

# VENUEpolicies

## PAYMENTS

**DEPOSIT \$300** deposit due at receipt of invoice to reserve your event date. **\$500 Fri and Sat Events.** Event date is **not** reserved until payment is received. Space rental is available on a **first come first serve** basis.

**PAYMENTS 50%** of total contract amount due **60** days prior to event. Final payment due **5** business days prior to event. Event will be cancelled if **FULL** payment is not received.

**CANCELLATION 50%** deposit refundable for events cancelled more than **60** days from event date. All other monies paid **before or after 60** days are **non-refundable** in the event of cancellation. Events may be **postponed once, but** Must take place within 6 months of event date. If event is not rescheduled within that time, all monies will be forfeited.

**CHECKS** Personal or company checks will **NOT** be accepted less than 14 days from event date. Only certified cashiers checks, credit cards, or cash will be accepted. There will be a **\$50** fee charged for return checks.

## POLICIES

**GENERAL** LOFT is a unique space located in an intimate loft setting. LOFT reserves the right to refuse use of its venue for any reason deemed appropriate.

**FOOD AND BEVERAGE MINIMUM** \$750 - \$2000 Food and Beverage minimum applies to all booked events. Bar services may be used towards minimum.

**HOLIDAY MINIMUM: \$1500** (Sun – Fri evening) and **\$2500**( Saturday evening) applies November 23 – January 2

**LATE BOOKINGS** Events booked less than 7 days from event date will incur a **\$100** late fee.

**SMOKING** There is **NO** smoking allowed inside the venue. Designated smoking areas outside are available.

**ALCOHOLIC BEVERAGES** The Georgia State Liquor Commission regulates the sale and service of alcoholic beverages. As a licensee, LOFT at Castleberry Hill is responsible for the administration of these regulations. Therefore, it is our policy that liquor, beer, and wine can **NOT** be brought into the facility.

**NOT PERMITTED** Confetti cannons, wedding rice, pets of any kind, **open flames or pyrotechnics** of any kind, and helium balloons in **Canvas only** are not permitted. Balloons are permitted in the lower level of the venue.

**UNDERAGE EVENTS** LOFT requires (1) chaperone per (25) children. Parents must be present 15 minutes before end time to pick up children.

**WEDDINGS** LOFT requires that all rehearsals, ceremonies, and receptions have a designated coordinator present to execute all wedding details.

**LIABILITY** LOFT is not liable for and cannot assume responsibility for damage or loss of property left in reserved areas prior to, during, or following your event. We appreciate the premises being restored to the original condition following conclusion of your event. In the event, that any property of LOFT is damaged by the client, its agents, employees, or any person admitted to the venue reserved by client, the client will reimburse LOFT for all damages or unusual cleanup fees. **Credit card must be on file to charge damage fees.**

**MUSIC** Due to the intimate location, all events are subject to **music** restrictions. Management reserves the right to adjust sound levels. All music will cease by 1am. LOFT has the right to refuse entertainment acts that are deemed inappropriate.

**PROMOTIONAL MATERIALS** Any invitation, flyer, press release, or advertisement promoting your event must be approved by management **BEFORE** distribution. LOFT has a right to deny any material deemed inappropriate.

**DÉCOR** All décor must be approved. All floral décor must be treated for insects.

**CHARGES** All Food and Beverages are subject to a 20% service charge and 8% sales tax. An additional 3% sales tax applies to all liquor charges.

**RATES** All rates are subject to change without notice.

## CONTACT

LOFT at Castleberry Hill  
170 Northside Drive SW, Suite 96  
Atlanta, Georgia 30313  
404.522.5678 Phone  
404.522.5688 Fax  
[www.loftatch.com](http://www.loftatch.com) Web

Joy Pittman : Senior Sales & Marketing Manager : [jpittman@cintl.com](mailto:jpittman@cintl.com)

## Site Visits

Tuesday and Thursday : 11am to 6pm : by appointment only

# Preferredcaterers

IN HOUSE CATERING LOFT offers delicious in house catering services under the direction of **Executive Chef Mark Prunty**. We will be happy to assist you with your catering needs. **Catering is not included in the space rental.**

OUTSIDE CATERING In an effort to provide you with great catering options, LOFT offers a limited preferred catering list for you to select from. Caterers outside of this list are **not** permitted. **\$300** outside catering fee will apply, if you choose to select a caterer from this list:

- **A Legendary Event** : [www.alegendaryevent.com](http://www.alegendaryevent.com) : 404.350.6672
- **Bold American** : [www.boldamerican.com](http://www.boldamerican.com) : 678.302.3232
- **Divine Events** : [www.divineevents.com](http://www.divineevents.com) : 770.587.9117
- **Glorious Events** : Nan Boone : [nan@glorousevents.net](mailto:nan@glorousevents.net) : 770.455.6600 x104

## Cateringpolicies

WEDDING AND BIRTHDAY CAKES are permitted by client. \$75 cake cutting fee will apply for birthday and wedding cakes, if LOFT provides cake cutting service. If not, client will provide plates, forks, and a cake attendant.

GUEST MINIMUM All menus excluding Tapas and Action Stations require (25) guest minimum. Tapas, Action Stations, and Desserts require (50) guests minimum. Menus selected under guest minimum add \$2 per person, excluding Tapas and Action Stations, which required minimum (50) guests.

FOOD AND BEVERAGE MINIMUM \$750 - \$2000 Food and Beverage minimum applies to all events. Bar services may be used towards minimum. Space rental is additional.

HOLIDAY MINIMUM: \$1500 (Sun – Fri evening) and \$2500( Saturday evening) applies November 23 – January 2

STAFF All action stations require a chef attendant @ \$100 per attendant. Passers for Tapas are \$75 per passer (1 per 30 guests). Wine or Champagne Servers are \$75 per server (1 per 40 guests). Bartenders are \$125 per bartender. Staff fees are for (4) hour event time. Additional hour \$25/hr per staff person.

DUO ENTRÉE Add Roasted Chicken, Herb Crusted Roast Beef, or Seasonal Fish to any featured entrée selection for \$5 per person.

SERVICE CHARGE AND TAX All food and beverage will be subject to 20% service charge, 11% liquor tax, and 8% sales tax. All tax exempt organization must provide tax exempt certificate and ID number at time of booking. Tax will be added to final bill if certificate is not on file.

GUEST COUNT Final guest count must be provided (7) business days prior to event. The initial guest count may not be lowered. If final count is not received, then the original guest count on the contract will be used.

ALL CATERED EVENTS INCLUDE Food service and staff, Buffet tables with linen, guest seating with white linens, chaffing dishes, buffet serving utensils, LOFT plates, flatware, disposable cups, and paper napkins. China, glassware, specialty linens, and additional equipment are available for a fee. **Seated Dinners add \$7 per person. Glassware add \$2 per person.**

FOOD SERVICE Due to health regulations and the liability LOFT assumes; food or beverages may not be taken from LOFT property after it has been prepared and served. In addition, all food services may **not** exceed (2) hours.

### DEPOSITS AND PAYMENTS

CATERING DEPOSIT A 50% non refundable deposit of the catering contract total is due no later than 60 days from event date or two weeks from receipt of contract.

FINAL PAYMENT Final payment is due (5) business days prior to event date. Catering services will not be rendered, unless payment is received.

CANCELLATION Events cancelled more than 60 days from event date will receive 50% of their space rental deposit. Less than 60 days notice, forfeits entire deposit and all other monies paid.

### CONTACT

LOFT at Castleberry Hill  
170 Northside Drive SW, Suite 96 : Atlanta, Georgia 30313  
404.522.5678 Phone : 404.522.5688 Fax : [www.loftatch.com](http://www.loftatch.com) Web

Joy Pittman : Senior Sales & Marketing Manager : [jpittman@cintl.com](mailto:jpittman@cintl.com)

### SITE VISITS

Tuesday and Thursday : 11am to 6pm : by appointment only