

Rhodes Hall

The Castle on Peachtree Street



Rhodes Hall
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Atlanta, GA 30309

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events@georgiatruster.org

www.rhodeshall.org

Follow us on Instagram [@rhodeshall](https://www.instagram.com/rhodeshall) for event photos

RHODES HALL RENTAL RATES

Monday - Thursday Event 4 Hour Event \$3,500.00
(8 hour rental, including 3 hours set-up, 4 hours event time and 1 hour clean-up)

Monday - Thursday Event 2 Hour Event \$2,500.00
(6 hour rental, including 3 hours set-up, 2 hours event time and 1 hour clean-up)

Friday & Sunday Event 4 Hour Event \$4,000.00
(8 hour rental, including 3 hours set-up, 4 hours event time and 1 hour clean-up)

Friday & Sunday Event 2 Hour Event \$3,000.00
(6 hour rental, including 3 hours set-up, 2 hours event time and 1 hour clean-up)

Saturday Event 4 Hour Event Minimum \$5,500.00
(8 hour rental, including 3 hours set-up, 4 hours event time and 1 hour clean-up)

All rentals include three hours of set-up time prior to the event and one hour of clean-up time after the event. (These times can NOT be adjusted or added to the event time, as they are required by vendors for adequate set-up and clean-up). All rentals also include use of our tables and basic folding chairs, 1-2 Rhodes Hall event staff (based on guest count), 1 security guard, and use of the Rhodes Hall event parking. Additional event hours may be added at a rate of \$500.00 per hour, and additional set-up and clean-up time may be added at a rate of \$250.00 per hour.

All wedding events include a complimentary time for an engagement or wedding photo shoot with your photographer, which can be scheduled on a separate day prior to your event. All wedding events that include a ceremony will receive a complimentary 1 hour ceremony rehearsal on the day prior to your event which is based on our event schedule for that day.

Both the complimentary photography time and the complimentary ceremony rehearsal time MUST be scheduled in advance and are subject to availability of Rhodes Hall and their staff.

HOUSE RULES AND POLICIES

Rhodes Hall has been restored to its historic grandeur as one of the last remaining Peachtree Street mansions, through a partnership between the State of Georgia and the Georgia Trust for Historic Preservation. We ask for your cooperation in abiding by the enclosed rules and regulations regarding the use of Rhodes Hall, to ensure the proper stewardship of this historic property.

🔗Events at Rhodes Hall

Rhodes Hall is a historic house museum which is also used as a venue for private events. However, since Rhodes Hall is a state-owned building, political and religious events, other than wedding ceremonies, are prohibited. Fundraising events are permitted only with prior approval. Please consult our Events Director if you have any questions regarding the type of event you wish to host.

🔗Capacity

The maximum indoor capacity during a cocktail style reception is 150 people. The maximum indoor capacity during a seated dinner reception is 100 people. Additional guests cannot be permitted to enter the building due to Fire Code restrictions. The presence of more than the permitted number of people will result in the loss of the security deposit.

🔗Event Time

The standard rental time for an event is 8 hours. This includes 3 hours for set-up, 4 hours of event time, and 1 hour for clean-up at the end of the event. On Sunday through Friday, we also allow for a 6 hour rental which includes 3 hours for set-up, 2 hours of event time and 1 hour for clean-up at the end of the event. Set-up and clean-up times can NOT be adjusted or added to event time, as they are required by vendors for adequate set-up and clean-up. Additional event hours may be purchased at the standard overtime rate of \$500.00 per hour. If you would like to purchase additional time to get ready here or take additional photography, additional set-up and clean-up hours can be added at a rate of \$250.00 per hour.

The rental agreement will stipulate when an event will begin and end, and all functions are to end at the contracted time. If the Renter and vendors have not exited the building by the contracted event end time, the Renter may forfeit their security deposit and may be invoiced for overtime hours.

🔗Payment Schedule

Your payment schedule will be stipulated on your Rhodes Hall Rental Contract. We require half of the rental payment for your chosen date as a non-refundable deposit to secure the venue for that date and the remaining half of the rental payment is due 2 months before your scheduled event date. All of the rental payment is non-refundable once it is paid, with no exceptions. We require a refundable security deposit of \$500.00 to be paid 1 month before the scheduled event date. This security deposit will be refunded within 30 days after your event as long as there are no damages, overtime charges, or additional clean-up by Rhodes Hall Event Staff as a result of your vendors from your event. Any additional applicable fees due such as outside catering fee, additional rentals, etc. will also be due 1 month before your scheduled event date.

🔒 Security

Included in the rental fee is one security person to direct parking, assist guests with disabilities and provide general event security. Additional security may be arranged through Rhodes Hall for an additional fee.

🔒 Event Space

Events at Rhodes Hall may utilize the main floor of the house, the front porch, side porch, and the front lawn. The upper floors of the house are used by The Georgia Trust and may not be utilized for events unless otherwise authorized by the Rhodes Hall Events Director. If the event includes a wedding ceremony, the Wedding Suite may be opened as a changing room for the wedding party at no additional cost. Additional restrooms and a ground floor changing room may also be used at no additional cost.

🔒 Final Floor Plan

All event floor plans must be approved by the Rhodes Hall Events Director. The Renter is required to meet at Rhodes Hall with their chosen caterer and the Rhodes Hall Events Director at least four weeks in advance of their event for a walk-through to create a final floor plan and submit a final guest count. The Rhodes Hall Events Director will contact the renter to arrange the date and time for their walk-through. Walk-throughs are typically scheduled Monday-Friday during normal business hours so as not to interfere with Rhodes Hall or caterer's event schedule.

🔒 Catering

All events at which food and drink are served must be catered by a licensed and insured caterer. Rhodes Hall has a list of approved caterers who have been trained to work in the facility. There is an additional catering fee of \$1,000.00 which applies if an outside caterer is used that is not on the current list of approved caterers. All outside caterers must submit a copy of their business license and a certificate of liability insurance, including liquor liability, in the amount of \$1,000,000.00 to Rhodes Hall prior to the event. The certificate should also list Rhodes Hall as the certificate holder for the event.

All caterers for Rhodes Hall events, whether approved or outside, **MUST** provide adequate staff for the final guest count, and **MUST** provide adequate staff to do ALL set-up and clean-up for the event, including ALL tables and chairs for ceremony and reception, and including Rhodes Hall equipment provided with the rental.

Set-up and clean-up of tables and chairs **MUST** be performed by catering staff. **Due to liability issues, we do not allow the renter to do their own set-up and clean-up of tables and chairs.**

The caterer is responsible for the setup and breakdown of ALL tables and chairs, food and beverage stations, and all other equipment related to the event, with the exception of the historic furniture. The Rhodes Hall Events Staff is the representative of the museum and is responsible for moving historic furniture, with assistance from catering staff as needed.

Outside caterers not listed on the approved catering list must be approved to work in the building by the Events Director, must comply with all Rhodes Hall catering rules, and must undergo orientation by Rhodes Hall staff no later than 30 days prior to the event. The caterer's failure to comply with Rhodes Hall event policies may result in the loss of the renter's security deposit plus additional fees.

🍷 Beverage Service

The Renter is permitted to provide their own alcoholic beverages for events at Rhodes Hall as long as the Renter meets all of Rhodes Hall's requirements. A licensed and insured caterer or bar service must serve the alcohol at an event and must provide Rhodes Hall with proof of \$1,000,000.00 liquor liability insurance with Rhodes Hall listed on the policy for the day of the event. Kegs are not permitted inside Rhodes Hall at any time but may be served outside on the front lawn or porch. Alcohol service **MUST** end no later than 15 minutes before the contracted event end time.

🍷 Security Deposit and Damages

The Renter is responsible for any damages that occur to Rhodes Hall during the event rental time, whether from renter, guests, or vendors. All events are required to pay a refundable \$500.00 security deposit. In the event that no damages, severe time overages, or additional clean-up left from event occur, Rhodes Hall will refund the security deposit to the renter within 30 days after the event in the form of a check from The Georgia Trust.

🍷 Rental Equipment

Rhodes Hall can provide one hundred folding chairs, fifteen 36-inch round tables, eight 6-foot long tables, two 8-foot long tables, and existing historic furniture permitted by Rhodes Hall Events Director for use at events. The Renter and caterer must supply all other equipment necessary for any event.

Rental equipment, including tables and chairs, must be delivered during the hours specified for set-up on the Rhodes Hall Rental Agreement. If necessary, arrangements may be made for rental equipment to be dropped off at Rhodes Hall one day prior to the event with the approval of the Events Director. **All equipment should be removed from the building by the specified load-out time listed on the Rhodes Hall Rental Agreement unless prior arrangements are made with the Rhodes Hall Events Director.**

Rhodes Hall cannot assume any responsibility for any items left by the vendors, guests, or the Renter. The Renter or vendors are responsible for removing all items brought in during the event. Items left at Rhodes Hall for more than 48 hours after the event are considered property of Rhodes Hall.

🍷 Smoking and Candles

Open flames are prohibited on the entire property, except as noted herein. Candles **must** be enclosed in a glass votive, hurricane glass, or some other type of glass container or lantern to prevent wax drippings, or may float in water. Luminary candles are permitted on the front lawn of Rhodes Hall. Caterers are permitted to use sterno to keep food warm.

Since Rhodes Hall is a state-owned facility, there is no smoking allowed anywhere on the property.

🍷 Dancing and Music

The front porch is the best location for dancing at Rhodes Hall, since it provides a 16'x14' dance floor space. There is a City of Atlanta noise ordinance in effect at 10pm, however it is not heavily enforced in this area due to our location not being directly next to a residential area. Dancing is permitted indoors, but the Renter must rent a dance floor if they elect to

dance indoors. The largest dance floor that Rhodes Hall can accommodate inside is 9'x18' in the reception hall on top of the rug. Dance floor rental delivery and installation must be scheduled based on Rhodes Hall event schedule, and therefore may be subject to additional delivery and installation fees from the rental company.

The piano in the parlor room may be used for music for events. Rhodes Hall does not guarantee its condition at the time of the event, but the renter may have the piano tuned specifically for their event at their expense, and tuning must be scheduled with Rhodes Hall Events Director in advance.

🌀Flowers and Decoration

The historic photographs on the fireplace mantels will be removed during each event to allow room for floral displays or personal photographs, unless otherwise requested by the Renter.

Flowers may be placed on all fireplace mantels and tables. Flowers in water must be in containers that will not leak. Nothing may be hung, nailed, stapled, or taped to any of the walls, ceilings, floors, light fixtures, or furnishings at Rhodes Hall. The Renter may wrap ribbon, or other non-abrasive material, around the indoor and outdoor stair railings. Helium balloons are prohibited inside of Rhodes Hall, but may be used outside as long as they are anchored.

The Renter or their assigned vendor is responsible for setting up and breaking down all decorations for an event. The Renter may enter the building during the designated set-up hours listed in the contract to decorate Rhodes Hall. The Renter may not decorate Rhodes Hall prior to their contracted set-up time. All decorations must be removed during the hour designated for clean-up after the event.

🌀Parking & Valet Service

Rhodes Hall owns approximately 30 spaces for parking in our Spring Street lot, located at 1495 Spring Street. Rhodes Hall Events Director will arrange for extra parking in the adjacent lot belonging to Peachtree Christian Church if necessary, which will provide an additional 50 spaces, for a total of 80 parking spaces. **The driveway and parking area directly behind Rhodes Hall is not a parking lot. It is reserved for vendor load-in/load-out, deliveries, and handicapped parking only.** Valet service to handle parking during an event may be arranged in advance at renter's expense. Rhodes Hall Events Director must be notified in advance of valet service so that appropriate arrangements can be made with neighboring businesses.

🌀Rhodes Hall Event Staff

Rhodes Hall Event Staff is included in the rental fee and is mandatory at every event. Rhodes Hall Event Staff can assist the vendors with set-up and clean-up and will assist the renters and guests with becoming familiar with the facility. Only Rhodes Hall Event Staff may move the antique furniture, with assistance from catering staff as needed.

🌀Tents/Pipe and Drape

The Renter must request permission to erect a tent on the front lawn. Tents larger than 10 x 10 require a City of Atlanta permit, which must be secured by the rental company or renter. The tent **MUST** be erected and positioned with weights. Erecting a tent with spikes is strictly prohibited. Pipe and Drape may also be used on the front lawn. It must be set up during the

contracted set-up time and removed at the end of the event, unless prior arrangements are made with the Rhodes Hall Events Director.

🎪 Rehearsal

A complimentary 1 hour rehearsal is included for wedding ceremonies on the day prior to your scheduled event, but it is based on our event schedule for that day. Rehearsals must be arranged in advance with the Rhodes Hall Events Director. Rehearsal time is subject to availability of the facility and staff. Rhodes Hall reserves the right to reschedule the rehearsal time if deemed necessary based on our event schedule.

🎪 Engagement or Wedding Portraits

The Renter may schedule a complimentary time for an engagement or wedding photo shoot with their photographer at the facility when they book Rhodes Hall as their ceremony or reception site. An appointment must be scheduled in advance with the Rhodes Hall Events Director and is subject to availability. All payments for photographer and photography must be handled with your photographer. Rhodes Hall is only giving you a complimentary block of time for your photo shoot.

🎪 Wedding Suite Use

The Rhodes Hall wedding suite has been newly remodeled as of May 2014 thanks to a generous in-kind donation from Ballard Designs, therefore we have new rules for this room to ensure that it stays beautiful for wedding couples to use for years to come. These rules include having only clear liquids in the room at any time, no dark or colored liquids are allowed at any time, no food is allowed at any time, and no more than 8 people are allowed to use the room at any time. Other accommodations can be provided outside of the suite for the wedding party to eat or have other beverages while getting ready. Failure to abide by any of these rules may result in loss of Renter's security deposit.

🎪 Wedding Couple Exit

No birdseed, confetti, glitter, silly string, loose streamers, or rice may be thrown or distributed either inside or outside Rhodes Hall at any time. Bubbles may be used on the front porch and front lawn. Silk rose petals may be used inside Rhodes Hall, and real white or light-colored petals may be used outside Rhodes Hall. Dark-colored real petals are not allowed inside or on front porch of Rhodes Hall as they may stain historic flooring.

Sparklers, floating lanterns, or any other type of pyrotechnics or open flame are not permitted on the grounds of Rhodes Hall at any time. Other items may be used with prior approval from the Rhodes Hall Events Director.

🎪 Publicity

The Events Director must approve all publicity concerning Rhodes Hall.

APPROVED CATERERS

The following caterers are all approved to cater Rhodes Hall events. They have catered many events here and are familiar with our house policies. There is a \$1000.00 outside catering fee that applies if you use a caterer that is not on this list. A licensed and insured caterer must be on the premises for all events where food and beverages of any type are being served and must be responsible for all set-up and clean-up of all tables and chairs for the event, including Rhodes Hall equipment. All outside caterers must be cleared by Rhodes Hall before they will be allowed to cater your event and must comply with all of our catering rules while onsite.

Affairs to Remember

404-872-7859
affairs.com

Low Country Catering

404-352-1121
lowcountrycatering.net

Avalon Catering

404-728-0770
avaloncatering.com

Party Execs

404-963-5924
partyexecs.com

Bold American Catering

404-815-1178
boldamerican.com

Soiree Catering and Events

404-467-1699
soireecateringatlanta.com

C.Parks Catering Inc.

404-874-7644
cparkscatering.com

Sun In My Belly

404-370-0856
suninmybelly.com

Chef Cary's Cuisine

770-429-0060
chefcaryscuisine.com

Talk of the Town Catering

770-594-1567
talkofthetownatlanta.com

Epting Events

706-353-1913
eptingevents.com

Figs & Honey Catering

404-745-9561
figsandhoneycatering.com

RHODES HALL TABLES AND CHAIRS INCLUDED **WITH ALL RENTAL EVENTS**

- ☞ **100** plastic/metal folding chairs- white or brown (for use inside or outside)
- ☞ **90** mahogany wood folding chairs (for use inside or outside)
- ☞ **60** gold Chiavari chairs with padded ivory seat (for use inside or outside)
- ☞ **15** 36” round tables which seat 4-5 people (at 30” high) or can be highboy tables (at 42” high)
- ☞ **8** 6’ rectangular tables which seat up to 8 people or can be used for other event set-up
- ☞ **2** 8’ rectangular tables which seat up to 10 people or can be used for other event set-up
- ☞ **1** antique oak buffet table in the **Dining Room (can be 60” round or up to 12’ x 5’)** – typically used for main food buffet set-up or can seat up to 14 people for a formal seated dinner without a buffet
- ☞ **1** antique marble-top table in the **Parlor Room (4’9” x 2’9”)** – typically used for wedding cake display or other food or dessert set-up
- ☞ **1** antique mahogany glass-covered table in the **Foyer/Reception Hall (4’7” x 3’)** – typically used for guest book, favors, or other event set-up
- ☞ **2** 8’ rectangular historic wooden tables which seat up to 10 people or can be used for other event set-up

Only Rhodes Hall Event Staff may move the antique furniture, with assistance from the catering staff as needed. Antique furniture that is listed as being in a certain room must stay in that room due to the delicate nature of the piece. Antique furniture that is not listed as being in a specific room may move to another room of the event space. Antique furniture cannot be moved outside at any time. Antique furniture cannot be moved out of the event space due to the delicate nature of the pieces, therefore it must be utilized for the event, or it will remain in the event space unused. Antique chairs are not used for events at any time and will remain roped off during the event. All other furnishings and furniture must stay in the space and cannot be moved or removed for any specific event.

Directions to Rhodes Hall & Parking Information

Free guest parking is available behind Rhodes Hall at 1495 Spring Street.

From I-85 Southbound: Take Exit 84 for 10th, 14th & 17th Streets and bear right toward 17th Street. Turn left onto 17th Street. Pass W. Peachtree Street and turn left onto Peachtree Street; proceed through two traffic lights. Rhodes Hall will be on the left at the corner of Peachtree Circle and Peachtree St. For parking, continue past Rhodes Hall. Turn left at the next light onto Spring Street. Free parking is located at the end of the block on the right.

From I-75/I-85 Northbound: Take exit 251A for 17th Street. Turn right onto 17th Street. Pass W. Peachtree Street and turn left onto Peachtree Street; proceed through two traffic lights. Rhodes Hall will be on the left at the corner of Peachtree Circle and Peachtree St. For parking, continue past Rhodes Hall. Turn left at the next light onto Spring Street. Free parking is located at the end of the block on the right.

From I-75 Southbound: Take Exit 250 for 10th/14th/16th Street and take ramp to 14th Street. Turn left onto 14th Street. Pass W. Peachtree Street and turn left on Peachtree Street. Travel north on Peachtree Street approximately one mile. Rhodes Hall will be on the left. For parking, continue past Rhodes Hall. Turn left at the next light onto Spring Street. Free parking is located at the end of the block on the right.

Parking: Free guest parking is available behind Rhodes Hall at 1495 Spring Street. The lot consists of approximately 30 parking spaces. Additional parking of approximately 50 spaces is available in the parking lot next to ours, which belongs to Peachtree Christian Church.

Rhodes Hall is handicap accessible. Please let us know if you have special needs for drop-off and pick-up.

Rhodes Hall Floor Plan of Event Space

Event Space includes Main Floor,
Front Porch, Side Porch & Front Lawn

