

THE BILTMORE

Monday-Thursday Rates:

	Rental	Beverage Minimum
Georgian Ballroom	\$3,500	n/a
Imperial Ballroom	\$3,000	n/a

Friday/Sunday Rates:

Georgian Ballroom	\$4,500	n/a
Imperial Ballroom	\$3,500	n/a

Saturday Rates:

	Rental	Beverage Minimum
Georgian Ballroom	\$5,000	\$5,000, plus tax and service charge
Imperial Ballroom	\$4,000	\$4,000, plus tax and service charge

A ceremony may be added in the same ballroom for \$1,000. This fee allows for an extra hour of event time, use of a changing room, and a one hour rehearsal.

*\$1,000 room rental discount will be offered if our preferred caterer, Bold American Events, is used.
(Minimums apply.)

**A beverage minimum applies on all Saturdays and holidays.

Please inquire about high demand rates for holidays, proms, and December events.

NOTE: Rental prices are subject to change without notice.

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Maximum Capacities:

	Seated Dinner with no dance floor	Seated Dinner with a dance floor	Cocktail Reception	Theatre Style
Georgian Ballroom	400	300	500	370
Imperial Ballroom	290	220	400	300

Square Footage:

Georgian Ballroom	4,431 sq. ft.
Georgian Salon Area	2,979 sq. ft.
Georgian Promenade	672 sq. ft.
Imperial Ballroom	4,254 sq. ft.
Imperial Salon Area	1,277 sq. ft.

Policies

- ❖ Standard rental fees are based on a four (4) hour event with three (3) hours of set up time and one (1) hour of breakdown time. Should the event exceed the contracted time, overtime charges of \$400.00 per hour will apply.
- ❖ Any lighting that is used in the ballrooms must be wireless. Nothing can be taped to the floors.
- ❖ Fog machines, smoke machines, sparklers, confetti, colored petals, rice, glitter, helium balloons, or birdseed are **NOT** permitted in the Premise or the Building. White rose petals are permitted. All candles must be enclosed in votives or hurricanes.
- ❖ The Biltmore does not provide any table linens or napkins.
- ❖ Your rental includes:
 - (25) 60" Rounds, (10) 36" Lowboy Rounds, (10) 6' Tables
 - Ivory Tufted Lounge Furniture (1 Sofa, 1 Loveseat, 1 Coffee Table, and 2 End Tables)
 - 300 Antique Gold Chiavari chairs with an ivory seat cushion for the Georgian Ballroom
 - 200 Antique Gold Chiavari chairs with an ivory seat cushion for the Imperial Ballroom
 - Sheer ivory entryway drape
- ❖ The full ballroom rental is due as the deposit with the return of the signed contract within 10 days of receipt. This rental payment and all other deposits and payments are non-refundable.
- ❖ 6 months prior to the event, half of the beverage minimum and labor charges are due.
- ❖ The final balance and the \$1,500 refundable security deposit (for any damages that may occur) are due three (3) days prior to your event.
- ❖ Novare Events is a facility rental company. As a courtesy to our clients, we offer in-house beverage services. All other services must be provided by a licensed vendor. See our preferred list for recommendations.

Parking

- ❖ **Evening and Weekend Parking** is available in The Biltmore garage for \$10.00 per car. Please consult your account executive for pricing.
- ❖ **Weekday & Overflow Parking** is available in the AT&T deck on the corner of 5th Street and West Peachtree Street. Event attendees will need to enter the lot on West Peachtree Street, park and cross 5th Street to The Biltmore. Should the AT&T parking garage need to be used, there will be a \$150 fee for the parking attendant.
- ❖ **Valet Parking** is available at an additional charge. Please consult your Account Executive for pricing.