



Callanwolde

FINE ARTS CENTER

Weekday Rentals



Our Mission

Thank you for considering Callanwolde for your event. 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

4 UNIQUE MEETING
ROOMS TO
CHOOSE FROM



Rental Rates

Weekday rentals include a 3-5 hour reservation of **one** of the following rooms: Indoor Courtyard, Library, Dining Room, or Music Room. Rentals are Monday-Thursday based on availability and are limited to the hours of 9 am to 9 pm, including load-in and load-out.

Maximum guest capacity is 100.

	MEMBERSHIP ACCESS FEE	RENTAL FEE	REFUNDABLE DAMAGE DEPOSIT	GRAND TOTAL
<i>Corporate</i>	\$500	\$1,500	\$500	\$2,500
<i>Non-Profit</i>	\$500	\$750	\$500	\$1,750
<i>Private</i>	\$500	\$2,000	\$500	\$3,000

All fees are due 5 business days after signing contract.
 For events of more than 50 guests, a \$250 service fee is required.
 For events serving alcohol, a greater damage deposit may be required.

All prices and terms are subject to change without notice and are not guaranteed until accepted by both Callanwolde Fine Arts Center and the Renter.



Rental Details

Room Capacities

<i>Indoor Courtyard</i>	100
<i>Dining Room</i>	40
<i>Library</i>	40
<i>Music Room</i>	20

Amenities

- White Folding Chairs (100)
- 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
- Option to add art workshop for an additional fee*
- Membership Access**
 - Early and exclusive access to upcoming event tickets
 - Access to members-only workshops
 - Discounts from local businesses
 - Recognition in our Annual Report

**Workshop pricing and availability varies; please inquire for more details.*

***Your membership benefits last one year and the membership fee is tax deductible within the limits of the law.*



Preferred Vendors

Coordinators

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

Venue Decor/Rentals

Cover Ups Linens
EventWorks
Unique Event Element
The Rented Event

Florists

Faith Flowers
Rhapsody in Blooms
Luxe and Bloom

Valet

Refined Parking Solutions

Photographers

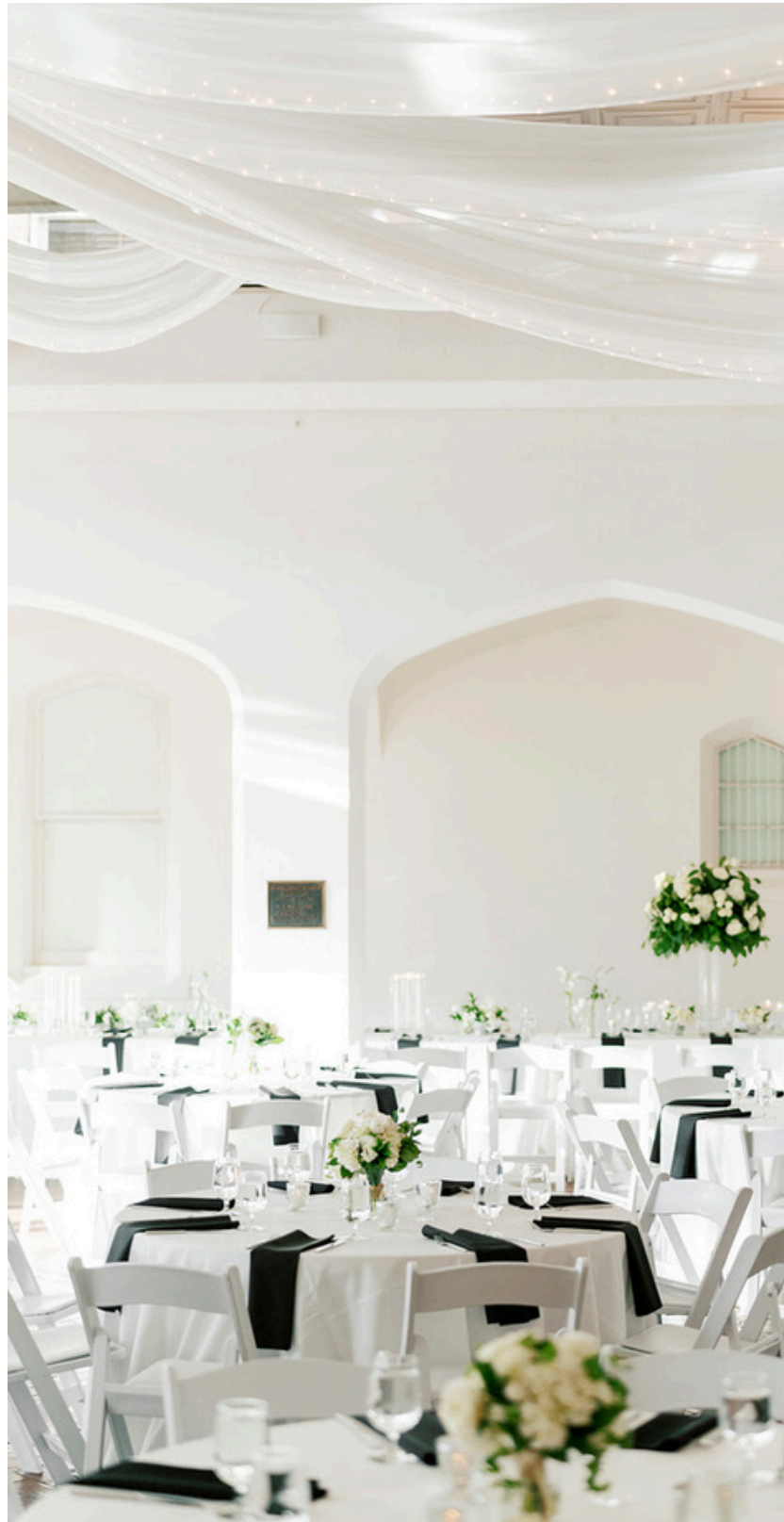
Grapefruit Photo
Laura Ann Watson
Hellen CO Photos + Film
Glorianna Chan Photography
Hannah Forsberg

Entertainment

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

Alcohol Provider

Decatur Package Store



Catering & Bartending

Please choose a caterer from our approved list below.

Affairs to Remember

Avalon

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

If the hired caterer does not provide bartending services, an approved bartender must be selected from the list below to serve alcohol at the event.

Elite Private Bartenders

Raising The Bar

Vendor and Alcohol Guidelines

- Caterer and bartender must be selected from the approved list above.
- Besides catering and bartending, you may bring in your own vendors, but we suggest our list of trusted and preferred vendors. They 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.
- Vendors not on Callanwolde's preferred list are required to submit proof of business insurance in the form of a Certificate of Insurance (COI) and a signed vendor agreement. 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. Please reach out to us for the Vendor Agreement Form and COI requirements.
- 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.



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).
- Callanwolde has limited storage space, and therefore, we cannot accommodate early deliveries of personal or rental items until your scheduled rental time.
- Parking on site is limited. We have 110 parking spaces in our parking lot. However, during the week, many of these spaces are occupied by students in our classes. For events of 50+ guests, additional parking across the street will likely need to be arranged for attendees.
- Per Dekalb County law, smoking is not permitted within 50 feet of any Callanwolde building.
- No sparklers (even cold sparklers) and/or fireworks, or smoke bombs of any kind are allowed on property. Please consider these alternate ideas: lavender, bubbles, ribbon wands, hand-thrown streamers, petals, 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.
- You are allowed to bring in your own alcohol, but it must be served by a licensed and insured bartender.
- Nothing may be added to or hung from the chandeliers, drapes, filigree, or ceiling. This includes the drapery and chandeliers in the Indoor Courtyard.
- At any point in the planning process, you are more than welcome to schedule a site visit with our Rentals & Hospitality Coordinator. It is recommended that you reach out to us prior to your visit to ensure spaces are not occupied by events or classes during that time.

Cancellation Policy

Your Rental Fee is nonrefundable. In the case of a force majeure, and Callanwolde deems cancellation necessary, the Rental Fee is refundable. The Membership Access Fee and Service Fee are not refundable.



FAQ

How do I set up a tour? Can I just drop by with family?

Tours are by appointment only and are scheduled on our website at callanwolde.org/rentals.

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. However, weekday rentals do not provide exclusive access to the mansion or any part of the estate, and there may be classes occurring in the same building as your event. For rentals of the entire mansion, please see our [Wedding/Weekend Rentals Packet](#).

Do you provide linens or decor?

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

What forms of payment are accepted?

ACH, check, and credit card payments are accepted. Please note, there is a 3.5% processing fee for card payments.

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.

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

At any point in the planning process, you are more than welcome to visit the venue for a self-guided tour or site visit (with vendors, family members, or friends). It is recommended that you reach out to us prior to your visit to ensure spaces are not occupied by events or classes during that time.

