



## Wedding Rental Options

The Atlanta Botanical Garden is one of Atlanta's premier venue choices for ceremonies, receptions, rehearsal dinners, and photography sessions. The possibilities are truly endless here to create the day of your dreams. The Special Events Department's talented team is here to work with you to ensure your understanding of the Garden's rental guidelines and options.

### Ceremony Only Option

The Atlanta Botanical Garden can host ceremonies during the day when we are open to the public or after hours when the Garden is closed. For the couple who wishes to have the ceremony at one venue and the reception somewhere else, the Garden is the perfect choice. The Garden has 5 different outdoor ceremony gardens that can accommodate groups from 10 to 200:

Japanese Garden - 10 standing  
Fragrance Garden - 20 standing  
Robinson Gazebo - 50 seated  
Trustees' Garden - 90 seated  
Rose Garden - 200 seated

Rental of the Garden, for a ceremony only, is for a 2hr time period. This allows ample time for a ceremony and photos to be taken in the reserved garden space, and for additional photos to be taken in other areas of the Atlanta Botanical Garden. Decor for the ceremony is generally kept to a minimum so that setup/tear down can be completed within the contracted time frame. For the couple that requires more time to accomplish these things, additional time may be purchased at the rate of \$200/hr and is done so at the time the contract is written. Because the Garden can host multiple wedding ceremonies on any given day, we do require each wedding to adhere to their contracted time frame.

Rehearsal: A 1hr rehearsal is included with a ceremony booking and may be scheduled for any day, other than the wedding day, so that bridal party members can become familiar with their duties and the layout of the Garden. To avoid scheduling challenges with other rental clients at the Garden, please schedule as far in advance as possible.

Parking: From fall 2007 until spring 2009 the Garden will have exactly 100 parking spaces. Should you be planning for a day time ceremony, the Garden will request the number of cars expected (up to a max. of 50) so that spaces can be reserved for them. For a ceremony happening after hours, all 100 spaces will be available to accommodate your guests, your vendors and garden employees working the event. Should your needs be larger than the 100 spaces we will request that you plan for shuttle services and off-site parking in your budget. The Special Events department is certainly happy to assist you with this.

### Reception Only / Rehearsal Dinner Only Option

The Atlanta Botanical Garden can host receptions and rehearsal dinners after hours when the Garden is closed. From November 1<sup>st</sup> to March 31<sup>st</sup>, they can take place from 5pm-midnight. From April 1<sup>st</sup> to October 31<sup>st</sup> they can take place from 7pm-midnight.

The Garden hosts receptions and rehearsal dinners only in indoor spaces. For couples wishing to offer their guests the opportunity to experience the Gardens while attending the reception, the Garden offers 3 beautiful choices - 2 traditional ballroom spaces and 1 unique greenhouse space, perfect for a non-traditional affair. A



cocktail reception with tray passed hor d'oeuvres is a perfect way to start off your event, and may be held outside weather permitting.

Mershon Hall - 60 seated dinner style / 90 standing  
Day Hall - 300 seated dinner style / 500 standing  
Fuqua Orchid Center - 300 standing

The Garden can also accommodate the budget conscious couple looking for a small space (groups of 50 or less), with any one of 3 classroom spaces. These multi-purpose spaces can easily be dressed up or left casual, creating the perfect setting. Access to visit/view the Gardens after hours is not included with the rental of these spaces.

Setup for receptions or rehearsal dinners may start in the rented space at 9am the day of the event and teardown is to be completed at the end of the event unless other arrangements have been made with the Special Events Department.

**Parking:** From fall 2007 until spring 2009 the Garden will have exactly 100 parking spaces. Should you be planning for a day time ceremony, the Garden will request the number of cars expected (up to a max. of 50) so that spaces can be reserved for them. For a ceremony happening after hours, all 100 spaces will be available to accommodate your guests, your vendors and garden employees working the event. Should your needs be larger than the 100 spaces we will request that you plan for shuttle services and off-site parking in your budget. The Special Events department is certainly happy to assist you with this.

### **Combination Options**

- Ceremony and Reception
- Rehearsal Dinner and the Ceremony
- Rehearsal Dinner and Reception
- Rehearsal Dinner, Ceremony and Reception

The ultimate in convenience and luxury - the Atlanta Botanical Garden can accommodate couples who would like to hold more than one aspect of their wedding in one convenient and beautiful location. For the best experience, it is recommended that separate spaces be rented for each event. The separate spaces not only provide distinct settings for each, but they also make setup/teardown easier and allow guests to flow from one to the other without interruptions. With advanced planning a smaller group can successfully use one of the large inside spaces for both the ceremony and the reception.

The guidelines for any of the 4 combinations listed above are the same as those for just a reception or rehearsal dinner - same rental times, same setup/teardown guidelines and same parking guidelines. Because the Garden is a public cultural institution, it is not possible to accommodate these rental combinations during the Garden's open hours.

**Rehearsal:** A 1hr rehearsal is included with a ceremony booking and may be scheduled for any day, other than the wedding day, so that bridal party members can become familiar with their duties and the layout of the Garden. To avoid scheduling challenges with other rental clients at the Garden, please schedule as far in advance as possible.



For even more convenience, couples who choose to book a combination event that includes the ceremony, the Garden offers:

- 2hr photo session to be booked immediately prior to the ceremony.
- 2hr floating photo session that may be booked on any day other than the wedding day. Suggested Use: engagement photos, portrait session, or booked afterwards to catch the photos that were missed on the wedding day.

### **Photo Sessions - Engagement / Bridal Portrait / Wedding / Family Portraits**

The Atlanta Botanical Garden offers couples not renting space at the Garden, the opportunity to make it a part of their wedding by booking a photo session.

A photo session is for a 2hr time period and is contracted just like any event. And, just like a ceremony only rental, additional time can be booked should it be needed with the Special Events office beforehand at a charge of \$25 for each additional hour

Rate: \$120.00 for groups of 10 or less. \$12.00 per person for each additional person over the initial 10. This number does need to include the photographer (and assistants), and anyone else coming in with the group, even if they will not be part of the photo session itself. A Garden Membership does not entitle the party, or part thereof, to waive this fee.

Space for bride and/or groom preparation is not available, and a photo session may not take place when the Garden has already been rented for a wedding or other large event. Please contact the Special Events Department to coordinate your session with the Garden's schedule.

Unauthorized photography sessions are not permitted at anytime on the Atlanta Botanical Garden grounds including but not only affecting the entrance gardens, Storza Woods and the walkway area between the parking lot and the admissions area to the Garden.

All photography sessions must reserve a date and time and pay the fee (in full - no later than 48 hours prior) where a professional photographer is accepting payment or if any of the photographs or any other product created during the session will be used for professional purposes.

All commercial photography and/or videography work must be approved and scheduled by the Public Relations Department. They can be reached at 404-591-1550. Applicable fees will be quoted at that time and will be due in full prior to the session.

### **And . . .**

The Garden's spaces are flexible and can accommodate more than just wedding related events. For more information about having a meeting, a children's birthday party, or a luncheon here, please contact the Special Events Department at 404-591-1585.