

THE BILTMORE BALLROOMS



The Georgian Ballroom



The Imperial Ballroom

The Biltmore, located in midtown Atlanta, is a perfect venue for corporate celebrations, weddings, and association meetings offering event attendees a uniquely elegant experience.

The Biltmore is home to the Georgian and Imperial ballrooms, Atlanta's two most spectacular European-style ballrooms. Both ballrooms feature hardwood floors, handcrafted plaster ceilings, stately columns, sparkling crystal chandeliers and Palladian windows. Each ballroom has its own salon area, private catering kitchen, separate entrance, and restrooms. The Biltmore also features convenient parking, a beautiful courtyard, and room for up to 1,500 guests. The ballrooms are ideal venues for corporate and social events, offering guests an elegant environment with regal charm.

Originally built in 1924 as Atlanta's premier hotel, the 11-story Biltmore Hotel emerged via a partnership between Atlanta's William Candler and New York hotel mogul John McEntee Bowman. Candler financed the \$6 million development with his share of the \$25 million buyout of his father's Coca-Cola empire. The Biltmore Hotel became the focal point of social life in Atlanta, hosting a wide variety of events from galas, wedding receptions, and high-society teas to civic meetings and local political fund-raisers.

In its heyday, the Biltmore Hotel's clientele included such luminaries as William Randolph Hearst, Charles Lindbergh, Betty Davis, Bob Hope, Vivien Leigh, and Presidents Roosevelt and Eisenhower. The Biltmore has also been the backdrop for several feature films including *Driving Miss Daisy*, *Love Potion #9*, *Diary of a Mad Black Woman*, *42- The Jackie Robinson Story*, and *Confirmation*. The radio towers atop The Biltmore were installed in 1925 when WSB Radio made The Biltmore its home.

Through the renovation, which was completed in 1999, The Biltmore was transformed into Class A office, retail, and special event space. Today, The Biltmore is home to over thirty Atlanta businesses and provides an elegant backdrop for the social and business life of Atlanta.

**Please note that uplighting or any A/V equipment is NOT included or provided by the Biltmore.*

THE BILTMORE

BALLROOM RENTAL RATES & BEVERAGE MINIMUMS

Please inquire about high demand rates for Citywide Events, Holidays, Proms, & December Events.

Monday – Thursday Ballroom Rental Rates		
Ballroom	Rental Rate for a 4 Hour Event *	Beverage Minimum Guarantee *
The Georgian Ballroom	\$3,500.00	N/A *
The Imperial Ballroom	\$3,000.00	N/A *

Friday or Sunday Rental Rates		
Ballroom	Rental Rate for a 4 Hour Event *	Beverage Minimum Guarantee *
The Georgian Ballroom	\$4,500.00	N/A *
The Imperial Ballroom	\$3,500.00	N/A *

*Please note that on **Sundays of holiday weekends, or on any high-demand dates** (examples: *national holidays or December dates, or New Year’s Eve, etc.*), higher ballroom rental rates and beverage minimum guarantees will apply. Please consult with your Novare Events’ Account Executive for rental rates and beverage minimums for those dates.

SATURDAY Ballroom Rental Rates		
Ballroom	Rental Rate for a 4 Hour Event *	Beverage Minimum Guarantee *
The Georgian Ballroom	\$5,000.00	\$5,000.00 Plus 22% Service Charge Plus Sales Tax. An additional 3% Sales Tax applies to all liquor charges.
The Imperial Ballroom	\$4,000.00	\$4,000.00 Plus 22% Service Charge Plus Sales Tax. An additional 3% Sales Tax applies to all liquor charges.

Thinking of adding your wedding ceremony to your reception at the Biltmore? A ceremony may be added in the same ballroom as the reception for an additional **\$1,500.00. This \$1,500.00 ceremony fee adds one (1) additional hour of set-up time, one (1) additional hour of event time, use of a changing room, and a one (1) hour rehearsal time. The rehearsal date and time will be confirmed one (1) month prior to the event date.**

Standard ballroom rental rates include three (3) hours of set-up time, and one (1) hour of breakdown time.

* A \$1,000 room rental discount will be offered if our preferred caterer, Bold American Events, is used for catering and if the event’s catering meets or exceeds Bold’s minimum. (Minimums apply.)

NOTE: Rental prices, Service Charges, and/or taxes are subject to change without notice.

THE BILTMORE

Sunday Wedding Package

Ballroom Rental Pricing

- ❖ Both ballrooms for your Ceremony & Reception for \$6,500.00.
- ❖ The Imperial Ballroom for your Reception only for \$3,500.00*
- ❖ The Georgian Ballroom for your Reception only for \$4,500.00*

**Your wedding ceremony in the same ballroom as the reception can be added for an additional \$1,500.00.*

Event Time Breakdown

Type of Event	# Hours for Event Time	# Hours of Set-up Time	# hours for Breakdown
Wedding Reception ONLY	Four (4) hours	Three (3) hours	One (1) hour
Ceremony & Reception	Five (5) hours	Four (4) hours	One (1) hour

- ❖ A one (1) Hour Wedding Rehearsal is included in the \$1,500.00 Ceremony fee and the exact time and date of the rehearsal will be confirmed one (1) month before the wedding. Parking for the rehearsal is not complimentary. Please consult your Novare Events Account Executive for pricing and options.
- ❖ Additional Ballroom Rental Time, Set-up, or Breakdown time can be added at \$400.00 per hour.
- ❖ There is no beverage minimum with this standard wedding package. Please inquire about discounted beverage pricing available for Sunday wedding events only.

Please note that the discounted Sunday package is NOT available on the Sundays of Memorial Day and Labor Day weekends, high-demand dates, or New Year's Eve. A beverage minimum applies on these Sundays. Please consult with your Novare Events Account Executive for Holiday Weekend Sundays, high-demand dates, or New Year's Eve pricing details.

Types of Tables, Chairs & other Items

- ❖ 300 Gold Chiavari Chairs for the Georgian Ballroom; 200 Gold Chiavari Chairs for the Imperial Ballroom
- ❖ (25) 60" round tables; (10) 36"-round LOWBOY tables; and (10) 6-foot tables.
- ❖ Sheer Ivory Entryway Drape & One Set of Ivory Tufted Lounge Furniture (1 sofa, 1 loveseat, 1 coffee table and 2 end tables) in the Salon area

Changing Room included in Ceremony Fee

- ❖ If the wedding ceremony is being held at the Biltmore, use of the changing room four (4) hours before the ceremony's contracted start time, is included in the \$1,500.00 Ceremony fee.

Event Parking

- ❖ Self-parking during weekend or evening events is available in the Biltmore Garage for \$10.00 per car.
- ❖ Valet parking can be arranged for an additional fee.

\$1,000.00 room rental discount will be offered if our preferred caterer, Bold American Events, is used and if Bold's minimum is met or exceeded (minimums apply).

Policies & Overtime Charges

- ❖ 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 to extend the ballroom rental 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 or other surfaces.
- ❖ 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, and **CANNOT** be placed on the floor or carpet. **NO** open flames are permitted.
- ❖ The Biltmore does not provide any table linens, napkins, food catering items, décor, A/V equipment, or uplighting.
- ❖ Please note that any and all photography is strictly **PROHIBITED** on the Biltmore House property (privately owned condominiums). Drones are also prohibited anywhere on the premises or in the building.
- ❖ 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.

A Ballroom Rental includes the following tables and chairs:

- ❖ (25) 60"-Round Tables, (10) 36"-Round LOWBOY Tables, and (10) 6'-Rectangular Tables
- ❖ Ivory Tufted Lounge Furniture (1 Sofa, 1 Loveseat, 1 Coffee Table, and 2 End Tables) in the Salon area
- ❖ 300 Antique Gold Chiavari chairs for the Georgian Ballroom
- ❖ 200 Antique Gold Chiavari chairs for the Imperial Ballroom
- ❖ Sheer ivory entryway drape in the Salon area

Deposits and Payments Information

- ❖ 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 and non-transferable.
- ❖ 6 months prior to the event, half of the beverage minimum and estimated labor charges are due.
- ❖ The final balance and the \$1,500.00 refundable security deposit (for any damages that may occur) are due three (3) days prior to your event.

Event Parking Information

- ❖ **Evening and Weekend Parking** is available in The Biltmore garage for \$10.00 per car. Please consult your account executive for options of Host-paid parking, or Guest-paid parking.
- ❖ **Weekday & Overflow Parking** is available in the AT&T deck on the corner of 5th Street and West Peachtree Street. Standard event self-parking in the AT&T Deck is \$10.00 per car. 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 be required, 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.

THE BILTMORE

++ Denotes that all beverages are subject to a 22% Service Charge, and a 8.9% Sales Tax applied to beverage and service charges. An additional 3% Sales Tax applies to all liquor charges.

Beer and Wine Hosted Bar

4 Hour Open Bar - \$26.00++ per guest
 \$4.00++ per guest for each additional hour

Includes: **Butler passed wine upon guest arrival**

Beers –Stella Artois, Sweetwater 420, Bud Light, and Yuengling

House Wines – Sycamore Lane Chardonnay, Twisted Pinot Grigio, Sycamore Lane Cabernet Sauvignon, Freixenet Sparkling Wine

Non-alcoholic Beverages – Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, Pineapple Juice, and Bottled Water

For an additional \$3.00++ per guest the following Premium Brand wines will be available:

Premium Wines – Noble Vines 242 Sauvignon Blanc; Noble Vines 446 Chardonnay, Irony Pinot Noir, Irony Cabernet Sauvignon; Stellina di Notte Prosecco

Call Brand Hosted Bar

4 Hour Open Bar - \$31.00+++ per guest
 \$5.00++ per guest for each additional hour

Includes: **Butler passed wine upon guest arrival**

Liquors – Smirnoff Vodka, Gordon’s Gin, Johnnie Walker Red Scotch, Jack Daniel’s Bourbon, American Spirit Whiskey, Seagram’s 7 Blend, and Ron Carlos Rum

Beers –Stella Artois, Sweetwater 420, Bud Light, and Yuengling

House Wines – Sycamore Lane Chardonnay, Twisted Pinot Grigio, Sycamore Lane Cabernet Sauvignon, Freixenet Sparkling Wine

Non-alcoholic Beverages – Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, and Pineapple Juice, Bottled Water

Premium Brand Hosted Bar

4 Hour Open Bar - \$37.00+++ per guest
 \$6.50++ per guest for each additional hour

Includes: **Butler passed wine upon guest arrival**

Liquors – Ketel One Vodka, Bombay Gin, Glenlivet 12 year Scotch, Bulleit Bourbon, Crown Royal Blend, American Spirit Whiskey, and Bacardi Light Rum

Beers –Stella Artois, Sweetwater 420, Bud Light, and Yuengling

Premium Wines – Noble Vines 242 Sauvignon Blanc; Noble Vines 446 Chardonnay, Irony Pinot Noir, Irony Cabernet Sauvignon; Stellina di Notte Prosecco

Non-alcoholic Beverages – Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, and Pineapple Juice, Bottled Water

Consumption Bar Pricing:

Call Brand Liquor Drinks:	\$7.00+++ per drink
Premium Brand Liquor Drinks:	\$8.00+++ per drink
House Wine:	\$7.00++ per glass
Premium Wine:	\$8.00++ per glass
Beer:	\$5.00++ per bottle
Non-alcoholic Beverages:	\$2.50++ per drink

Miscellaneous Beverage Options:

Passed Toast with Freixenet Sparkling Wine	\$4.00++ per guest
Passed Toast with Stellina di Notte Prosecco	\$5.00++ per guest
Tablesides House Wine Service during Dinner added to per person bar package	\$4.00++ per guest
Tablesides Premium Wine Service during Dinner added to per person bar package	\$5.00++ per guest

Staff Charges:

A fee of \$150 per Bartender, \$150 per Bar Back, and \$150 per Busser is applicable for the above bar service options. One bartender is required for every 75 guests and one bar back plus one busser are required for every two bartenders. Should table-side wine-service be added, one (1) Wine Server is required for every four (4) guest tables. The fee is \$150 per Wine Server.

All alcoholic beverage service for the events at The Biltmore is provided by Novare Events, LLC.

THE BILTMORE

Upgraded Wine Options

++ Denotes that all beverages are subject to a 22% Service Charge, and a 8.9% Sales Tax applied to beverage and service charges. An additional 3% Sales Tax applies to all liquor charges.

Upgraded Wines to be Available at the Bars for a Hosted Bar Package

- *Select (4) of the following to upgrade a Premium Brands Hosted Bar Service package for an additional \$10.00++ per guest, plus taxes and service charge*
- *Select (4) of the following to upgrade a Call Brands Hosted Bar Service package for an additional \$13.00++ per guest, plus taxes and service charge*
- *Select (4) of the following to upgrade a Beer & Wine Hosted Bar Service package for an additional \$13.00++ per guest, plus taxes and service charge*

La Crema Chardonnay- Sonoma Coast

Raeburn Chardonnay- Russian River Valley

Matua Sauvignon Blanc- Marlborough

Château Minuty Rosé- Cotes de Provence

R. Stuart & Co. Love Pinot Noir- Oregon

Cambria Pinot Noir- Santa Maria Valley

Black Stallion Cabernet Sauvignon- Napa

Sterling Vineyards Cabernet Sauvignon- Napa

Gérard Bertrand Kosmos Red Blend- Languedoc-Roussillon

Upgraded Wines for Tableside Wine Service During Dinner

- *Select (2) of the above listed wines to upgrade table-side wine service during dinner, added to an upgraded Beer & Wine, Call Brands, or Premium Brands Hosted Bar Service Package for an additional \$7.00++ per guest, plus taxes and service charge.*
 - *Labor fees for tableside wine servers during dinner are not included in the above pricing*

Please note to keep up with the ever-changing wine market, options may change based on availability

PREFERRED & APPROVED CATERERS

Preferred Caterer

Bold American Events*
404.815.1178
www.boldamerican.com
info@boldamerican.com

Preferred Floral and Décor Designer

Bold American Events*
404.696.4737
www.boldamericandesign.com
info@boldamericandesign.com

***\$1,000.00 room rental discount will be offered if our preferred caterer, Bold American Events, is used and if Bold's minimum is met or exceeded. (Minimums apply)**

Approved Caterers

Affairs to Remember
404.872.7859
www.affairs.com
events@affairs.com

Palate
770.455.3663
<http://www.palateatl.com/>
sales@palateatl.co

A Divine Event
470.514.4925
www.adivineevent.com
sales@adivineevent.com

Proof of the Pudding
404.892.2359
<http://proofpudding.com/biltmore.php>
sales@proofpudding.com

A Legendary Event
404.869.8858
www.legendaryevents.com
info@legendaryevents.com

Soiree Catering & Events
404.467.1699
www.soireecateringatlanta.com
kelly@soireecateringatlanta.com

Dennis Dean, A Catering Company
404.475.1002
www.dennisdeancatering.com
info@dennisdeancatering.com

Three Sisters Catering
404.488.4565
www.caterwiththreesisters.com
kate@caterwiththreesisters.com

Endive – A Fine Catering Company
404.504.9040
www.endiveatlanta.com
info@endiveatlanta.com

Audio Visual Services

Active Production and Design, Inc.
404.633.3527
www.activeproductionanddesign.com
matt@activeproductionanddesign.com

Production People Inc.
404.696.0196
www.productionpeople.com
info@productionpeopleinc.com

****If you would like to use a caterer that is not on our approved list, then we will need a copy of their business license and Certificate of Liability Insurance. There is also a \$1,500.00 kitchen use/outside catering fee. Please be sure that your caterer can comply with our house rules (see your Novare Account Executive for details) before you sign a contract with a caterer not on this approved list.***

Recommended Vendors

Bakeries

Classic Cheesecakes	404.233.9636
Highland Bakery	404.586.0772
The Frosted Pumpkin	770.205.7998
The Perfect Wedding Cake	770.971.1700

Videography

Captured Moments (Angela MacKellar)	770.541.1335
Four Seasons Films	828.243.2210
Wedding Media Group Atlanta (Matt Wilson)	770.301.0711

Photography

Ben Vigil Photography	877.236.8444
Drew Newman	404.444.4925
Kristen Alexander	404.217.7925
Leigh + Becca	478.320.2829
Milanes Photography	770.878.1225
Our Labor of Love	404.827.9621
Paris Mountain Photography	770.881.0617
The Decisive Moment	404.275.5684

Florists & Décor Companies

Andy Beach & Co.	770.521.0468
Legendary Events (Sophia Lin Kanno)	404.350.6671
On Occasions of Atlanta (Carla Duncan)	404.202.9830
Stylish Stems	678.232.5546
Tulip Blooming Creations	404.622.8828

Furniture Rental

Collections Event Furniture Rentals (Lois Bourne)	404.720.0085
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Officiants

Rabbi Winokur	770.641.8630
Judge Hugh Robinson	770.528.2466
Rev. Msgr. Henry C. Gracz	404.521.1866
Chaplain Jeremiah O'Keefe-West	404.261.5059
Reverend Dawn Camacho	404.729.0640
<i>www.revdawn.com</i>	

Entertainment

Absolute Entertainment	404.355.5541
Axtell Productions (Moxie)	770.441.9494
Atlanta Bands and DJs (Ted Crowder)	770.993.8688
East Coast Entertainment (Matthew Thomas)	404.351.1452
League of Decency	770.972.5382
Platinum (Virginia)	678.595.7526
Rhythm Nation (Kevin Greene)	404.351.1452
Sam Hill Entertainment (Beth Treschitta)	404.496.5735
The Del Baroni Orchestra	770.943.0986

String Quartet

Amadeus String Ensemble	770.971.3176
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Harpist

Dania M. Lane	404.272.4954
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DJs

Absolute Entertainment	404.355.5541
Amp'd Entertainment	404.806.9499
Atlanta Bands and DJs (Ted Crowder)	770.993.8688
Horizon Entertainment (Keith Schroder)	678.592.0285
Music to Remember (Gary Braner)	770.931.6645

Chair Covers & Linens

Graceful Tables (Dee Lane Eades)	770.993.7375
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Draping

Event Drapery Inc., Marina Miller	404.597.4653
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Hair & Makeup

Kimberly Mack Beauty Studio, <i>kimberlymackbeautystudio.com</i>	404.663.1495
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Stationary Vendor

Anna Hobbs Design	www.annahobbsdesign.com
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Transportation

Atlanta Trolley (Glenn Phillips)	770.977.0810
Atlantic Limousines and Transportation (Holly Adams)	770.733.0751
Classy Car Limo (antique cars)	678.231.5257
Georgia Tech Trolleys (Michelle Williams) <i>michelle.williams@pts.gatech.edu</i>	404.385.2455
Lovely View of Heaven (antique cars)	770.476.4155
Nottingham Shire & Carriage	404.622.0526
The Georgia Tech Ramblin' Wreck	770.403.0456
www.gtalumni.org/pages/rentthewreck , or Chris Gaddis, GT Alumni Association, <i>Chris.Gaddis@alumni.gatech.edu</i>	

THE BILTMORE

Recommended Hotels

Georgia Tech Hotel and Conference Center

800 Spring Street, NW

www.gatechhotel.com

Breanna Lawrence

breanna.lawrence@gatechhotel.com

404-838-2112

RENAISSANCE ATLANTA MIDTOWN HOTEL

866 West Peachtree Street, NW

www.renaissancehotels.com

678-412-2335

Marriott Courtyard Midtown

1132 Techwood Drive

www.atlantacyevents.com

Lauri Kappesser

Lauri.kappesser@marriott.com

470-512-3490

Marriott Suites Midtown

35 14th Street

www.marriott.com

844.692.8252

Residence Inn Atlanta Midtown, Peachtree at 17th

1365 Peachtree Street

<http://www.marriott.com/hotels/travel/atlri-residence-inn-atlanta-midtown-peachtree-at-17th/>

Hulon Yancey

Hulon.Yancey@interstatehotels.com

404.745.1005

Four Seasons Atlanta

75 14th Street

www.fourseasons.com

Courtney Clough

courtney.clough@fourseasons.com

404.253.3815

Rehearsal Dinner Locations

West Midtown

5 Seasons Brewing
1000 Marietta Street
Christy Dryden
404.875.3232
Cchelmer5@gmail.com

JCT Kitchen
1198 Howell Mill RD
Valarie Mosley
678.536.6506

King Plow
887 West Marietta Street
Ashley Ulloque
678.302.3266
aulloque@boldamerican.com
www.boldamerican.com

Studio 887
887 West Marietta Street
Ashley Ulloque
678.302.3266
aulloque@boldamerican.com
www.boldamerican.com

The Optimist
914 Howell Mill Road
Atlanta GA 30318
404.477.6260
Kimberly Powell
kimberly@theoptimistrestaurant.com
404.477.6260

Midtown

Ecco
40 7th Street
Jacqui Carlyle
678.302.3264
jcarlyle@fifthgroup.com
www.ecco-atlanta.com

Gordon Biersch
848 Peachtree Street, NE
Midtown, Atlanta, GA 30308
Chris Ernest
404.870.0805
cernest@cwrestaurants.com
http://www.gordonbiersch.com

Lure
1106 Crescent Avenue
Jacqui Carlyle
678.302.3264
jcarlyle@fifthgroup.com
www.lure-atlanta.com

South City Kitchen
1144 Crescent Avenue
Jacqui Carlyle
678.302.3264
jcarlyle@fifthgroup.com
www.southcitykitchen.com

The Four Seasons
75 14th Street
Shannon Fitzpatrick
404.253.3950
Shannon.fitzpatrick@fourseasons.com
www.fourseasons.com

The Peachtree Club
999 Peachtree Street,
28th Floor
Megan Partington
404.817.0999
mpartington@peachtreeclub.com
www.peachtreeclub.com