



# The West Venue

1710 Defoor Ave NW, Atlanta, GA 30318  
678-575-6695 | info@TheWestVenue.com

The West Venue is located in the heart of west midtown Atlanta. Upon entering through the large double doors of the Hall, you will be greeted by the history that makes The West Venue the only venue of its kind in Atlanta. There are two rooms at The West Venue - Hall and Lounge.

**Hall** is 4,700sf of ballroom space which can comfortably sit 270 guests reception style with round tables. The Grand chandelier which is 10ft tall, adds to the tall wood ceilings which is the statement piece for any wedding backdrop along with full ceiling color changing twinkly lights and white draping all throughout the room. The state of the art projection mapping system adds to the uniqueness of the room.

**Lounge** is 2,500sf industrial loft with 20ft tall ceilings and seating for 150 guests reception style with round tables. Lounge room also has a large built-in bar, metal chandeliers and 2 large projection walls. Lounge can be used for smaller events and also as a cocktail hour space along with pre-function for any event.

## Rates:

Space	Sat (8 hrs)	Fri & Sun (8 hrs)	Mon-Thu (8 hrs)	Capacity
Hall	\$4,000	\$3,500	\$3,000	Hall – 270 – Reception 300 – Cocktail standing
Lounge	\$4,000	\$3,500	\$3,000	
Hall + Lounge	\$6,000	\$5,000	\$4,500	
	Sat (11 hrs)	Fri & Sun (11 hrs)	Mon-Thu (11 hrs)	Lounge – 150 – Reception 200 – Cocktail standing
Hall + Lounge	\$6,500	\$5,500	\$5,000	

Additional time may be available at a cost of \$350.00/hr. Events must end by 12am midnight. Events lasting past midnight will have a \$500/hr fee plus amenities as used.

**8 hrs rate:** Access to venue for a 4-hour event with 2.5 hours of set up and 1.5 hours of breakdown.

**11 hrs rate:** Access to venue for a 6-hour event with 3.5 hours of set up and 1.5 hours of breakdown.

**Rehearsal time:** Free 1hr of time (Mon-Thu or depending on venue's availability).

## Included in Rate:

- 200 Fruitwood Chivari chairs (dark brown stained wood with white cushions)
- 25 Round Tables (60" round, seats 8-10)
- 10 High boy Tables
- 3 Folding tables (6' long)
- 2 private Dressing Rooms
- White Mobile bar
- On-site manager
- Parking: FREE self-parking on-site and on-street. Valet recommended for large events.

**Amenities:**

- Security Guard** required: **\$45/hr** per un-armed guard (1 per every 75 guests) or **\$150/hr** per armed off duty APD officer.
- Ceiling color changing Twinkly lights: \$500**
- Projectors** (includes free setup of images/video prior to event start time): **\$500**
- Projectors and ceiling Twinkly lights: \$750** (discounted from \$1000)
- Onsite Projector Technician** for entire event time: **\$995**
- Load in/out** (outside of rental time or overnight storage fee): **\$500**
- Scissor Lift Rental: \$500**

**Catering:**

Client can bring any caterer of their choice as long as they are insured. Outside Catering Fee of \$850 is applied if choosing a caterer not on our preferred list below. Caterer must add "The West Venue LLC" as additional insured to their COI. Client must provide their own staff or partner with their catering company in order to have staff (servers, setup, cleanup) during and after the event.

<b>Preferred Caterers:</b>		
<b>District Events &amp; Catering</b> districtecm.com Rajan Mistry - 888.922.8377 rajan@districtecm.com	<b>Endive</b> endiveatlanta.com Stephanie Mule - 404.504.9040 stephanie@endiveatlanta.com	<b>Proof of the Pudding</b> ProofPudding.com Barbara Yontz - 404.898.1759 BYontz@ProofPudding.com
<b>Phenomenal Food by Chef Holly</b> phenomenalfoodbychefholly.com Meshia Jones - 678.396.3173 meshia@phenomenalfoodbychefholly.com	<b>Bold Catering + Design</b> Bold-Events.com Martin Collins - 678.665.6968 mcollins@bold-events.com	<b>Dogwood Catering</b> dogwoodcatering.com Deborah Bolger - 678.777.6717 Deb.b@dogwoodcatering.com

**Bartending Rates:**

- Bartending services required if serving alcohol. The client can bring sealed bottles of liquor they wish to serve to their guests. The liquor can only be served by bartenders provided by the venue or another licensed & insured bartender.
- Client can bring outside Bartending Company for \$500 fee and Bartending company must add 'The West Venue LLC' to their COI.
- Venue does not hold liquor license and does not allow alcohol sales (cash or ticket). A special events permit is required to sell alcohol.

*\*\* Bartending Rates subject to change if event is over 6 months out\*\**

<b>75 guests: \$1,550 (\$10/guest after) + 8% tax</b> <u>Includes:</u> 4 hours of service 1 Bartender 2 specialty mocktails, garnishes, mixers, juices, sodas Water, Ice, Disposables Cups/Napkins/Straws Printed menu, bar consult *Alcohol <u>not</u> included	-Additional Bartender (4hrs): \$250 -Additional Time: \$300/hr -Alcohol can be provided for add'l fee after bar consult or BYOB
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**Payment & Deposit Policy:**

- Payment of 50% of the rental fee is due with the return of the signed rental agreement. The date of the event is not reserved until this payment and the signed rental agreement are received. This fee is non-refundable.
- 3 months prior to the event date, remainder of 50% of rental fee is due. Any money paid will become non-refundable as soon as it is paid. If the payment is not received by this date, the client forfeits their event date and venue will release the date, and no refund is provided. No credit is offered in event of cancellation or no show.

- 1 month prior to the event date, security guards, beverage fee, outside catering (if choosing), projector fee, twinkly lights fee, etc is due.
- 2 days prior to the event date, Security/Damage Deposit of \$1,500 is due for any damages or overages that may occur.
- Date change fee: \$2,000
- Rental fees may vary for city wide events and certain holiday weekends.

### Renter Checklist:

- Venue does not provide setup and breakdown of chairs and tables. Ask us about setup and decor packages.
- Venue does not provide table covers, linens, napkins, food catering items, décor, A/V, uplighting or trash services.
- All trash must be taken to the dumpster at the end of the event.
- Confetti, Open Flames, Sparklers, Rice, Bubbles or Smoking inside the Venue is strictly prohibited (Smoking will cause deposit forfeiture). Cold sparklers and Clouds are okay.
- Venue and Amenities must be returned in the condition they were received. No trash, stains, residues, sets, set pieces, props, materials, equipment, or decorations must remain at the end of the event.
- Nothing can be tacked, nailed, adhered, or taped to, or hung/suspended from any floors, walls, surfaces, or elements. If there is something that must be hung, talk to the Venue for permission prior to the event.
- Venue hours are between 8am-12am (midnight). Additional cost of \$500/hr for events lasting past 12am plus security guard and other amenities added.

### Vendor List:

<b>Equipment, Furniture, Décor, Drapery:</b>		
<b>Indaglow Production</b> indaglowproductions.com 404.734.6534 info@indaglowproductions.com	<b>AFR Events</b> Afrevents.com 629.333.8664 sbradley@rentfurniture.com	<b>EventWorks</b> EventWorksRentals.com 404.574.6655
<b>Quest Events &amp; Draping</b> QuestEvents.com – Marina Miller 404.597.4653 mmiller@QuestEvents.com	<b>A Touch of Drapery</b> Atouchofdrapery.com 770.913.0644	<b>I Do Linens</b> Idolins.com 404.367.0010 info@idolins.com
<b>Luxury Lounge and Lighting</b> LuxuryloungeAtl.com 678.462.6025	<b>TLC Rents</b> tlcrents.com 678.999.6661	<b>MomsKloset Balloon</b> momskloset@gmail.com <b>Whats Poppin Balloon Decor</b> whatspoppinballoondecor.com
<b>Valet:</b>		
<b>Class A Parking</b> Edward Gilfillan 770.927.7517 ed@classaparking.com	<b>180 Parking</b> 180parking.com – Carlos Smith 404.246.6722 csmith@180parking.com	<b>G5 Parking Solutions</b> g5parkingsolutions.com – Christian 702.839.8749 beltg5parkingsolutions@gmail.com
<b>Audio-Visual, Lighting, DJ, Dance Floor &amp; Production:</b>		
<b>Active Production and Design</b> ActiveProductionandDesign.com Jeffrey - 470.820.5757 Jeffrey@ActiveProductionAndDesign.com	<b>UpLight Your Event</b> uplightyourevent.lighting 770.480.9100 uplightyourevent@gmail.com	<b>Lethal Rhythms</b> LethalRhythms.com 678.709.7496