

## 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.**

| Saturday Ballroom Rental Rates |                                 |   |
|--------------------------------|---------------------------------|---|
| Ballroom                       | Rental Rate for a 4 Hour Event* | Beverage Minimum Guarantee *                |
| The Georgian Ballroom          | \$6,000.00                      | \$6,000.00 Plus 22% Service Charge Plus Tax |
| The Imperial Ballroom          | \$5,000.00                      | \$4,000.00 Plus 22% Service Charge Plus Tax |
| Both Ballrooms                 | \$11,000.00                     | \$9,500.00 Plus 22% Service Charge Plus Tax |

| Friday Rental Rates   |                                  |   |
|-----------------------|----------------------------------|---|
| Ballroom              | Rental Rate for a 4 Hour Event * | Beverage Minimum Guarantee *                |
| The Georgian Ballroom | \$6,000.00                       | \$3,000.00 Plus 22% Service Charge Plus Tax |
| The Imperial Ballroom | \$5,000.00                       | \$2,500.00 Plus 22% Service Charge Plus Tax |
| Both Ballrooms        | \$10,000.00                      | \$5,500.00 Plus 22% Service Charge Plus Tax |

\*Please note that on the **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.

| Sunday-Thursday Ballroom Rental Rates |                                  |       |
|---------------------------------------|----------------------------------|-------|
| Ballroom                              | Rental Rate for a 4 Hour Event * |       |
| The Georgian Ballroom                 | \$5,500.00                       | N/A * |
| The Imperial Ballroom                 | \$4,500.00                       | N/A * |
| Both Ballrooms                        | \$9,000.00                       | N/A * |

**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 \$2,000.00.** This \$2,000.00 ceremony fee adds one (1) additional hour of event time and use of a changing room during the rental timeframe. Rehearsals are planned around other events taking place in the ballrooms, inquire for details.

**Need to add a Baraat to your wedding ceremony at the Biltmore? 30 minutes of courtyard usage time for a Baraat is priced at an additional \$1,500.00.** Any music must be located at the far end of the courtyard (near the contractor's lot entrance). Courtyard usage is strictly limited to 30 minutes and must be pre-approved by Novare.

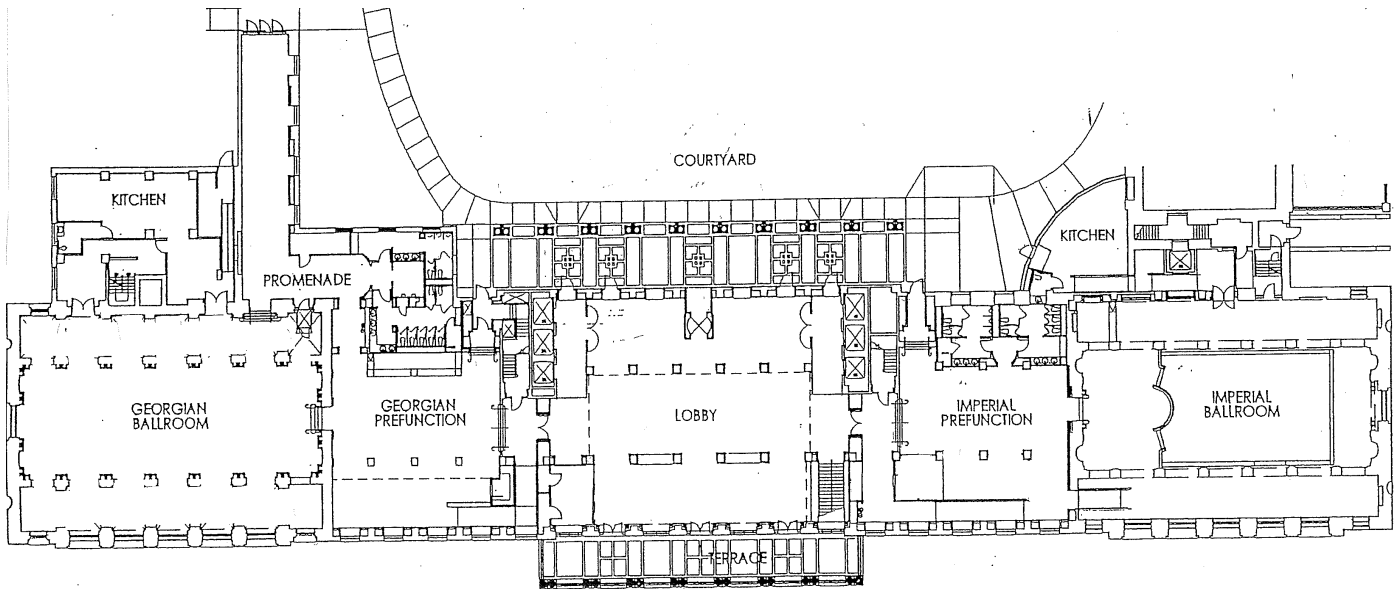
**The Main Lobby Rental is \$2,000.00,** and depending on availability, day-of-week- and event time, can be added to the rental of the Georgian Ballroom, or to the rental of both ballrooms. The Main Lobby is NOT available as a standalone rental. Existing furniture/items/decor in the Main Lobby cannot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

A \$1,000 room rental discount will be offered if our preferred caterer, Bold Catering, 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><br>4,431 SQ-FT, with a 2,979 SQ-FT Salon Area *                      | <b><u>Ballroom Set-Up Description</u></b><br><i>Capacity depends on your unique event elements.</i>                    | <b><u>Imperial Ballroom Capacities</u></b><br>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</b> with a dance floor area and a DJ  | 220   |
| 270   | <b>Seated Dinner</b> with a band on stage area, and dance area   | 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.

## 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 \$600.00 per hour will apply.
- ❖ Per hour Late Night Fee of \$500 per hour applies for events and/or load-out ending after 12am.
- ❖ Any lighting that is used in the ballrooms must be wireless. Nothing can be taped or adhered to the floors or other surfaces.
- ❖ **Prohibited Items:** Cold fusion sparkler machines, traditional sparklers, smoke machines (oil based & water based, such as dancing on a cloud), color-pigmented fog, birdseed, confetti, drones, fireworks, glitter, helium balloons, or open flames are not permitted anywhere in the Biltmore building, or on the Biltmore premises. All flames/candles must be enclosed in an approved container, hurricane, or votive. NO OPEN FLAMES. Candles cannot be placed on the floors, carpets, or in any area that would be a trip or fire hazard. Nothing can be tacked, nailed, adhered, or taped to, or hung/suspended from any floors, walls, surfaces, or elements.
- ❖ **Permitted Items for Send Offs:** Bubbles, white or pastel petals, dried lavender, ribbon wands, glow sticks/ wands.
- ❖ 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:

- ❖ (20) 60"-round Tables, (10) 36"-round low tables, (10) 6'-rectangular tables, & 300 Antique Gold Chiavari chairs for the Georgian Ballroom; 200 Antique Gold Chiavari chairs for the Imperial Ballroom
- ❖ Ivory tufted lounge furniture (a sofa, loveseat, coffee table, and 2 end tables), 3 marble high top tables, and sheer ivory entryway drape in the Salon area of each 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, the beverage minimum is due.
- ❖ The final balance and the separate \$1,500.00 refundable damage deposit are due ten (10) days prior to your event.

## Event Parking Information

- ❖ **Evening or Weekend Self-Parking** is available in The Biltmore Garage for \$15.00 per car/space—host or guest paid parking. One (1) Parking attendant @ \$250.00 is required for each event. Valet attendants can be added for an additional fee. Parking space fees will apply. Please ask your Account Executive for pricing. See sales associate for weekday & overflow parking at the AT&T garage.

## Biltmore House Condominium Usage for Photography

Photography in front of the Biltmore House Condominiums is prohibited unless a \$250.00 donation is made to the Biltmore House HOA for every 30 minutes of time. Time must be confirmed and purchased prior to the wedding day at the Biltmore.

## THE BILTMORE

### Beer and Wine Hosted Bar

4 Hour Open Bar - \$32.00++ Per Person; 4.5 Hour Open Bar - \$34.75++ Per Person  
\$5.50++ Per Person for each additional hour  
Includes:

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

**Beers** –Stella Artois, Sweetwater 420, and Miller Lite

**House Wines** – Sycamore Lane Chardonnay, Ca'Donini Pinot Grigio, Sycamore Lane Cabernet, and 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, Pineapple Juice, Lime Juice, Ginger Beer, Bitters, Simple Syrup, Grenadine Syrup, Sour Mix

**UPGRADE to the Premium Brand wines for an additional \$3.50++ Per Person**

**\*Listed under the Premium Bar Package**

### Call Brand Hosted Bar

4 Hour Open Bar - \$37.50++ Per Person; 4.5 Hour Open Bar - \$41.00++ Per Person  
\$7.00++ Per Person for each additional hour  
Includes:

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

**Liquors** – Smirnoff Vodka, Bombay Gin, Speyburn Braden Orach Scotch, Old Forester Bourbon, Seagram's 7 Blend, and Ron Carlos Rum

**Beers** –Stella Artois, Sweetwater 420 and Miller Lite

**House Wines** – Sycamore Lane Chardonnay, Ca'Donini Pinot Grigio, Sycamore Lane Cabernet, and 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, Pineapple Juice, Lime Juice, Ginger Beer, Bitters, Simple Syrup, Grenadine Syrup, Sour Mix

**UPGRADE to the Premium Brand wines for an additional \$3.50++ Per Person**

**\*Listed under the Premium Bar Package**

### Premium Brand Hosted Bar

4 Hour Open Bar - \$43.50++ Per Person; 4.5 Hour Open Bar - \$47.75++ Per Person  
\$8.50++ Per Person for each additional hour  
Includes:

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

**Liquors** – Tito's Vodka, ASW Bustletown Vodka, El Jimador Tequila, Bombay Sapphire Gin, Glenlivet 12 year Scotch, Bulleit Bourbon, Crown Royal Blend, and Bacardi Light Rum

**Beers** –Stella Artois, Sweetwater 420, and Miller Lite

**Premium Wines** – Joel Gott Chardonnay, Oyster Bay Sauvignon Blanc, Bieler Rose, Hangtime Pinot Noir, Spellbound Cabernet Sauvignon, and Grandial Sparkling Brut

**Non-alcoholic Beverages** - Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, Pineapple Juice, Lime Juice, Ginger Beer, Bitters, Simple Syrup, Grenadine Syrup, Sour Mix

### Ultra-Premium Brand Hosted Bar

4 Hour Open Bar - \$70.00++ Per Person; 4.5 Hour Open Bar - \$74.25++ Per Person  
\$12.50++ Per Person for each additional hour  
Includes:

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

**Liquors** – Grey Goose Vodka, Casamigos Blanco Tequila, Hendricks Gin, Flor de Cana Rum, Johnny Walker Black, Basil Hayden Bourbon

**Beers** –Stella Artois, Sweetwater 420, High Noon Hard Seltzer and 2 Craft Beer Options

**Premium Wines** – Langlois-Chateau Sancerre, Miraval Rose, WillaKenzie Yamhill Carlton Pinot Noir, Stags Leap Cabernet, Post & Beam Chardonnay, Veuve Clicquot Champagne

**Non-alcoholic Beverages** - Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, Pineapple Juice, Lime Juice, Ginger Beer, Bitters, Simple Syrup, Grenadine Syrup, Sour Mix

### Consumption Bar Pricing:

|                              |                     |
|------------------------------|---------------------|
| Call Brand Liquor Drinks:    | \$10.00++ Per Drink |
| Premium Brand Liquor Drinks: | \$12.50++ Per Drink |
| Ultra-Premium Liquor Drinks: | \$18.00++ Per Drink |
| Call Brand Wine:             | \$9.00++ Per Glass  |
| Premium Wine:                | \$11.00++ Per Glass |
| Ultra-Premium Wine:          | \$15.00++ Per Glass |
| Beer:                        | \$7.00++ Per Bottle |
| Non-alcoholic Beverages:     | \$4.00++ Per Drink  |

## THE BILTMORE

### Additions / Upgrades to Per Person Bar Packages

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

|   |                      |
|---|----------------------|
| Passed Toast with Freixenet Sparkling Wine          | \$4.50++ Per Person  |
| Passed Toast with Grandial Brut                     | \$5.50++ Per Person  |
| Passed Toast with Veuve Clicquot Champagne          | \$15.00++ Per Person |
| Tablesides Call Brand Wine Service during Dinner    | \$5.50++ Per Person  |
| Tablesides Premium Wine Service during Dinner       | \$7.00++ Per Person  |
| Tablesides Ultra-Premium Wine Service during Dinner | \$19.00++ Per Person |

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

|  |                     |
|--|---------------------|
| Tito's Vodka   | \$3.50++ Per Person |
| Jameson Irish Whiskey  | \$4.50++ Per Person |
| El Jimador   | \$4.50++ Per Person |
| Hennessy VS  | \$8.00++ Per Person |
| Woodford Reserve   | \$7.00++ Per Person |
| Cordials: Baileys Irish Cream, Kahlua, Amaretto Disaronno and Frangelico | \$7.00++ Per Person |

#### Ultra-Premium Upgrades (for Premium Brand Per Person Bars Only):

|   |                      |
|---|----------------------|
| Casamigos Tequila   | \$15.00++ Per Person |
| Grey Goose Vodka  | \$12.00++ Per Person |
| Veuve Clicquot Champagne  | \$18.00++ Per Person |
| Ultra-Premium Wines (Choose 4) - Langlois-Chateau Sancerre,<br>Miraval Rose, WillaKenzie Yamhill Carlton Pinot Noir, Stags Leap Artemis Cabernet,<br>Post & Beam Chardonnay, Veuve Clicquot Champagne | \$21.00++ Per Person |

*\*For additional upgrade options to the premium bar, please contact your account executive\**

#### Craft Beers and Local Spirits added to a Per Person Bar Package

|  |                     |
|--|---------------------|
| Winterville Gin                            | \$3.50++ Per Person |
| Add any 2 seasonally available Craft Beers | \$3.50++ Per Person |
| Add any 3 seasonally available Craft Beers | \$5.50++ Per Person |

**\*\*Please contact your sales representative for a current list of seasonally available craft beers\*\***

### Additional Information:

#### Staff Charges:

A fee of \$250 per Bartender, \$250 per Barback, and \$250 per Beverage Server is applicable for all bar service options. One bartender is required for every 50-75 guests, and one barback plus one beverage server are required for every two bartenders. Should table-side wine-service be added, one Wine Server is required for every four guest tables. The fee is \$250 per Wine Server.

++ 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.

**Please note that Novare Events Venues do not serve shots of liquor**

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

## PREFERRED & APPROVED CATERERS

### Preferred Caterer

#### **Bold Catering\***

404.815.1178

[www.bold-events.com](http://www.bold-events.com)

info@bold-events.com

**\*\$1,000.00 room rental discount will be offered if our preferred caterer, Bold Catering, 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

#### **Dennis Dean, A Catering Company**

404.475.1002

[www.dennisdeancatering.com](http://www.dennisdeancatering.com)

info@dennisdeancatering.com

#### **District Events & Catering**

[www.districtcm.com](http://www.districtcm.com)

bria@distrcitecm.com

*\*halal available*

#### **Endive – A Fine Catering Company**

404.504.9040

[www.endiveatlanta.com](http://www.endiveatlanta.com)

info@endiveatlanta.com

#### **Fox Brothers BBQ**

[www.foxbrosbbq.com](http://www.foxbrosbbq.com)

katherine@foxbrosbbq.com

#### **LowCountry Catering**

Jessica Brown

[jessica@lowcountrycatering.net](mailto:jessica@lowcountrycatering.net)

[www.lowcountrycatering.net](http://www.lowcountrycatering.net)

***\*If you would like to use a caterer that is not on our approved list, then we will need a copy of their catering business license and Certificate of Liability Insurance. There is also a \$2,000.00 kitchen use/outside catering fee and we require the use of a certified and licensed event planner. 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. We will need your event planner's contact information and a copy of your caterer's catering business license and Certificate of Liability Insurance before we can schedule your final planning meeting.***

### Recommended Rental Company

Atlanta Party Rentals & Plush Event Furnishings

Debbie Stawski

404.425.9966

[debbie@atlantapartyrentals.com](mailto:debbie@atlantapartyrentals.com)

### Preferred Floral and Décor Designer

#### **Bold Design\***

404.696.4737

[www.bold-events.com](http://www.bold-events.com)

info@bold-events.com

#### **Proof of the Pudding**

678.362.8246

<http://proofpudding.com/biltmore.php>

[jwilmer@proofpudding.com](mailto:jwilmer@proofpudding.com)

#### **Phenomenal Food by Chef Holly**

770.371.8325

[www.phenomenalfoodbychefholly.com](http://www.phenomenalfoodbychefholly.com)

chef.holly@phenomenalfoodbychefholly.com

#### **Talk of the Town**

770.594.1567

[www.talkofthetownatlanta.com](http://www.talkofthetownatlanta.com)

[hope@TOTTAtl.com](mailto:hope@TOTTAtl.com)

#### **Three Sisters Catering**

404.488.4565

[www.caterwiththreesisters.com](http://www.caterwiththreesisters.com)

molly@caterwiththreesisters.com

#### **Zest Atlanta Catering**

[www.zestatlanta.com](http://www.zestatlanta.com)

dana@zestatlanta.com