

# Rhodes Hall

The Castle on Peachtree Street



Rhodes Hall  
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Atlanta, GA 30309

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[events@georgiatruster.org](mailto:events@georgiatruster.org)

[www.rhodeshall.org](http://www.rhodeshall.org)

You can also “like” Rhodes Hall on Facebook!

## **RHODES HALL RENTAL RATES**

Sunday - Thursday 4 Hour Event \$1,800.00  
(8 hour rental, including 3 hours set-up, 4 hours event time and 1 hour clean-up)

Sunday - Thursday 2 Hour Event \$900.00  
(6 hour rental, including 3 hours set-up, 2 hours event time and 1 hour clean-up)

Friday Event \$2,300.00  
(8 hour rental, including 3 hours set-up, 4 hours event time and 1 hour clean-up)

Saturday Event \$3,300.00  
(8 hour rental, including 3 hours set-up, 4 hours event time and 1 hour clean-up)

**All rentals include three hours of set-up time prior to the event and one hour of clean-up time after the event. All Rentals also include use of our tables and basic white folding chairs, 2 Rhodes Hall event staff, 1 security guard, and use of the Rhodes Hall event parking.**

**All wedding events include a complimentary time for an engagement or bridal photo shoot with your photographer, which would be scheduled on a separate day prior to your event. All wedding events that include a ceremony will receive a complimentary 1 hour ceremony rehearsal on the day prior to your event which is based on our event schedule for that day.**

## HOUSE RULES AND POLICIES

Rhodes Hall has been restored to its historic grandeur as one of the last of the great Peachtree Street mansions, through a partnership between the State of Georgia and the Georgia Trust for Historic Preservation. We ask for your cooperation in abiding by the enclosed rules and regulations regarding the use of Rhodes Hall, to ensure the proper stewardship of this historic property.

### 🌀Events at Rhodes Hall

Rhodes Hall is a historic house museum which is also used as a venue for private events. However, since Rhodes Hall is a state-owned building, political and religious events, other than wedding ceremonies, are prohibited. Fundraising events are permitted only with prior approval. Please consult our Events Director if you have any questions regarding the type of event you wish to host.

### 🌀Capacity

The maximum indoor capacity during a cocktail style reception is 150 people. The maximum indoor capacity during a seated dinner reception is 100 people. Additional guests cannot be permitted to enter the building due to Fire Code restrictions. The presence of more than the permitted number of people will result in the loss of the security deposit.

### 🌀Event Time

The standard rental time for an event is 8 hours. This includes 3 hours for set-up, 4 hours of event time, and 1 hour for clean-up at the end of the event. On Sunday through Thursday, we also allow for a 6 hour rental which includes 3 hours for set-up, 2 hours of event time and 1 hour for clean-up at the end of the event. Additional event hours may be purchased at the standard overtime rate of \$450.00 per hour.

The set-up and clean-up times are based on the standard time it takes for the caterer and vendors to set up and clean-up the event. These times can not be adjusted by Rhodes Hall unless prior approval is given to the Rhodes Hall Events Director by the caterer and other vendors.

The rental agreement will stipulate when an event will begin and end, and all functions are to end at the contracted time. If the Renter and vendors have not exited the building by the contracted event end time, the Renter may forfeit their security deposit and may be invoiced for overtime hours.

### 🌀Payment Schedule

Your payment schedule will be stipulated on your Rhodes Hall Rental Contract. We require half of the rental payment for your chosen date to secure the venue for that date and the remaining half of the rental payment is due 2 months before your scheduled event date. All of the rental payment is non-refundable once it is paid. We require a refundable security deposit of \$500.00 to be paid 1 month before the scheduled event date. This security deposit will be refunded within 30 days after your event as long as there are no damages, overtime charges, or additional clean-up by Rhodes Hall Event Staff as a result of your vendors from your event. Any additional applicable fees due such as outside catering fee, additional rentals, etc. will also be due 1 month before your scheduled event date.

## 🔒 Security

Included in the rental fee is one security person to direct parking, assist guests with disabilities and provide general event security. Additional security may be arranged through Rhodes Hall for an additional fee.

## 🔒 Event Space

Events at Rhodes Hall may utilize the main floor of the house, the front porch, and the front lawn. The upper floors of the house are used by The Georgia Trust and may not be utilized for events unless otherwise authorized by the Rhodes Hall Events Director. If the event includes a wedding ceremony, the Sleeping Porch may be opened as a changing room for the bride and her attendants at no additional cost. Additional restrooms and a ground floor changing room may also be used at no additional cost.

## 🔒 Final Floor Plan

All event floor plans must be approved by the Rhodes Hall Events Director. The Renter is required to meet at Rhodes Hall with their chosen caterer and the Rhodes Hall Events Director at least four weeks in advance of their event for a walk-through to create a final floor plan and submit a final guest count. The Rhodes Hall Events Director will contact the renter to arrange the date and time for their walk-through. Walk-throughs are typically scheduled Monday-Friday during normal business hours so as not to interfere with Rhodes Hall or caterer's event schedule.

## 🔒 Catering

All events at which food and drink are served must be catered by a licensed and insured caterer. Rhodes Hall has a list of approved caterers who have been trained to work in the facility. There is an additional catering fee of \$1,000.00 which is waived with the use of a Rhodes Hall approved caterer. All caterers must submit a copy of their business license and a certificate of liability insurance, including liquor liability, in the amount of \$1,000,000.00 to Rhodes Hall prior to the event. The certificate should also state that Rhodes Hall is named as insured on the group's insurance policy for the date of the event.

The caterer is responsible for the setup and breakdown of ALL tables and chairs, food and beverage stations, and all other equipment related to the event, with the exception of the historic furniture. The Rhodes Hall Events Staff is the representative of the museum and is responsible for moving historic furniture.

Outside caterers not listed on the approved catering list must be approved to work in the building by the Events Director and undergo orientation by Rhodes Hall staff no later than 60 days prior to the event. The caterer's failure to comply with Rhodes Hall event policies may result in the loss of the event security deposit and additional fees.

## 🔒 Beverage Service

The Renter is permitted to provide their own alcoholic beverages for events at Rhodes Hall as long as the Renter meets all of Rhodes Hall's requirements. The caterer must serve the alcohol at an event and provide Rhodes Hall with proof of \$1,000,000.00 liquor liability insurance with Rhodes Hall listed on the policy for the day of the event. Kegs are not permitted inside Rhodes Hall at any time but may be served outside on the front lawn or porch.

## 🌀 Security Deposit and Damages

The Renter is responsible for any damages that occur to Rhodes Hall during the event rental time, whether from renter, guests, or vendors. All events are required to pay a refundable \$500.00 security deposit. In the event that no damages, severe time overages, or additional clean-up left from event by Rhodes Hall Event Staff occur, Rhodes Hall will refund the security deposit to the renter within 30 days after the event in the form of a check from The Georgia Trust.

## 🌀 Rental Equipment

Rhodes Hall can provide one hundred white folding chairs, fifteen 36-inch round tables, eight 6-foot long tables, and existing historic furniture permitted by Rhodes Hall Events Director for use at events. The Renter and caterer must supply all other equipment necessary for any event.

**Rented equipment, including tables and chairs, must be delivered during the hours specified for set-up on the Rhodes Hall Rental Agreement.** If necessary, arrangements may be made for rented equipment to be dropped off at Rhodes Hall one day prior to the event with the approval of the Events Director. **All equipment should be removed from the building by the specified load-out time listed on the Rhodes Hall Rental Agreement unless prior arrangements are made with the Rhodes Hall Events Director.**

Rhodes Hall cannot assume any responsibility for any items left by the vendors, guests, or the Renter. The Renter or vendors are responsible for removing all items brought in during the event. Items left at Rhodes Hall for more than 48 hours after the event are considered property of Rhodes Hall.

## 🌀 Smoking and Candles

Open flames are prohibited on the entire property, except as noted herein. Candles **must** be enclosed in a glass votive, hurricane glass or some other type of glass container or lantern to prevent wax drippage, or may float in water. Luminary candles are permitted on the front lawn of Rhodes Hall. Caterers are permitted to use sterno to keep food warm. Smoking is only permitted outside, in designated areas.

## 🌀 Dancing and Music

The front porch is the best location for dancing at Rhodes Hall, since it provides a 16'x14' dance floor space. There is a City of Atlanta noise ordinance in effect at 10pm, however it is not heavily enforced in this area due to our location not being directly next to a residential area. Dancing is permitted indoors, but the Renter must rent a dance floor if they elect to dance indoors. The largest dance floor that Rhodes Hall can accommodate inside is 9'x18' in the reception hall on top of the rug. Dance floor rental delivery and installation must be scheduled based on Rhodes Hall event schedule, and therefore may be subject to additional delivery and installation fees from the rental company.

The piano in the parlor room may be used for music for events. Rhodes Hall does not guarantee its condition at the time of the event, but the renter may have the piano tuned specifically for their event at their expense, and tuning must be scheduled with Rhodes Hall Events Director in advance.

## 🌀 Flowers and Decoration

The historic photographs on the fireplace mantels will be removed during each event to allow room for floral displays or personal photographs, unless otherwise requested by the Renter.

Flowers may be placed on all fireplace mantels and tables. Flowers in water must be in containers that will not leak. Nothing may be hung, nailed, stapled, or taped to any of the walls, ceilings, floors, or furnishings at Rhodes Hall. The Renter may wrap ribbon, or other non-abrasive material, around the indoor and outdoor stair railings. Helium balloons are prohibited inside of Rhodes Hall, but may be used outside as long as they are anchored.

The Renter is responsible for setting up and breaking down all decorations for an event. The Renter may enter the building during the designated set-up hours listed in the contract to decorate Rhodes Hall. The Renter may not decorate Rhodes Hall prior to their contracted set-up time. All decorations must be removed during the hour designated for clean-up after the event.

## 🌀 Parking

Rhodes Hall owns approximately 50 spaces for parking at our Spring Street lot. Rhodes Hall's Events Director will arrange for extra parking in the adjacent lot belonging to Peachtree Christian Church if necessary. **The driveway directly behind Rhodes Hall is not a parking lot. It is reserved for vendors, deliveries and handicapped parking only.** Valet service to handle parking during an event may be arranged in advance at renter's expense.

## 🌀 Rhodes Hall Event Staff

Rhodes Hall Event Staff is included in the rental fee and is mandatory at every event. Rhodes Hall Event Staff can assist the vendors with set-up and clean-up and will assist the renters and guests with becoming familiar with the facility. Only Rhodes Hall Event Staff may move the antique furniture.

## 🌀 Tents/Pipe and Drape

The Renter must request permission to erect a tent on the front lawn. Tents larger than 10 x 10 require a City of Atlanta permit, which must be secured by the rental company or renter. The tent **must** be erected and positioned with weights. Erecting a tent with spikes is strictly prohibited. Pipe and Drape may also be used on the front lawn. It must be set up during the contracted set-up time and removed at the end of the event, unless prior arrangements are made with the Rhodes Hall Events Director.

## 🌀 Rehearsal

A complimentary 1 hour rehearsal is included for wedding ceremonies on the day prior to your scheduled event, as best we can fit it into our event schedule for that day. Rehearsals must be arranged in advance with the Rhodes Hall Events Director. Rehearsal time is subject to availability of the facility and staff. Rhodes Hall reserves the right to reschedule the rehearsal time if deemed necessary.

### **🌀Engagement or Bridal Portraits**

The Renter may schedule a complimentary time for an engagement or bridal photo shoot with their photographer at the facility when they book Rhodes Hall as their ceremony or reception site. An appointment must be scheduled in advance with the Rhodes Hall Events Director and is subject to availability. All payments for photographer and photography must be handled with your photographer. Rhodes Hall is only giving you a complimentary block of time for your photo shoot.

### **🌀Bride and Groom Exit**

No birdseed, confetti, glitter, or rice may be thrown or distributed either inside or outside Rhodes Hall at any time. Bubbles may be used on the front porch and front lawn. Silk rose petals may be used inside Rhodes Hall, and real white or light-colored petals may be used outside Rhodes Hall. Dark-colored real petals are not allowed inside or on front porch of Rhodes Hall as they may stain historic flooring. Sparklers or any other type of pyrotechnics are not permitted on the grounds of Rhodes Hall at any time. Other items may be used with prior approval from the Rhodes Hall Events Director.

### **🌀Publicity**

The Events Director must approve all publicity concerning Rhodes Hall.

## APPROVED CATERERS

The following caterers are all approved to cater Rhodes Hall events held. They have catered many events here and are familiar with our house policies. There is a \$1000.00 outside catering fee that applies if you use a caterer that is not on this list. A licensed and insured caterer must be on the premises for all events where food and beverages of any type are being served. All outside caterers must be cleared by Rhodes Hall before they will be allowed to cater your event.

### **Affairs to Remember**

Bethany Raney

**404-872-7859**

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

### **Bold American Catering**

Nicki Collins

**404-815-1178**

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

### **Carole Parks Catering Inc.**

Elizabeth Smith

**404-872-1999**

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

### **Dennis Dean Catering**

Shelby McMichael

**404-475-1002**

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

### **Figs & Honey Catering**

Pat Tilson

**404-745-9561**

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

### **Jerry Dilts & Associates**

Maggie Whitfield

**404-352-0611**

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

### **Low Country BBQ**

Perry Yates

**404-352-1121**

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

### **Masterpiece Events**

Curt Bohling

**678-990-9808**

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

### **Party Execs**

Kenna Scott

**404-963-5924**

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

### **Soiree Catering and Events**

Larry Couzens

**404-467-1699**

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

### **Sun In My Belly**

Max LeBlanc

**404-370-0856**

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

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

Angela Blackman

**770-594-1567**

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

### **Zest Atlanta Catering**

Hannah Harris

**678-977-3712**

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



## **RHODES HALL TABLES AND CHAIRS INCLUDED** **WITH ALL RENTAL EVENTS**

- ☞ **100** white metal folding chairs (for use inside or outside)
- ☞ **15** 36” round tables which seat 4-5 people (at 30” high) or can be highboy tables (at 42” high)
- ☞ **8** 6’ rectangular tables which seat up to 8 people or can be used for other event set-up
- ☞ **1** antique oak buffet table in the **Dining Room (can be 60” round or up to 12’ x 5’)** – typically used for main food buffet set-up or can seat up to 16 people for a formal seated dinner without a buffet
- ☞ **1** antique marble-top table in the **Parlor Room (4’9” x 2’9”)** – typically used for wedding cake display or other food set-up
- ☞ **1** antique mahogany glass-covered table in the **Foyer/Reception Hall (4’7” x 3’)** – typically used for guest book, favors, or other event set-up
- ☞ **2** 8’ rectangular wooden tables which seat up to 10 or can be used for other event set-up

Please note: Only Rhodes Hall Event Staff may move the antique furniture. Antique furniture that is listed as being in a certain room must stay in that room. Antique furniture that is not listed as being in a room may move to any room of the event space. No antique furniture may be moved outside at any time.

### ☞ **Additional Rental Items to enhance your event:**

- **100 mahogany wood folding chairs** (can be used inside or outside) **\$3 per chair**
- **60 gold chiavari chairs with ivory tie chair pad** (can be used inside only) **\$6 per chair**

# Rhodes Hall Floor Plan of Event Space

Event Space includes Main Floor,  
Front Porch, & Front Lawn

