



The West Venue

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

Located in West Midtown Atlanta and built in 1970s as a gospel church, you will be greeted by the history that makes The West Venue the only venue of its kind in Atlanta. For years, the space was used to host congregations until 2003 when it was converted into an event hall. In 2020, the building was purchased and renovated to upgrade with latest amenities to add to its one of a kind character, while keeping original part of the building structure. The venue offers two distinct spaces for your event needs.

Hall is 4,500 sf with 20ft tall wood ceiling and wood beams with grand chandelier making it extra luxurious event space and can host any event from weddings, receptions, corporate events, birthdays, pop-up shops, fashion show to any large gathering. Hall boasts extensive projection capability with a unique concept to transform any event into clients dreams.

Lounge is 2,700 sf industrial warehouse style setup with built-in bar that can host pre-functions for Receptions and can serve as cocktail setup for turnover during weddings. The space is perfect for baby shower, birthdays, corporate events, seminars, workshops, launch parties to any small or large event. Lounge has 2 projectors to project any image or video to make the party come to life.

Rates:

| Space | Sat (8 hrs) | Fri & Sun (8 hrs) | Mon-Thur (8 hrs) | Capacity |
|---------------|--------------|--------------------|-------------------|-------------------------------------------------------|
| Hall | \$4,500 | \$4,000 | \$3,500 | Hall – 220 – Theater/Reception 300 – Cocktail |
| Lounge | \$4,000 | \$3,500 | \$3,000 | |
| Hall + Lounge | \$7,000 | \$6,000 | \$4,500 | |
| | Sat (12 hrs) | Fri & Sun (12 hrs) | Mon-Thur (12 hrs) | Lounge – 150 - Theater/Reception 220 – Cocktail |
| Hall + Lounge | \$7,500 | \$6,500 | \$5,000 | |

Additional event time may be available at a cost of \$400.00 per hour. Additional setup and breakdown time may be charged at \$200/hr. Certain events will have \$350 cleaning fee.

8 hrs rate: Access to venue for a 4-hour event with four hours of support time (set up & breakdown).

12 hrs rate: Access to venue for a 5-hour event with seven hours of support time (set up & breakdown).

Rehearsal time: \$500 (2 hrs) depending on venue's availability.

Included in Rate:

15 Round Tables (60" round, seats 8)

120 Fruitwood Chivari chairs (dark brown stained wood with white cushions)

3 Folding tables (6' long)

2 VIP Dressing Rooms

Projectors with 1 hr of projector technician to setup initial file (Additional time billed at \$100/hr)

Parking: FREE self-parking up to 60 cars on site. Some street parking and parking in the lot across the street available for free.

Venue manager

Amenities:

Security Guard, required for events serving alcohol: **\$45/hr per guard** (1 per every 65 guests)

Kitchen Usage Fee (if not using our preferred caterer): **\$750** (Caterer must add 'The West Venue LLC' to their COI)
 Valet: **240/attendant** (6hrs total) (4-5 needed)
 Restroom Attendant: **\$25/hr**
 Overnight Storage/Early Load-in Cost: **\$300**

Bartending Rates:

- The West Venue does not hold liquor license. The client can bring sealed bottles of liquor they wish to serve to their guests.
- The West Venue does not allow alcohol sales (cash or ticket). A special events permit is required to sell alcohol.

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|---------------------------------------------------------------------------------------|-----------------------------------------------------|
| 75 guests (1 bartenders): \$650 | 200 guests (3 bartenders): \$950 |
| 100 guests (1 bartenders): \$750 | 250 guests (3 bartenders): \$1050 |
| 150 guests (2 bartenders): \$850 | Contact for special cocktails or personalized items |
| Includes: 4-hours of event time, 3 mixers, garnishes, ice, cups, napkins and stirrers | |

Deposits & Payment Policies:

- Deposit 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. The deposit of rental fee is nonrefundable.
- 3 months prior to the event date, remainder of 50% of rental fee is due. Any money paid will become nonrefundable as soon as it is paid.
- 1 month prior to the event date, the beverage fee is due.
- 2 days prior to the event date, Security/Damage Deposit of \$1,500 for any damages that may occur.
- Facility Fees may vary for city wide events, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve & New Years Day or events lasting past midnight.

Vendor List:

CATERING

Client can bring any caterer of their choice. There is a \$750 fee for a non-approved caterer to use the Kitchen. The restaurant or company must meet our requirements showing proof of catering liability insurance. Client must provide their own staff or partner with their catering company in order to have staff (servers, setup, cleanup) during and after event.

Preferred Caterers:

Proof of the Pudding

ProofPudding.com - Barbara Yontz
 404.898.1759
 BYontz@ProofPudding.com

Bold Catering + Design

Bold-Events.com – Alex Glass
 678.302.3237
 aglass@bold-events.com

Legendary Events

LegendaryEvents.com - Liz Cipro
 404.350.6681
 ECipro@LegendaryEvents.com

Affairs to Remember

affairs.com - Saffold Barksdale
 404.872.7859 Ext. 33
 Saffold@affairs.com

Endive

endiveatlanta.com - Stephanie Mule
 404.504.9040
 stephanie@endiveatlanta.com

District Events & Catering

districtecm.com - Julia Hurwitz
 888.922.8377
 julia@districtecm.com

Valet:

Class A Parking

Edward Gilfillan
 770.927.7517
 ed@classaparking.com

180 Parking

180parking.com – Carlos Smith
 404.246.6722
 csmith@180parking.com

Equipment & Furniture Rentals:

Luxury Lounge and Lighting

LuxuryloungeAtl.com
 877-648-4555

AFR Events

Afrevents.com – Sarah Bradley
 629.333.8664
 sbradley@rentfurniture.com

Peachtree Tents and Events

PeachtreeTents.com - Liz Aguillon
 404.477.6275
 Liz@PeachtreeTents.com

Indaglow Production

www.indaglowproductions.com – Jay Gandhi
 info@indaglowproductions.com
 404-734-6534

Drapery:

Quest Events & Draping
QuestEvents.com – Marina Miller
404.597.4653
mmiller@QuestEvents.com

Audio-Visual Lighting & Production:

Active Production and Design
ActiveProductionandDesign.com - Brad Gibson
404.725.2894
Brad@ActiveProductionAndDesign.com

Renter Checklist:

- Confetti, Open Flames, Sparklers, Bubbles or Smoking inside the Event Hall is strictly prohibited (Smoking will cause deposit forfeiture).
- Event Hall 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 Event Hall for permission prior to the event.
- Event Hall does not provide any table linens, napkins, food catering items, décor, A/V, uplighting, or trash services.
- Event Hall hours are between 8am-12am (midnight). There may be additional cost for events lasting past 12am.

Floor Layout:

Hall: grey shaded
Lounge: light blue shaded

