




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 is now 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 to fulfill our mission and why we allow the community to rent the estate.

Renting Callanwolde is more than making a simple transaction. That is why we require all prospective renters to become Members of our organization with the hope that you feel the same love for Callanwolde that we do. Your donation and rental fees support the upkeep of the estate and important cultural and arts programming.

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 Packages

Full Day

This is our largest package with your rental being from 1pm-11pm. Select tables and chairs are included. Price does not vary based on guest count. There is no additional fee to have your ceremony onsite. Dedicated staff will be there to assist you on the day-of. Parking is complimentary. Setup and event time must occur between 1pm-11pm. Break down must begin by 11pm. Only offered Fridays, Saturdays, and Sundays. Refer to [rental fee page](#) for more information.



Hourly

Much the same as the full day package, your rental includes select tables and chairs, parking, and day-of onsite staff. This package is a minimum rental of 5 hours at \$750/hour. Additional hours for load-in may be purchased for \$500/hour. Hourly packages are only offered on Fridays and Sundays.



Rental Package Includes:

- Full Kitchen Access
- Dressing Rooms
- Free Guest Parking (110 Spots)
- 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 includes
 - 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
 - Benefits last one year 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

Reception Areas

Indoor Courtyard
(seats up to 160 guests, dance floor, & DJ/Band)

Front Terrace
(less than 60 Guests only)

Please be advised, if you choose the Indoor Courtyard for 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.



Rental Fees

RENTAL DAY	MEMBERSHIP ACCESS FEE	RENTAL FEE	MANDATORY SERVICE FEE	REFUNDABLE DAMAGE DEPOSIT	GRAND TOTAL
<i>Friday</i>	\$2,000	\$5,000	\$400	\$1,000	\$8,400
<i>Saturday</i>	\$2,000	\$7,000	\$400	\$1,000	\$10,400
<i>Sunday</i>	\$2,000	\$6,000	\$400	\$1,000	\$9,400
Rates are valid through 2024 only; please inquire regarding 2025 rates and availability.					

Payment for membership access is due at the time you sign your contract. It is non-refundable and tax deductible within the limits of the law.

ADDITIONAL FEES (NOT MANDATORY)	TOTAL
<i>Winter Living Room Fee</i> *Additional fee required as this room serves as a ballet studio and must be cleared out for rentals when requested*	\$750

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.



Rental Payment Schedule

PAYMENT	DUE
<i>Membership Access Fee</i>	At signing of contract
<i>Initial Deposit + Service Fee</i>	30 Days after signing contract
<i>Final Deposit + 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; Renters, guests, and vendors do not stay on the property beyond the contracted rental and load-out time; 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 Access Fee and Service Fee are not refundable.



Rental Payment Schedule Breakdown

Friday Wedding

*Rates are valid through 2024 only;
please inquire regarding 2025 rates.

PAYMENT	AMOUNT	DUE
<i>Membership Access Fee</i>	\$2,000	At signing of contract
<i>Initial Deposit + Service Fee</i>	\$2,900	30 Days after signing contract
<i>Final Deposit + Damage Deposit</i>	\$3,500	90 Days prior to rental date

Saturday Wedding

PAYMENT	AMOUNT	DUE
<i>Membership Access Fee</i>	\$2,000	At signing of contract
<i>Initial Deposit + Service Fee</i>	\$3,900	30 Days after signing contract
<i>Final Deposit + Damage Deposit</i>	\$4,500	90 Days prior to rental date

Sunday Wedding

PAYMENT	AMOUNT	DUE
<i>Membership Access Fee</i>	\$2,000	At signing of contract
<i>Initial Deposit + Service Fee</i>	\$3,400	30 Days after signing contract
<i>Final Deposit + Damage Deposit</i>	\$4,00	90 Days prior to rental date

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>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
<p>*White event chairs (pictured below) used in the lawn or gardens.</p> <p>**Additional hours may be added to the front end of the rental. Events must end by 11pm (vendors out by 12am).</p>	





Okay, I signed my contract.









What's next?

<i>Within <u>two weeks</u> of receiving your contract</i>	Once you have received your contract, you have five days to sign. After it has been signed, we will countersign your agreement and send you the invoice (via QuickBooks) 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.
<i>Within <u>30 days</u> of receiving your contract</i>	Pay your initial deposit.
<i>> <u>6-12+ months</u> prior to event</i>	Review the preferred vendors, resources, and sample floor plans provided in this document.
<i><u>6-8 months</u> prior to event</i>	Some vendors (designers, planners, florists, and/or caterers) will work with you to create a personalized floor plan for your event using the templates provided in this document or on <u>Allseated</u> .
<i>90 days prior to event</i>	Pay your final deposit + damage deposit and <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.) Begin gathering any required vendor documents from your vendors.
<i>45 +/- days prior to event</i>	Select optional add-ons and complete the <u>Final Walk-Through Questionnaire</u> .
<i>30 days prior to event</i>	Pay your add-ons invoice and attend final walk-through. Share your Certificate of Insurance and any required vendor documents with Callanwolde prior to your final walk-through (<u>P.15</u>). Rehearsals will be scheduled at the final walk-through.
<i>2 weeks prior to event</i>	Finalized floor plans, event timeline, and guest count is due.





Room Use Options

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

Please note:

- Pets are only allowed for the wedding ceremony and must be picked up prior to the reception.
- Live-flame candles are only allowed in the Indoor Courtyard (reception space).
- Dancing and dance floors are only permitted in the Indoor Courtyard and the Winter Living Room.





Indoor Courtyard



Billiard Room



Library



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.

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 \$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, 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 current business license: caterer, florist, designer, rentals, bartenders, planner, entertainment vendors (DJ, band, photo-booth, 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 30 days before the event.

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





Preferred Vendors

Coordinators

[Pop + Fizz](#)
[Weddings by Epic](#)
[SYS Event Planning](#)
[Smooth As Butter Weddings](#)
[Events By Tiffany](#)
[Peachy Keen Lady](#)

Venue Decor/Rentals

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

Florists

[Faith Flowers](#)
[Rhapsody in Blooms](#)
[Luxe and Bloom](#)

Bartenders

[Elite Private Bartenders](#)
[Raising The Bar](#)

Entertainment

[Emerald Empire Band](#)
[Mike Jones Entertainment](#)
[Sam Hill Entertainment](#)
[SiFi Entertainment](#)
[Ballroom Blitz](#)
[Moxie Band](#)

Valet

[Refined Parking Solutions](#)

Photographers

[Grapefruit Photo](#)
[Laura Ann Watson](#)
[Hellen CO Photos + Films](#)
[Glorianna Chan Photography](#)

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.
- You may bring in your own alcohol, however renters must have a licensed and insured bartender to serve the alcohol.
- Callanwolde staff set up all Callanwolde items. Rental companies and vendors are responsible for setting and breaking down their items.



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

Julie's Kosher Catering

LG's Magical Affairs

Low Country Catering

Palate

Proof of the Pudding

Soiree

Sun In My Belly*

Talk of the Town

Three Sisters Catering

The Bountiful Basket

Zest Atlanta*

*Suggested caterer. Discounts may apply.



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.
- 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 our Business & Contracts Specialist, 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, 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.
- The Winter Living Room is currently being used as a ballet studio. The dance floor, bars, and equipment cannot be removed unless you rent out the space (\$750). If you do not choose to rent the space, you can open and/or close the doors to this room at your discretion.
- At any point in the planning process, you are more than welcome to schedule a site visit through this link: [Venue Site Visit](#).



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.

What is the rental period?

Rental time varies based on the package selected. Full day packages are 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 you provide linens or other wedding decor?

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

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.

Do I need liability insurance?

Yes, all renters must hold event liability insurance for at least one occurrence of \$1,000,000 in their name. We recommend [WedSure](#).

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 12am on your rental date.



FAQ Continued

Can cars park overnight after the wedding?

We do not encourage nor 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. 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?

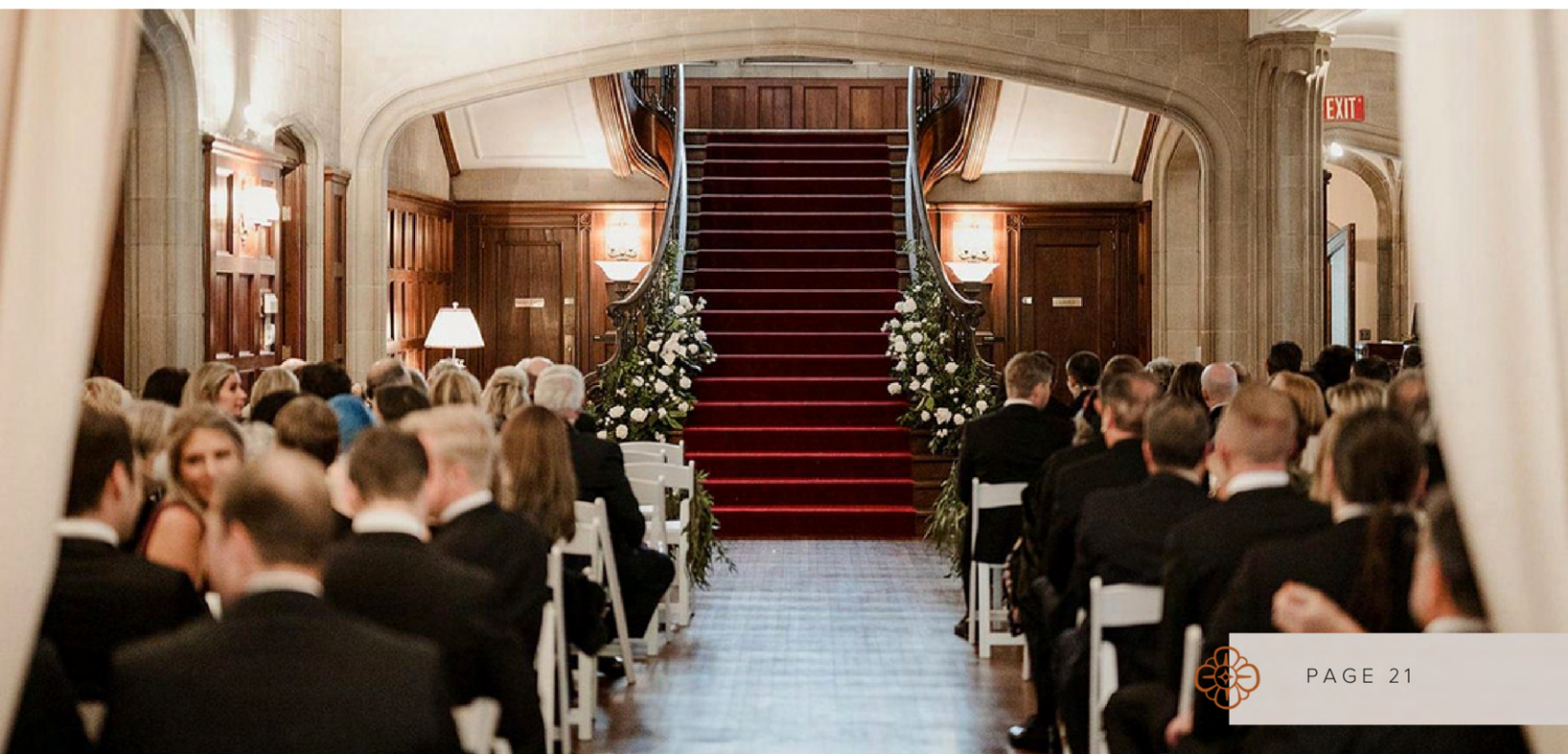
At any point in the planning process, you are more than welcome to schedule a site visit through this link: [Venue Site Visit](#). Though Callanwolde is generally open Monday-Thursday from 9am-5pm, some events and classes may prevent you from seeing some, or all, of the mansion and grounds. Therefore, we recommend scheduling your site visits. If you have specific questions or need to meet with our Business & Contracts Specialist, Jordan Wardach, please schedule a time on her calendar: [Meeting Calendar](#).

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?

The Membership Access Fee is a vital component of Callanwolde's commitment to enriching our community through the arts. This fee directly contributes to our annual fund, enabling us to consistently deliver the highest quality arts programming to our community. By incorporating the Membership Access Fee into our overall rental fees, we further our mission of providing premier and accessible arts education to all, with a particular focus on underserved populations. Additionally, Callanwolde members receive exclusive membership benefits, allowing them to fully engage with our artistic offerings and become a part of our thriving artistic community.





"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

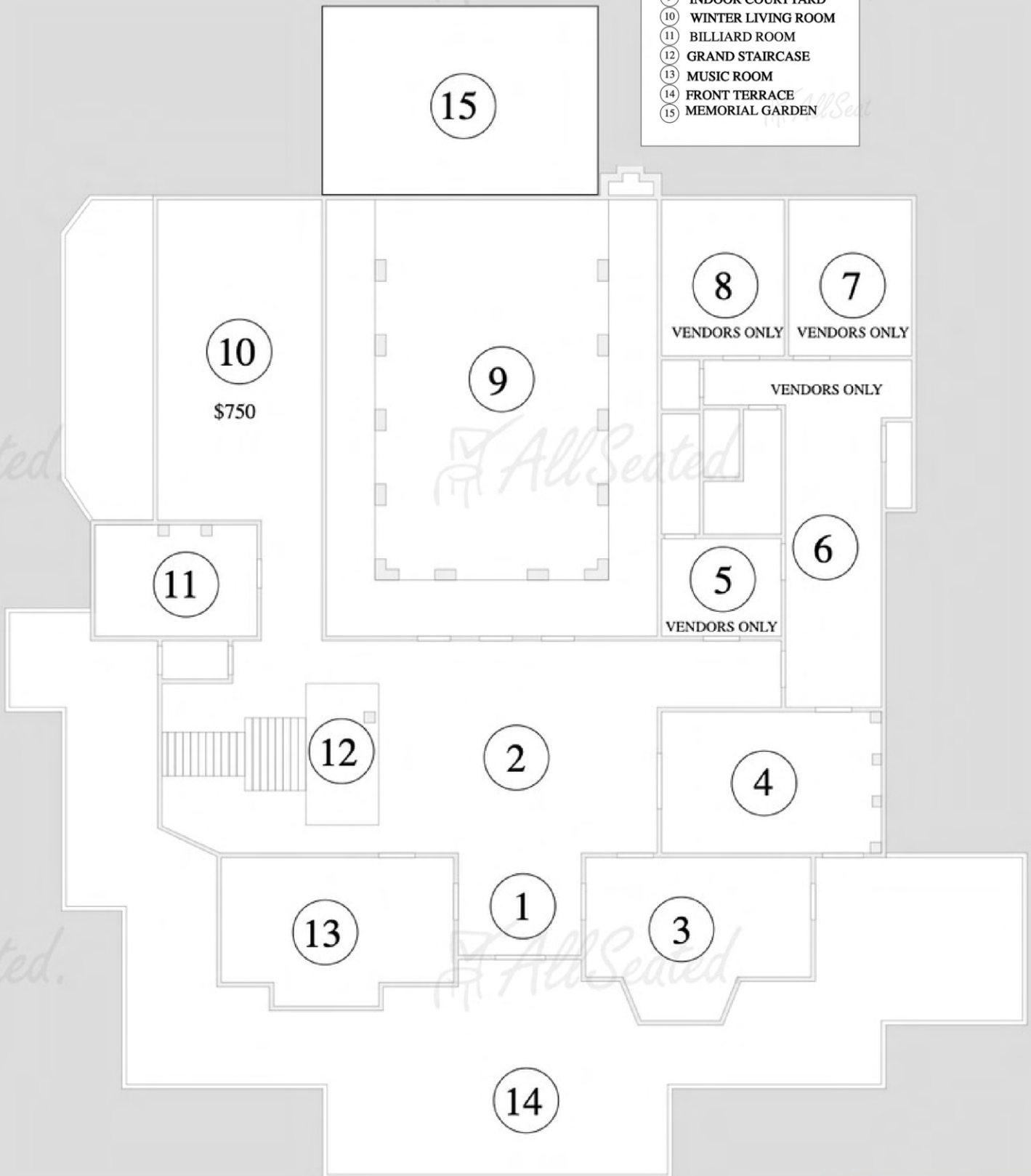
(all venue floor plans are available on All Seated)



First Floor

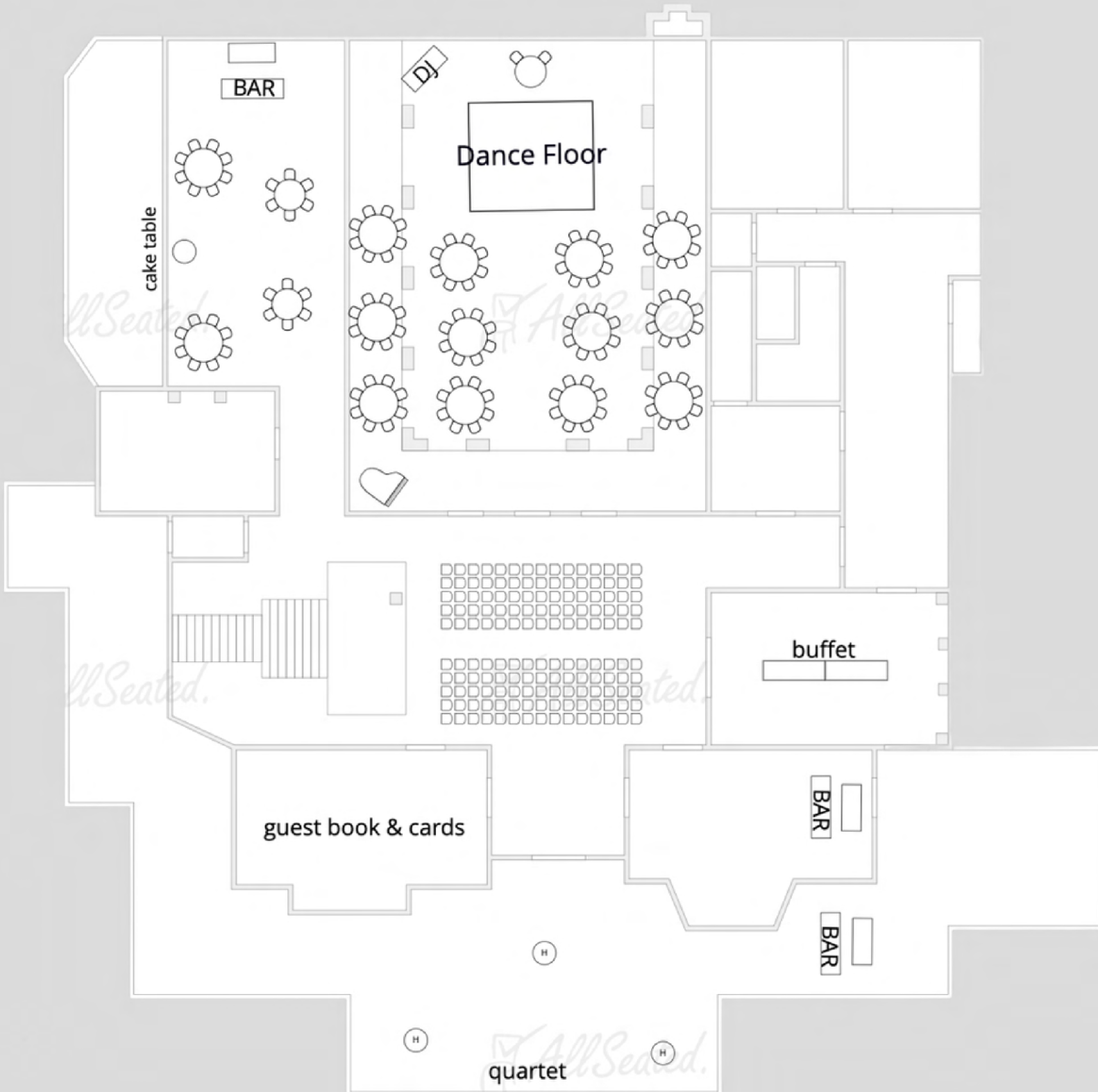
KEY

- 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



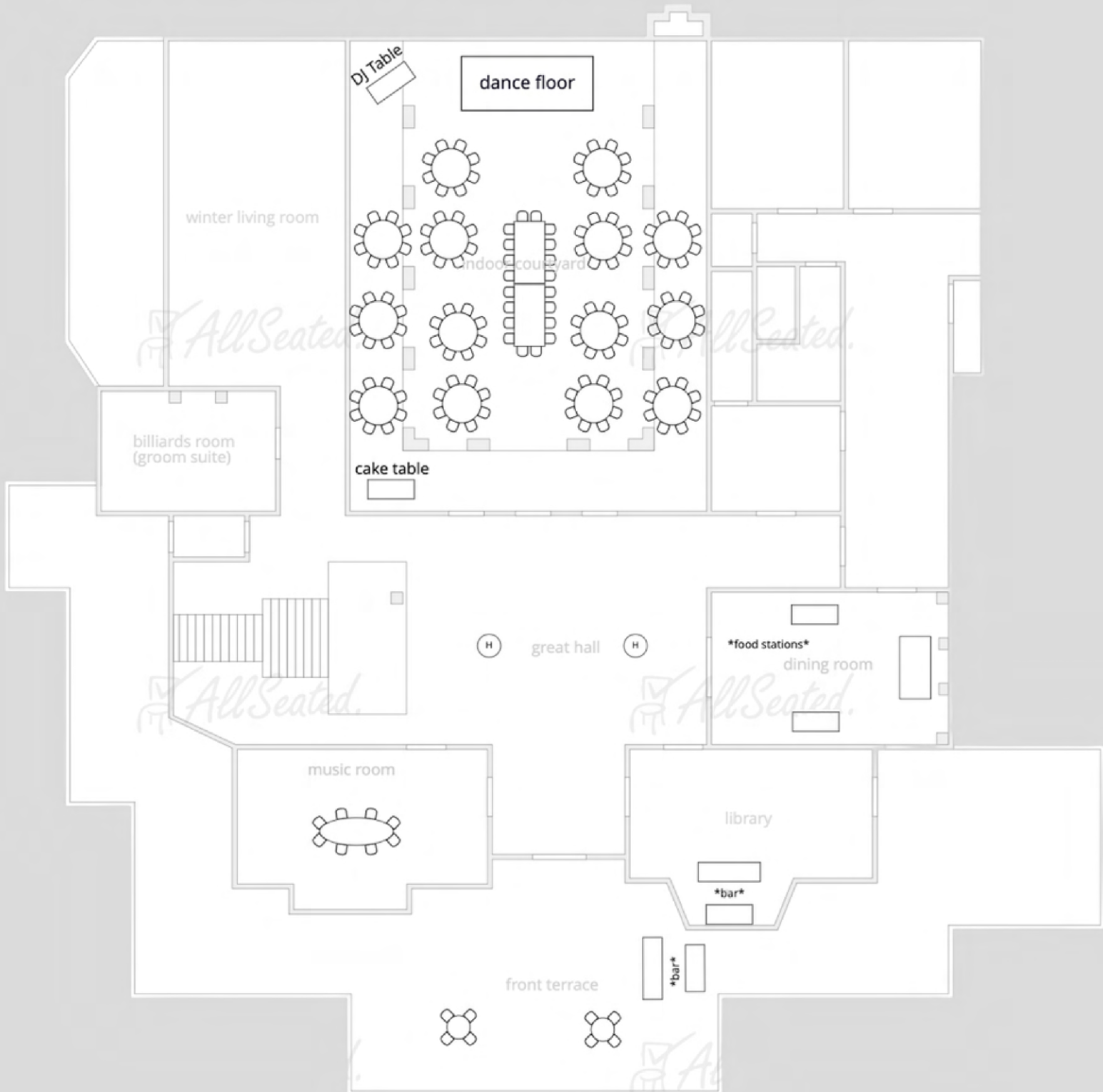
First Floor

(Indoor Ceremony Example)

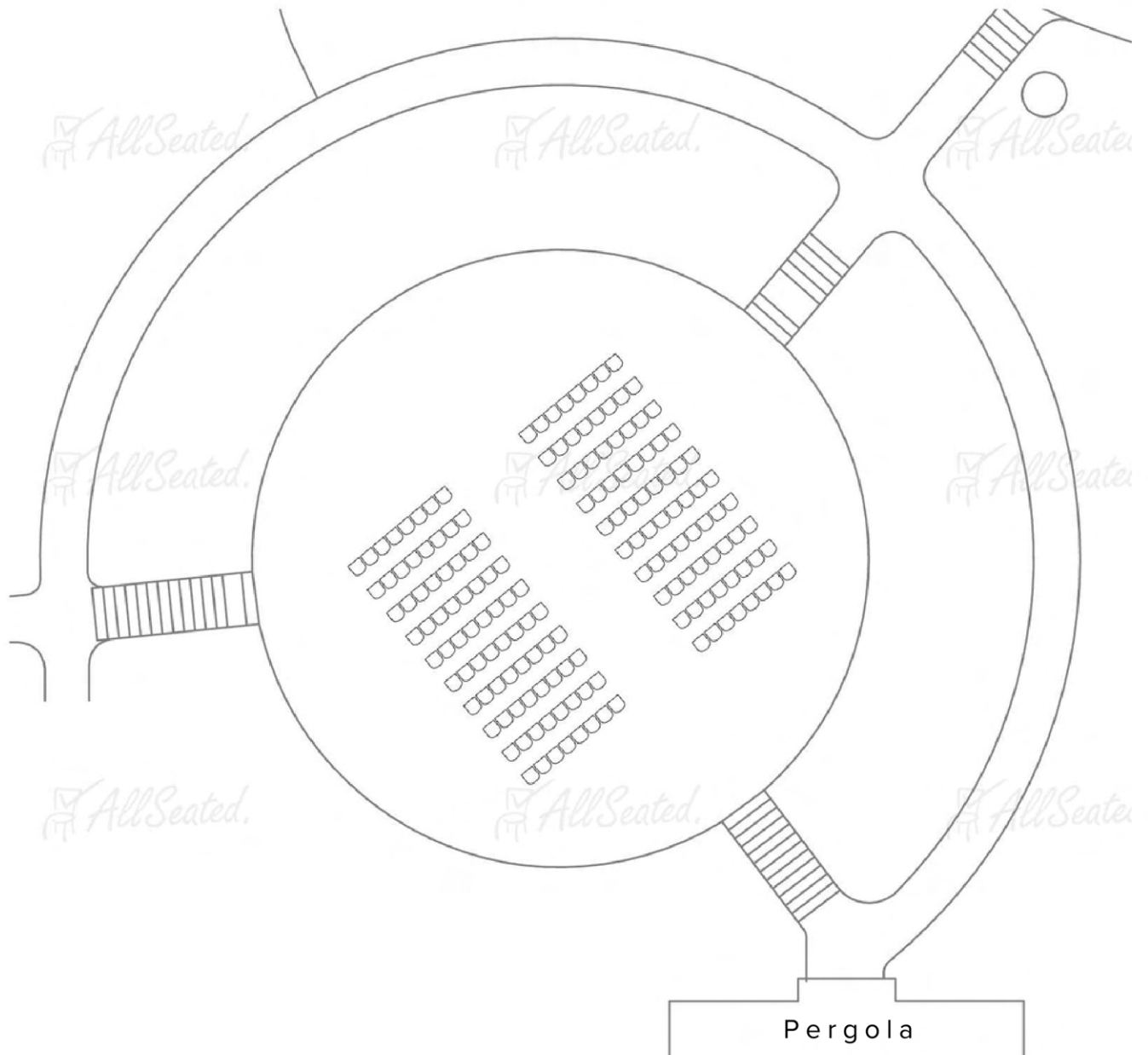


First Floor

(Outdoor Ceremony Example)



Hydrangea Garden



Campus Map



