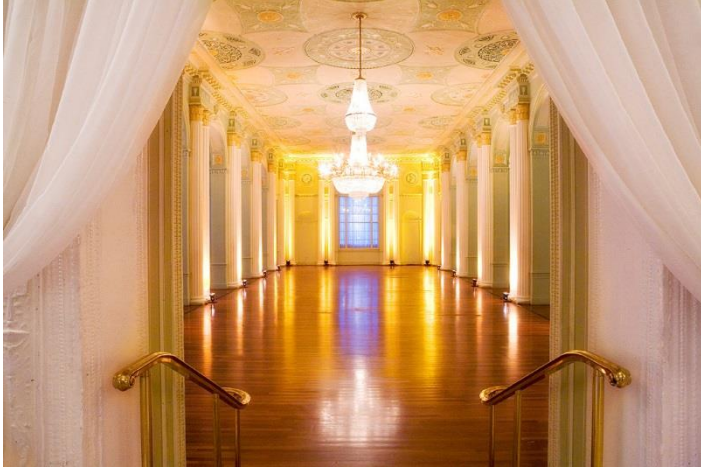


**THE BILTMORE BALLROOMS**



*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.*

## 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 Reception *	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 Reception *	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, 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 Reception *	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 event time, use of a changing room during the rental timeframe, and a one (1) hour rehearsal time. The rehearsal date and time will be confirmed one (1) month prior to the event date.**

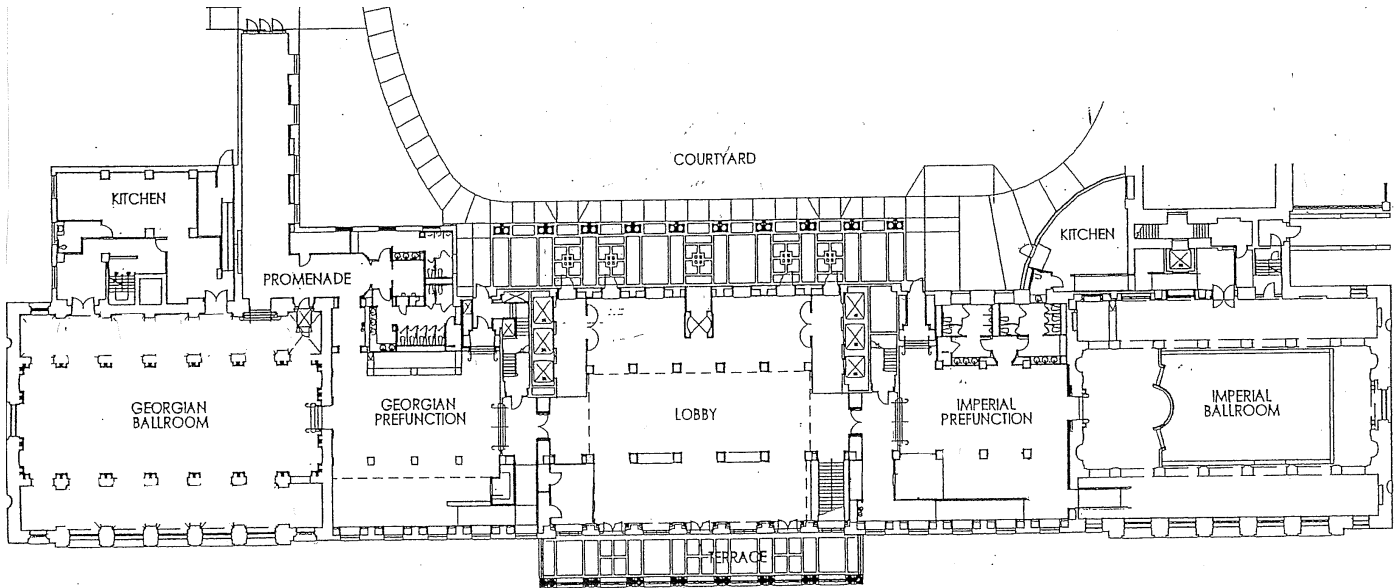
Standard ballroom rental rates include three (3) hours of set-up time, and one (1) hour of breakdown time.

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 catering minimum. (Minimums apply.)

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

**BILTMORE BALLROOM CAPACITIES**

Please note that the capacity of a space depends on the unique needs of each event, such as reception type and set-up (seated dinner vs. seated buffet vs. seated stations), event type (wedding vs. fundraiser vs. corporate event, etc.), final guest count, and other event-related needs.



<b><u>Georgian Ballroom Capacities</u></b> 4,431 SQ-FT, with a 2,979 SQ-FT Salon Area *	<b><u>Ballroom Set-Up Description</u></b> <i>Capacity depends on your unique event elements.</i>	<b><u>Imperial Ballroom Capacities</u></b> 4,254 SQ-FT with a 1,277 SQ-FT Salon Area
400	<b>Seated Dinner Reception with <u>no</u> dance floor</b>	290
300	<b>Seated Dinner with a dance floor area and a DJ</b>	220
270	<b>Seated Dinner with a band on stage area, and dance area</b>	190
500	<b>Cocktail Reception with limited seating only</b>	350
370	<b>Theater-style</b> (includes seating on each side of the ballroom)	300
Up to 250-280	<b>Ceremony-Style with direct line-of-sight;</b> capacity depends on aisle width, need for stage, ceremony décor, etc.	Up to 200
The Georgian Ballroom, Imperial Ballroom, and Main Lobby can accommodate 1,500 people for a cocktail reception.		

\*The Georgian Promenade adds 672 SQFT more space.

**The Main Lobby Rental is \$2,000.00, and depending on availability, day-of-week- and event time, can be added to the rental of either ballroom, or to the rental of both ballrooms. The Main Lobby is NOT available as a standalone rental. Existing furniture/items/decor in the Main Lobby cannot be moved.**

**THE BILTMORE BALLROOMS**

**Friday or 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 \$1,000.00 to a regular FRIDAY or SUNDAY wedding reception.*

**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	Three (3) hours	One (1) hour

- ❖ A one (1) Hour Wedding Rehearsal is included in the \$1,000.00 Ceremony fee (discounted fee offered for regular FRIDAY or SUNDAY weddings only) 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 on regular Fridays or Sundays. Please inquire about discounted beverage pricing available for Friday or 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 also 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 three (3) hours before the ceremony’s contracted start time, is included in the \$1,000.00 Ceremony fee (ceremony fee is discounted for regular Friday or Sunday weddings only).

**Event Parking**

- ❖ Self-parking during weekend or evening events is available in the Biltmore Garage for \$10.00 per car/space used.
- ❖ Valet attendants can be added for an additional fee. Please ask your Account Executive for pricing.

**\$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 or adhered to the floors or other surfaces.
- ❖ Fog machines, smoke machines, sparklers, confetti, colored petals, rice, glitter, helium balloons, drones, or birdseed are **NOT** permitted in or on the Premise, The Biltmore's courtyard, or the Building. White rose petals are permitted. All candles must be enclosed in votives or hurricanes. **Candles CANNOT be placed on floors or carpets. NO open flames are permitted.**
- ❖ Nothing can be tacked, nailed, adhered, or taped to, or hung/suspended from any floors, walls, surfaces, or elements.
- ❖ The Biltmore does not provide any table linens, napkins, food catering items, décor, A/V, uplighting, or trash services.
- ❖ 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 licensed vendors. See our preferred/approved caterer list and recommended vendor list for suggestions.

## 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 (a sofa, loveseat, coffee table, and 2 end tables) and sheer ivory entryway drape in the salon.
- ❖ 300 Antique Gold Chiavari chairs for the Georgian Ballroom; 200 Antique Gold Chiavari chairs for the Imperial Ballroom

## Deposits and Payments Information

- ❖ The full ballroom rental is due as the deposit with the return of the signed contract within 7 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 separate \$1,500.00 refundable damage deposit are due three (3) days prior to your event.

## Event Parking Information

- ❖ **Evening or Weekend Self-Parking** is available in The Biltmore Garage for \$10.00 per car/space—host or guest paid parking. Valet attendants can be added for an additional fee. Space fees will apply. Please ask your Account Executive for pricing.
- ❖ **Weekday & Overflow Parking** is available in the AT&T deck on the corner of 5<sup>th</sup> Street and West Peachtree Street. Event attendees enter the lot on West Peachtree Street, park, and cross 5<sup>th</sup> Street to The Biltmore. Please ask your Novare Account Executive for AT&T Self-parking pricing. The AT&T Parking Deck accepts credit cards only.

## **Biltmore House Usage for Photography- LIMITED EXTERIOR USE ONLY; AVAILABLE TO BOOKED BILTMORE WEDDING CLIENTS ONLY; and AVAILABLE ONLY DURING THE BOOKED EVENT RENTAL TIMEFRAME.**

- ❖ Dependent on AVAILABILITY, DATE, and TIME, 30 (thirty) minutes for photos of the wedding couple and their bridesmaid/groomsmen at **specific exterior locations** on the Biltmore House Condominiums property (privately owned homes) **may be scheduled to occur the rental time of a wedding event.** Interior use is **NOT** available.
- ❖ **Usage rate is \$250.00 for every 30 minutes. 30-minute block(s) of time must be confirmed and purchased prior to the wedding day at the Biltmore.** Biltmore House/Novare Events reserves the right to approve or deny usage. See above for items prohibited anywhere on the Biltmore premises. NO food or beverages allowed. No items or debris can be left behind.

**THE BILTMORE**

**Beer and Wine Hosted Bar**

4 Hour Open Bar - \$29.00++ per guest, 4.5 Hour Open Bar - \$31.50++ per guest  
\$5.00++ per guest for each additional hour

Includes:

***Butler passed wine upon guest arrival for the cocktail hour***

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

**House Wines** – Sycamore Lane Chardonnay, Twisted Pinot Grigio, Sycamore Lane Cabernet, Freixenet Blanc de Blanc Sparkling Wine

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

**UPGRADE to the Premium Brand wines for an additional \$3.00++ Per Person**

**Premium Wines – Toad Hollow Chardonnay; Toad Hollow Rosé; Z. Alexander Brown Sauvignon Blanc;**

**Z. Alexander Brown Pinot Noir; 1924 Cabernet Sauvignon; Pol Remy Sparkling Brut**

**Call Brand Hosted Bar**

4 Hour Open Bar - \$34.00++ per guest 4.5 Hour Open Bar - \$37.00++ per guest  
\$6.00++ per guest for each additional hour

Includes:

***Butler passed wine upon guest arrival for the cocktail hour***

**Liquors** – Smirnoff Vodka, Bombay Gin, Speyburn Braden Orach Scotch, Jim Beam Bourbon, George Dickel Whiskey, Seagram’s 7 Blend, and Ron Carlos Rum

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

**House Wines** – Sycamore Lane Chardonnay, Twisted Pinot Grigio, Sycamore Lane Cabernet, Freixenet Blanc de Blanc Sparkling Wine

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

**Premium Brand Hosted Bar**

4 Hour Open Bar - \$39.00++ per guest 4.5 Hour Open Bar - \$42.50++ per guest  
\$7.00++ per guest for each additional hour

Includes:

***Butler passed wine upon guest arrival for the cocktail hour***

**Liquors** – Ketel One Vodka, Tito’s Vodka, Bombay Sapphire Gin, Glenlivet 12 year, Bulleit Bourbon, Crown Royal Blend, American Spirit Whiskey, and Bacardi Light Rum

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

**Premium Wines** – Toad Hollow Chardonnay; Toad Hollow Rosé; Z. Alexander Brown Sauvignon Blanc;

Z. Alexander Brown Pinot Noir; 1924 Cabernet Sauvignon; Pol Remy Sparkling Brut

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

**Consumption Bar Pricing:**

Call Brand Liquor Drinks:	\$9.00++ per drink
Premium Brand Liquor Drinks:	\$11.00++ per drink
House Wine:	\$8.00++ per glass
Premium Wine:	\$10.00++ per glass
Beer:	\$6.00++ per bottle
Nonalcoholic Beverages:	\$3.00++ per drink

**Staff Charges:**

A fee of \$150 per Bartender, \$150 per Barback, and \$150 per Busser is applicable for the above bar service options. One bartender is required for every 75 guests, and one barback 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.

**THE BILTMORE**

## Additions / Upgrades to Per Person Bar Packages

### Craft Specialty Cocktail Upgrades to Call Brand and Premium Brand Per Person Bars during the cocktail hour-

<b>Select one from below:</b>	\$3.00++ per guest
Sangria (White or Red)	
Old Fashioned- Bulleit Bourbon, Bitters, Sugar	
French 75- Bombay Sapphire Lemon Juice, Simple Syrup, Prosecco	
Ultimate Lemonade- Tito's Vodka, Elderflower Liqueur, Lemonade	
Margarita- Alton Plata Tequila, Triple Sec, Lime Juice, Margarita Mix	
Mule- (Moscow- Ketel One Vodka, London-Bombay Sapphire Gin, Kentucky-Bulleit Bourbon) Lime Juice, Bitters, Ginger Beer	

### Tableside Wine Service and Toasts added to a Per Person Bar Package

Passed Toast with Freixenet Sparkling Wine	\$4.00++ per guest
Passed Toast with Pol Remy Sparkling Brut	\$5.00++ per guest
Tableside House Wine Service during Dinner	\$5.00++ per guest
Tableside Premium Wine Service during Dinner	\$6.00++ per guest
Tableside Ultra-Premium Wine Service during Dinner	\$7.00++ per guest

### Ultra-Premium Wines added to a Per Person Bar Package

Select (4) of the following to upgrade Premium package	\$10.00++ per guest
Select (4) of the following to upgrade Call or Beer and Wine package	\$13.00++ per guest

*La Crema Chardonnay- Sonoma Coast, Black Stallion Chardonnay- Napa, Outer Sounds Sauvignon Blanc- Marlborough, Château Minuty Rosé- Cotes de Provence, Wine by Joe Pinot Noir- Oregon, Cambria Pinot Noir- Santa Maria Valley, Black Stallion Cabernet Sauvignon- Napa, Sterling Vineyards Cabernet Sauvignon- Napa Valley, and Altocedra Ano Cero Malbec- Mendoza*

### Liquor add-ons/ Upgrades to Call Brand and Premium Brand Per Person Bars:

Tito's Vodka	\$3.00++ per guest
Jameson Irish Whiskey	\$4.00++ per guest
Olmeca Alton Plata Tequila	\$4.00++ per guest
Don Julio Tequila	\$7.00++ per guest
Hennessey VS	\$7.00++ per guest
Cordials: Baileys Irish Cream, Kahlua, Amaretto Disaronno and Frangelico	\$6.00++ per guest

### Craft Beers added to a Per Person Bar Package

Substitute any 2 Standard Beers with two of the Beers below	\$2.00++ per guest
Change all 4 of the Standard Beers	\$5.00++ per guest

*Terrapin Sound Czech Pilsner, Creature Comforts Tropicalia IPA, Monday Night Brewing I'm On a Boat Golden Ale, Wild Heaven Emergency Drinking*

### Additional Information:

++ denotes that all beverages are subject to a 22% service charge and 8.9% sales tax applied to beverage and service charges. An additional 3% sales tax applies to all liquor charges.

***All alcoholic beverage service is provided by Novare Events, LLC.***

**PREFERRED & APPROVED CATERERS**

**Preferred Caterer**

Bold American Events\*  
404.815.1178  
[www.bold-events.com](http://www.bold-events.com)  
[info@bold-events.com](mailto:info@bold-events.com)

**Preferred Floral and Décor Designer**

Bold American Events\*  
404.696.4737  
[www.bold-events.com](http://www.bold-events.com)  
[info@bold-events.com](mailto:info@bold-events.com)

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

**Approved Caterers**

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

Endive – A Fine Catering Company  
404.504.9040  
[www.endiveatlanta.com](http://www.endiveatlanta.com)  
[info@endiveatlanta.com](mailto:info@endiveatlanta.com)

A Legendary Event  
404.869.8858  
[www.legendaryevents.com](http://www.legendaryevents.com)  
[info@legendaryevents.com](mailto:info@legendaryevents.com)

Proof of the Pudding  
404.892.2359  
<http://proofpudding.com/biltmore.php>  
[lwilmer@proofpudding.com](mailto:lwilmer@proofpudding.com)

Bhojanic Catering  
404.702.8301  
[www.bhojanic.com](http://www.bhojanic.com)  
[catering@bhojanic.com](mailto:catering@bhojanic.com)

Soiree Catering & Events  
404.467.1699  
[www.soireecateringatlanta.com](http://www.soireecateringatlanta.com)  
[kelly@soireecateringatlanta.com](mailto:kelly@soireecateringatlanta.com)

Dennis Dean, A Catering Company  
404.475.1002  
[www.dennisdeancatering.com](http://www.dennisdeancatering.com)  
[info@dennisdeancatering.com](mailto:info@dennisdeancatering.com)

Three Sisters Catering  
404.488.4565  
[www.caterwiththreesisters.com](http://www.caterwiththreesisters.com)  
[kate@caterwiththreesisters.com](mailto:kate@caterwiththreesisters.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 and documentation requirements (see your Novare Account Executive for details) before you sign a contract with a caterer not on this approved list.***

**Recommended Audio Visual Services**

Active Production and Design, Inc.  
404.633.3527  
[www.activeproductionanddesign.com](http://www.activeproductionanddesign.com)  
[matt@activeproductionanddesign.com](mailto:matt@activeproductionanddesign.com)