

## Venue Capacities

- 299 guests - Seated or Cocktail.

## Alcohol

- Serve your own Alcohol without a corkage fee

## Rates

- Main Gallery: \$4,500 Sun-Friday \$5,500 Saturday
- Artists Studio: \$2,000 additional when combined with Main Gallery
- Corporate Meeting rates vary based on size and duration

## Wedding Package

For an additional \$2,000; the following are included:

- 1 additional hour for the event
- Bridal ready room, Draped in the nook
- 1 hour rehearsal Day before the event (Time of day is dependent on other events in the Gallery)
- Cocktails in the Artist Studio while main gallery is setup for reception

## Rental Includes

- 8 hour Event Rental (3 hours set up, 4 hour event time and 1 hour cleanup) Additional time if required is \$250 /hour.
- On-Site Manager
- On-Site security for the first 150 guests. An additional Security Officer is required for larger events
- Valet parking – 2 Valets included with each rental, Additional Valets are available for \$125 for 4 hours

## Tables & Chairs

- 150 Chiavari Crystal Chairs
- 10 - 60" Round Tables
- 8 – 8' Buffets
- 8 – High Boys

## Caterers & Preferred Vendors

Please see the Gallery 874 Catering & Vendor Lists

## Customer Schedule & Payment

- A 50% non-refundable deposit is due with the signed rental agreement.
- Final guest count is due 10 business days prior to the event.
- Full balance is due 10 business days prior to the event.
- \$1,500 Refundable Security Deposit due 10 business days prior to the event.

## Insurance Requirements

Event rental clients must submit a Certificate of Insurance Coverage (COI) issued by a licensed agent of the insurer providing \$1,000,000.00 per occurrence 10 days prior to your event date. This should provide liability coverage for the duration of the event including the entire timeframe of venue use from start to finish. Gallery 874 Inc. must be listed as the additional insured along with our address, date of event and name of event.

## Furniture/Lighting/Decor

**CCP Events/EventScapes**  
404.472.9233  
[www.ccpevents.com](http://www.ccpevents.com)

**POHP Events**  
770.817.7647  
[www.pohpevents.com](http://www.pohpevents.com)

**Unique Event Elements**  
404.367.4700  
[www.uniqueeventelements.com](http://www.uniqueeventelements.com)

**WM Events (Décor)**  
678.251.6363  
[www.wmevents.com](http://www.wmevents.com)

## Floral Arrangements

**James Hurley Designs**  
404.935.6361  
[www.jameshurleydesigns.com](http://www.jameshurleydesigns.com)

## Draping

**Event Drapery**  
404.597.4653  
[www.eventdrapery.com](http://www.eventdrapery.com)

**Geri Sims**  
404.558.1300  
[www.gerisims.com](http://www.gerisims.com)

## Audio/Video Production

**One Stop Productions**  
404.541.9040  
[www.onestopproduction.com](http://www.onestopproduction.com)

**Active Production & Design, Inc.**  
404.663.3527  
[www.activeproductionanddesign.com](http://www.activeproductionanddesign.com)

**The Magnum Companies Ltd.**  
404.872.0553  
[www.magnumco.com](http://www.magnumco.com)

## DJ & A/V

**Espeute Productions**  
678.315.2197  
[www.espeute.com](http://www.espeute.com)

## Equipment Rental

**Peachtree Tents & Events**  
678.704.2971  
[www.peachtreetents.com](http://www.peachtreetents.com)

**Event Rentals Unlimited**  
888.404.8368  
[www.erultd.com](http://www.erultd.com)

## Valet

**Executive Parking Systems**  
404-688-0801  
[www.ExecutiveParkingAtl.com](http://www.ExecutiveParkingAtl.com)

## Photography

**Vosamo Photography**  
404.966.2007  
[www.vosamo.com](http://www.vosamo.com)

**Lorikay Photography**  
678.485.9690  
<http://www.lorikayphotography.com>

**Derek Wintermute Photography**  
404-216-8537  
[www.derekwintermutephotography.com](http://www.derekwintermutephotography.com)

## Beverage Services & Accessories

**Finest Event Rentals**  
Mark Barlow  
678.525.6491  
[www.finesteventrentals.com](http://www.finesteventrentals.com)

## Gallery 874 Approved Caterers



A Divine Event  
770.587.9117  
[www.adivineevent.com](http://www.adivineevent.com)

Affairs to Remember  
404.872.7859  
[www.affairs.com](http://www.affairs.com)

Bold American Events  
404.815.1178  
[www.boldamerican.com](http://www.boldamerican.com)

Dennis Dean Catering  
404.475.1002  
[www.dennisdeancatering.com](http://www.dennisdeancatering.com)

Glorious Events  
678.205.3180  
[www.shmatl.com](http://www.shmatl.com)

Legacy Catering and Events  
404.698.4710  
[legacycateringandevents.com](http://legacycateringandevents.com)

Proof of the Pudding  
404.892.2359  
[www.proofpudding.com](http://www.proofpudding.com)

{Palate} catering | design  
404.455.FOOD  
[www.palateatl.com](http://www.palateatl.com)

Talk of the Town Catering and Special Events  
404.334.5461  
[www.talkofthetownatlanta.com](http://www.talkofthetownatlanta.com)

Three Sisters Catering  
404.488.4565  
[www.caterwiththreesisters.com](http://www.caterwiththreesisters.com)