



Event Rental Information

The Atlanta Contemporary Art Center is a unique event space well-suited to host a wide range of events including:

- Wedding ceremonies and receptions
- Private parties and fundraisers
- Meetings and presentations
- Photo and video shoots

Built in the 1920s, the Contemporary is a 35,000 square foot former warehouse that was converted into galleries, offices, and artist studios in the 1990s and is now one of the premier contemporary art facilities in the southeast. Located in the Means Street Historic District adjacent to the rapidly developing Marietta Street Artery corridor, the Contemporary connects the bustling downtown business district with the Westside Arts District, a neighborhood of lofts, galleries, restaurants, and shops. We are only minutes away from the Georgia Institute of Technology, Centennial Olympic Park, CNN Center, the Georgia Aquarium, and the World of Coca-Cola.

Capacity

The Contemporary functions primarily as an exhibition space and capacity varies based on whether or not an exhibition is installed and how complicated the event needs are. During an exhibition we can comfortably accommodate an indoor seated dinner for 80-100 people, or a cocktail and hors d'oeuvres reception for up to 250 people. Between exhibitions (four times per year), the space is more flexible and can accommodate an indoor seated dinner for up to 200 people, or a cocktail and hors d'oeuvres reception for up to 450 people. Larger events can be accommodated by utilizing the outdoor spaces.

Rental Times

Because the Atlanta Contemporary Art Center is a public facility, we are only available for rental during non-public hours. Public hours are Tuesdays, Wednesdays, and Fridays 11:00 am – 5:00 pm, Thursdays 11:00 am – 8:00 pm, Saturdays 11:00 am – 5:00 pm, and Sundays noon – 5:00 pm. The Contemporary is closed to the public on Mondays. Normal public hours do not apply when we are between exhibitions. Please fill out the inquiry form to check on availability of dates and times.

Rental Fees

All rental fees are based on a 7 hour event including setup and breakdown. Additional hours are \$300/hour. An additional fee may apply to event times after midnight and for holidays. Rental fees do not include staff time and security officer(s) and bar package (if applicable). Please inquire about special rates for non-profits. Proof of non-profit status is required.

Rental fees are based on the size of your group:

- 100 or fewer \$1,800
- 101 – 200 \$2,000
- 201 – 250 \$2,200
- 251 – 350 \$2,500

For groups larger than 350, the rental fee may vary due to the nature of the event.

Prices include use of approximately 20,000 square feet of the facility including indoor and outdoor spaces including:

- Gallery space – 4,500 sq. ft. *No food or drink may be brought into the galleries during an exhibition*
- Lobby - 2,000 sq. ft.
- Classroom - 500 sq. ft.
- Resource Room - 600 sq. ft.
- Plaza - 5,000 sq. ft.
- Pavilion - 4,000 sq. ft.
- Studio Courtyard - 3,500 sq. ft.

If your event needs do not include use of the entire facility, please inquire about special room rental rates.

Equipment

Rental fees include use of the following:

Kitchen equipment:

- Refrigerator
- Microwave
- 4 compartment sink
- Prep area
- Ice machine

Tables and Chairs:

- (4) 6ft tables
- (4) 8ft tables
- 95 stacking metal conference chairs (black and orange)
- 150 plastic event-style folding chairs (white)

Rental Deposit and Damage Deposit

Deposits are required to secure the date of an event. A deposit of 50% of the rental fee is due upon signing of the rental contract. The deposit is non-refundable unless a) you re-book another date with the Contemporary at the same rate that falls within 1 year of your cancelled event date, or b) the date of your cancelled event is re-booked by another party at the same rate in which case your deposit will be returned minus a \$150 service charge. Balance of rental fee is due 10 days prior to the event.

A refundable \$500 damage deposit is due 10 days prior to the event. The damage deposit will be used against any damage, excessive cleaning, or staff overtime caused by the client, guests, or vendors.

Caterers

The Contemporary does not have a preferred caterer list. The renter may use any properly licensed and insured caterer. Proof of insurance must be supplied by the caterer to the Contemporary prior to the event.

Alcoholic Beverages

The Atlanta Contemporary Art Center has a liquor license therefore all alcoholic beverages must be provided through the Contemporary. Renters may not bring in alcoholic beverages to sell or give away. We offer several bar packages with prices available upon request.

Parking

Limited parking is available within close proximity to the Contemporary. Valet service may be required for events with more than 250 guests. Valet Service arrangements are the responsibility of the renter and proof of insurance must be supplied.

Security Requirements

Due to the nature of the event, it may be necessary to have security officers present. The decision to hire security will be made on a case-by-case basis. Should security be required, the Contemporary will make the arrangements at a cost of \$35 per officer, per hour with a 4 hour minimum.

Events in which alcohol will be served which have an outdoor component, including the Pavilion or Plaza, will require at least one security officer in compliance with local liquor laws.

Inquiry Procedure

To check on availability, tour the facility, and reserve a date, please contact Alana Wolf, Events Coordinator, at 404.688.1970 x212 or at awolf@thecontemporary.org. Please allow three business days for a reply. Advanced reservations may be held for two weeks without obligation to book. First right of refusal will be granted to all reservations.

