. Rehearsals cannot be scheduled prior to 30 days before your rental date, and we cannot guarantee a rehearsal in your exact ceremony location or the day before your wedding.

## *Do you provide linens or other wedding decor?*

No decor is included with your rental. We provide the venue and select tables and chairs only.

## *What is the rental period?*

The rental period is from 1pm-11pm.

## *Is security required?*

A security officer is provided (and mandatory). Final guest count and fees for additional security are determined at the final walk-through.

## *Do I need liability insurance?*

Yes, please see the Important Requirements page (P.16) for details. We recommend [WedSure](#).

## *What forms of payment are accepted?*

Credit card, check, or ACH payments are accepted. Please note, there is a 3.5% processing fee when making a card payment.

## *When can I drop off items? May I leave items overnight?*

Due to the high volume of events, items cannot be dropped off until your contracted rental time. All items must be removed by the end of the load-out period on your contract.

## *Will other events be going on during my rental?*

Callanwolde is a multi-use facility, with classes being held seven days a week. Class times and locations will not interfere with your rental time and space.

## *I want to have my ceremony outside. What happens if it rains?*

If you plan to have an outdoor ceremony, you may choose one of Callanwolde's indoor ceremony options as a backup in case of inclement weather. However, Callanwolde requires 24 hours' notice to move ceremony setups indoors. A decision must be made 24 hours in advance of the event to guarantee an indoor ceremony setup.

## *Do you provide valet service?*

Callanwolde has a parking lot of 110 spaces for guest parking. Parking is free, but valet service is not provided. You are welcome to hire a valet service for your event. We recommend Refined Parking Solutions, which has provided valet service for multiple Callanwolde events.



# FAQ Continued

## *Can cars park overnight after the wedding?*

We do not allow guests to park overnight. However, if someone is intoxicated to the point of not being able to drive, they can leave their car parked overnight. Cars should be picked up between 9am-12pm the next day unless otherwise noted. Callanwolde is not liable for any loss or damage that may occur as a result of overnight parking.

## *Can I just drop by with family, friends, or vendors?*

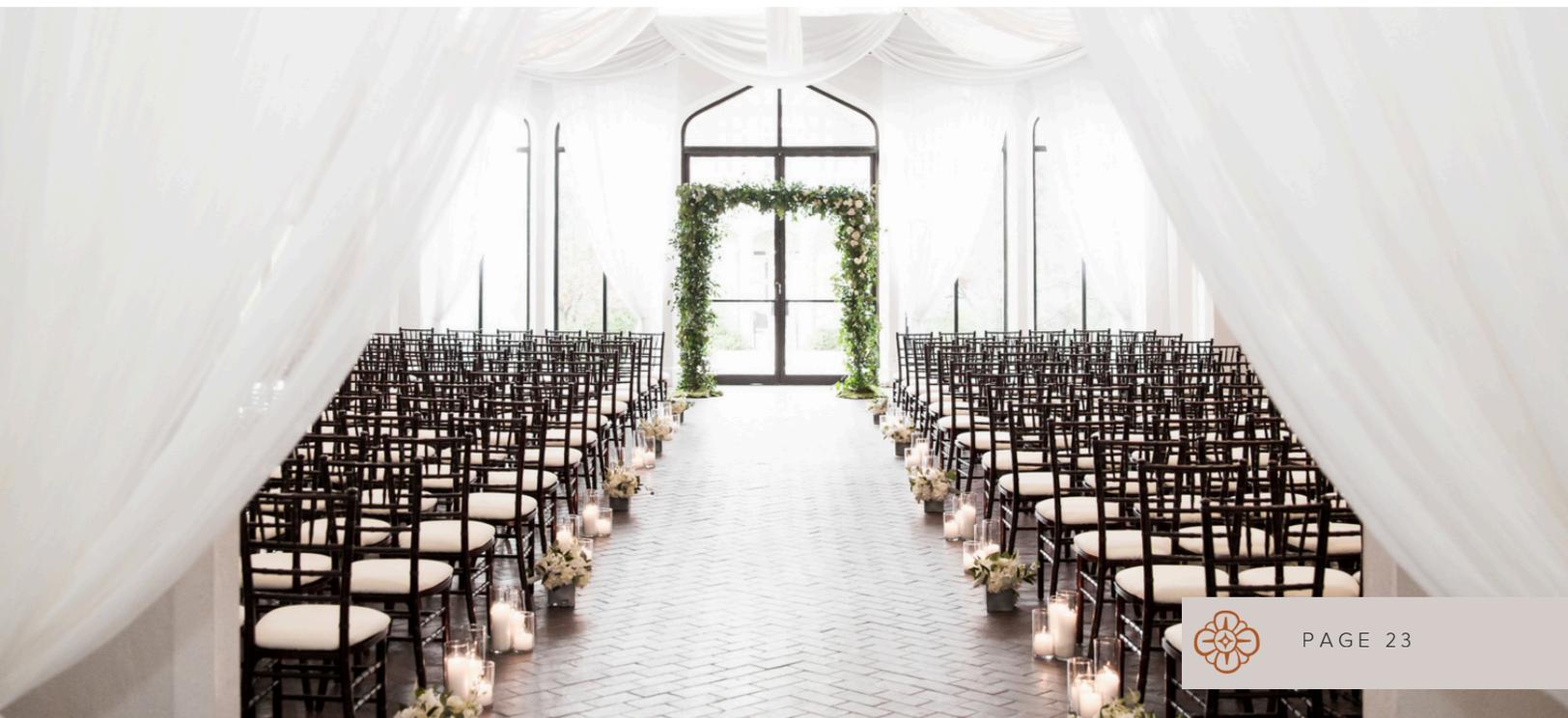
At any point in the planning process, you are more than welcome to schedule a site visit. Though Callanwolde is generally open Monday-Thursday from 9am-5pm, some events and classes may prevent you from seeing some, or all, of the mansion and grounds. Therefore, we recommend scheduling your site visits through our Rentals & Hospitality Coordinator.

## *Can I place a hold on a date?*

We are not able to put a date on hold until after you have toured the property. Once you have toured the property, we are happy to hold your prospective date for up to five days while you decide.

## *What is the Membership Access Fee?*

Callanwolde Fine Arts Center is a 501(c)(3) nonprofit dedicated to providing premier, accessible arts education, with a focus on providing tuition-free programming to underserved communities, including Title I and III students, veterans living with PTSD, and individuals who have experienced homelessness. The membership access fee is a tax-deductible donation that supports our mission. By including this fee in our rental structure, we ensure that every event contributes to our community-focused work. As a donor, you will receive a complimentary one-year Mansion Level membership at Callanwolde, which grants you access to free member events and promotions throughout the year. To learn more about the membership program, visit [callanwolde.org/membership](http://callanwolde.org/membership).





"It is beautiful, historic, spacious, and just amazing! Callanwolde was worth the cost"

- Jordan, Bride

"I can't think of a more timeless venue than Callanwolde. This was a dream come true for my daughter."

- Cindy,  
Mother of Bride

"Having access to the entire house was such a rare opportunity.

The team at Callanwolde was so flexible and accommodating"

- Cole, Bride

"I loved having my wedding at Callanwolde. I highly recommend this beautiful venue."

- Jake, Groom

"The first time we stepped onto the Callanwolde property we instantly knew this would be our venue. Absolutely stunning both indoors and out."

- Holly, Bride

"Baillie & Harrison's wedding was magical. Thank you for everything you did to make it a success."

- Melinda,  
Mother of Bride



# Sample Floor Plans

All venue layouts are available on [Prismm.com](https://www.prismm.com). We recommend using this site or another floor plan software to create clear, scaled floor plans for your event.



# First Floor

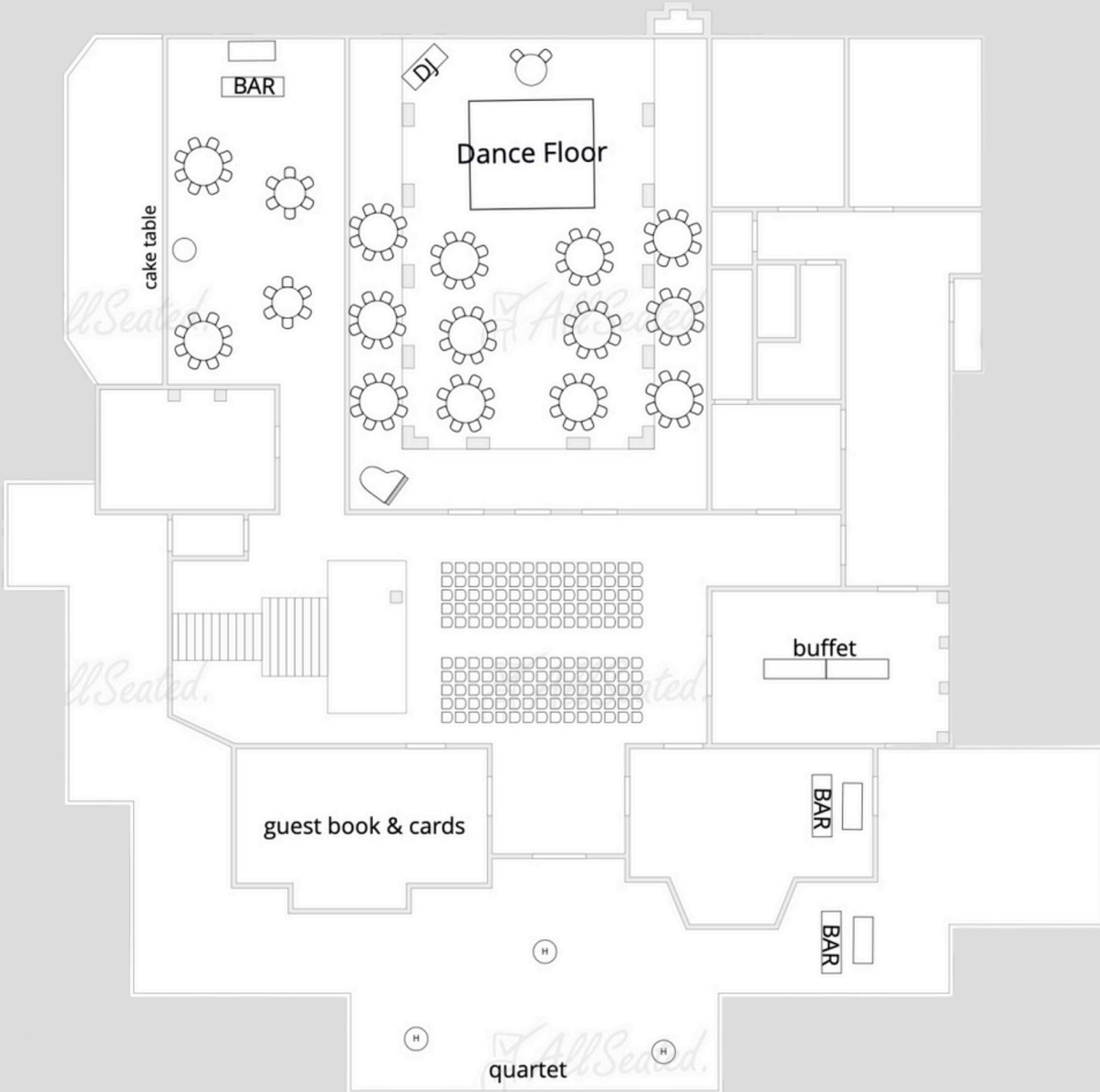
## KEY

- ① FRONT DOOR
- ② GREAT HALL
- ③ LIBRARY
- ④ DINING ROOM
- ⑤ BREAKFAST ROOM
- ⑥ COLD KITCHEN
- ⑦ STORAGE
- ⑧ HOT KITCHEN
- ⑨ INDOOR COURTYARD
- ⑩ WINTER LIVING ROOM
- ⑪ BILLIARD ROOM
- ⑫ GRAND STAIRCASE
- ⑬ MUSIC ROOM
- ⑭ FRONT TERRACE
- ⑮ MEMORIAL GARDEN



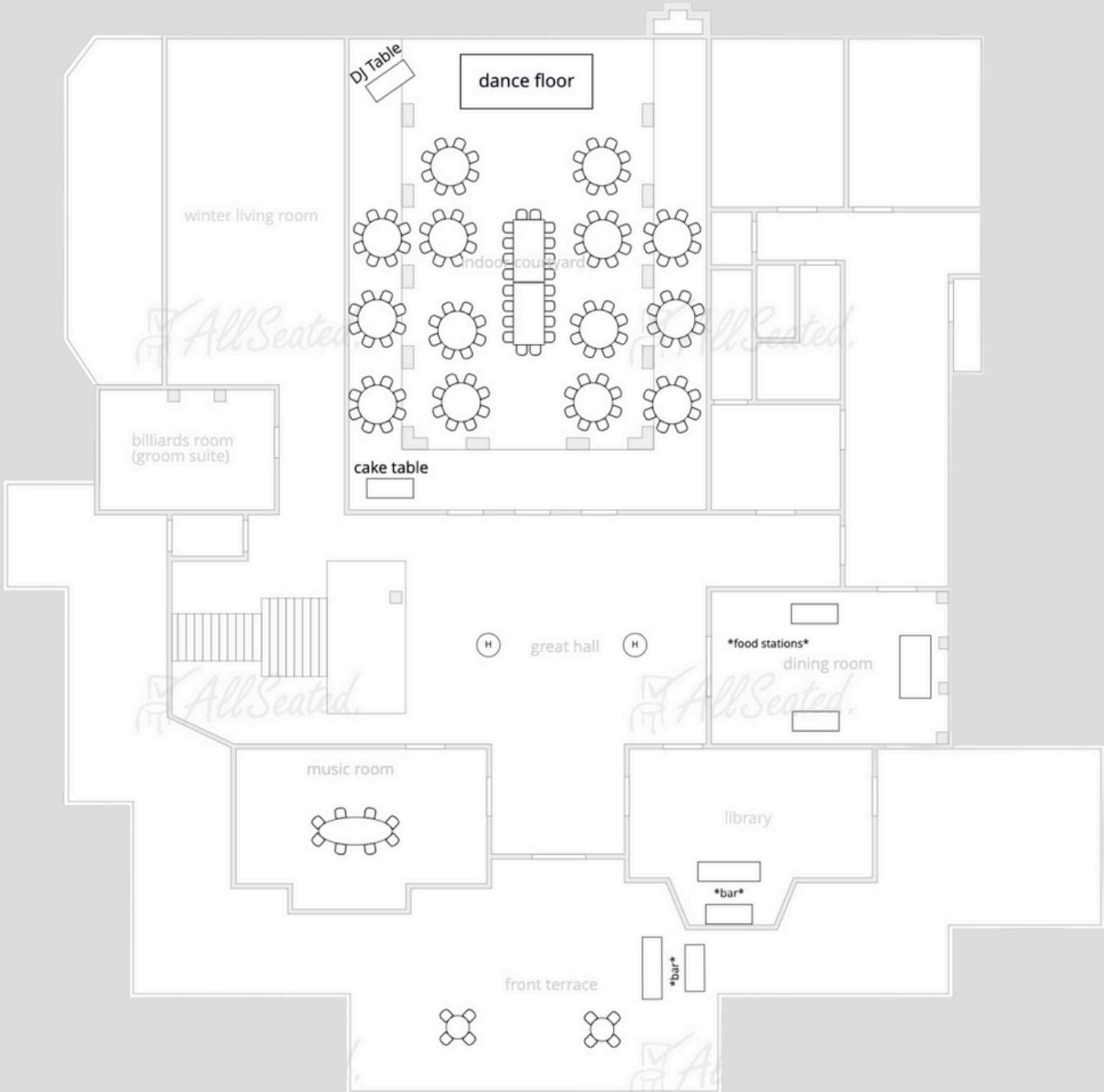
# First Floor

(Indoor Ceremony Example)



# First Floor

(Outdoor Ceremony Example)



# Hydrangea Garden

