



# Summer Ceremonies at Callanwolde

*Perfect for small, intimate ceremonies.*

  
**Callanwolde**  
FINE ARTS CENTER

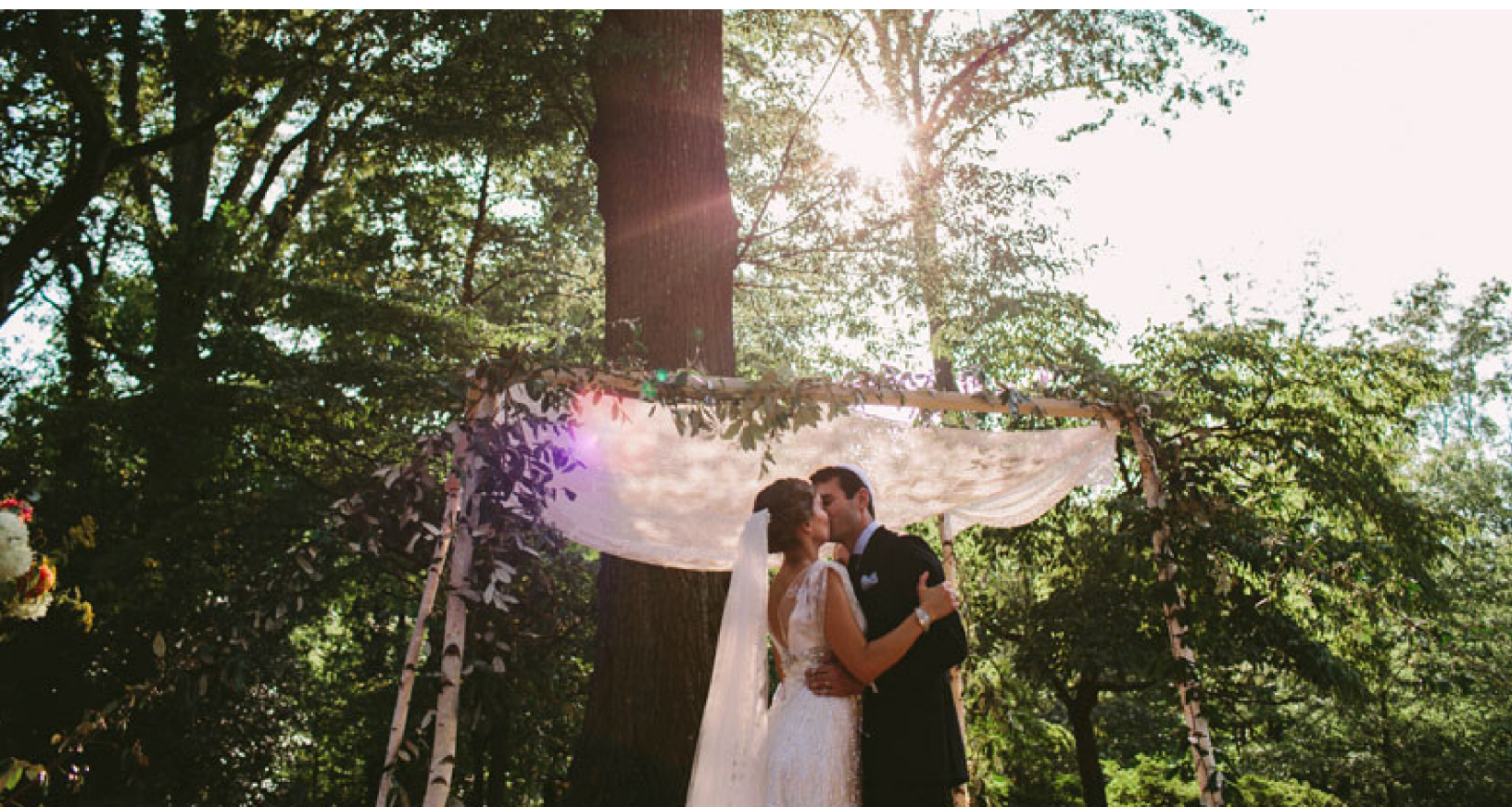
# Summer Ceremonies at Callanwolde

*Fridays Only*

*Perfect for small, intimate ceremonies.*

This is a special rental package we offer on summer Fridays only. This package is for ceremonies; no reception is included. It is great for ceremonies, elopements, vow renewals, and other smaller-scale special events. The Summer Ceremony rental package includes the following:

- A 5-hour space rental from 5pm to 10pm
  - 100 guest capacity maximum
  - Ceremony spaces include the Gardens, the Front Lawn, the Amphitheater, the Indoor Courtyard, or the Great Hall.
- 110 complimentary parking spaces
- Up to 100 white folding chairs for indoor use\*  
*\*Chairs for garden ceremonies are \$3/each*
- Multiple photo opportunities throughout the mansion and grounds
- One year-long membership at Callanwolde Fine Arts Center



# Rental Rates

## *Friday Summer Ceremony Only*

Summer Ceremony rentals begin at 5pm and must end by 10pm. Vendors must load out by 11pm.

RENTAL DAY	RENTAL & MEMBERSHIP ACCESS FEE	REFUNDABLE DAMAGE DEPOSIT	GRAND TOTAL
<i>Friday Ceremony Only</i>	\$2,500	\$500	\$3,000

Rates are valid through 2023 only; please inquire regarding 2024 rates and beyond.  
ALL fees are due 5 business days after signing contract.

### Callanwolde Membership includes:

- Early and exclusive access to upcoming event tickets
- Secret mansion tour with Executive Director
- Invitations to special, members-only arts workshops at Callanwolde
- Recognition in our Annual Report

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

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



# 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, but must be out of the way of foot traffic in hurricane glasses and extinguished after your ceremony.
- Per Dekalb County law, smoking is not permitted within 50 feet of any Callanwolde building.
- Nothing may be added to or hung from the chandeliers, drapes, or ceiling.
- 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, 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.
- 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) between 9:30am-5pm, Mondays - Thursdays, and on Fridays and Saturdays between 9:30am - 12pm.



## *Wedding Insurance*

Callanwolde requires you to submit a Certificate of Insurance (COI) that proves you have obtained 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

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 \$500 damage deposit in addition to your rental fee. We will refund the damage deposit with 14 business 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 load-out time.
- 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, food and beverage waste, etc., you may be charged a portion up to your full damage 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 \$500 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 current business license: florist, designer, rentals, planner, entertainment vendors (DJ, musicians, etc.). Callanwolde Fine Arts Center should be listed as "additional insured" on each COI. These documents are due to Callanwolde prior to the final walk-through and at least 45 days before the event.

Vendors are also required to submit a Vendor Agreement. Please reach out to our Business & Contracts Specialist to send vendor agreements. If you use a vendor from our preferred vendors, it is not required to submit a Vendor Agreement.



# Preferred Vendors

## Coordinators

[Pop + Fizz](#)  
[Weddings by Epic](#)  
[Events by Monet](#)  
[Events By Tiffany](#)  
[Organized Occasions](#)  
[Peachy Keen Lady](#)  
[SYS Event Planning](#)

## Venue Decor/Rentals

[Cover Ups Linens](#)  
[EventWorks](#)  
[Unique Event Element](#)  
[The Rented Event](#)

## Florists

[Faith Flowers](#)  
[Rhapsody in Blooms](#)  
[Laurens Floral Art](#)

## Photographers

[Grapefruit Photo](#)  
[Carrie Joy Photo](#)  
[Christian David Photo](#)  
[Laura Ann Watson](#)  
[Shutterbooth](#)

## Videography

[Eden Studios](#)

## Rehearsal Dinners

[Murphy's](#)  
[Wahoo Grill](#)

## Lodging

[Moxy Atlanta Midtown](#)  
[Loews Midtown](#)  
[The Georgian Terrace](#)

Callanwolde staff sets up all Callanwolde items. Rental companies and vendors are responsible for setting and breaking down their items.



# FAQ

## *Is a rehearsal included?*

Yes, however, rehearsals cannot be scheduled prior to 30 days before your rental date. Rehearsals are completely dependent upon other Callanwolde events, rentals, and classes. We cannot guarantee a rehearsal in your exact ceremony location or the day before your wedding.

## *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.

## *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 11pm on your rental date.

## *Can I have food or drinks?*

This rental is for ceremonies only; no reception or cocktail hour is allowed. We will allow a small toast assuming all cups/glasses are properly discarded or removed from the premises.

## *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) between 9:30am-5pm, Mondays - Thursdays, and on Fridays and Saturdays between 9:30am - 12pm. If you have specific questions, please call us at (404) 872-5338.

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

No tables or decor is included with your rental. We provide the rental space and chairs only, as this rental does not include a reception. If a table is required for a certain aspect of the ceremony, exceptions can be made.

