

# COZE

AN INTIMATE EVENT SPACE

Coze – [kohz] 1. To converse in a friendly way  
1. A feeling of warmth and comfort 3. A private event space located in downtown Atlanta, fabulous for your most intimate occasions.

SQUARE FOOTAGE 2000

EVENT CAPACITY 100 guests  
50 guests Seated

RENTAL FEE **DAYTIME** \$325 Monday – Sunday  
4 hour event: 1 hour setup, 2 hour event, 1 hour breakdown  
Additional event hours: \$75 per hour  
Daytime events end by 4pm.

**EVENING** \$600 Sunday – Friday  
\$750 Saturday  
7 hour event: 2 hour setup, 4 hour event, 1 hour breakdown  
Additional event hours: \$95 per hour  
Evening events start at or after 6pm. End by 1 am.

Wedding Ceremony \$150  
Includes: 1 hour rehearsal and 1 hour ceremony  
50 guests maximum recommended

RENTAL INCLUDES Lounge area with coat rack  
3 six foot tables with black linen  
5 white cocktail tables with 20 white scoop chairs  
Private client room  
Tasting room with cake table  
Catering prep kitchen  
Free and secured wireless internet  
In house sound system – iPod adaptable  
Television with DVD player  
Welcome desk  
Event Manager  
Security Officer (evening events)

FOOD Coze is a space ONLY venue. Outside catering is permitted.  
Client is responsible for plates, forks, and napkins.

BEVERAGES Outside beverages are permitted, including alcohol.  
Client is responsible for cups, ice, and napkins.  
Coze does not provide CASH bars.  
Coze bartender: \$100. Required for events serving alcohol.

## DEPOSITS

- \$150 daytime and \$300 evening DEPOSIT due to reserve space.
- Space is available on a FIRST COME, FIRST SERVE basis. NO tentative holds.
- Less than 14 days booked requires 100% event payment.
- Cancellation MORE than 60 days from event date, 50% of deposit refundable ONLY.
- Cancellation LESS than 60 days from event date, deposit & monies paid are NON refundable.

## PAYMENTS

- Final payment due 7 days prior to event date. Event will be cancelled for non payment.
- Credit/debit cards, money orders, and checks accepted. Make checks payable to: Coze
- NO checks accepted less than 14 days from event date. \$50 return check fee.

## POLICIES

### ACCESSIBILITY

Coze is located on the 2<sup>nd</sup> floor of a 100-year-old building. Coze is accessible by stairs ONLY. There is NO elevator access. Please advise all VENDORS about stairs for event load in.

### DÉCOR

Must be approved by Coze management. The following items are NOT permitted: balloons, taping or tacking items to walls, confetti, feathers, rice, animals, open flames or pyrotechnics of any kind. All floral decor must be treated for insects.

### FOOD AND BEVERAGE

Caterers or client assumes liability for food served on Coze premises or transported from premises by client and/or guests. Coze is NOT liable in the event guests become ill due to food or drink consumption. Client, vendors and caterers are responsible for clean up throughout event, proper breakdown and removal of items brought into the space.

### GENERAL

Coze is a private event space. Management reserves the right to cancel event or refuse use of its space for any reason deemed necessary, prior to or during event.

### LIABILITY

Coze 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 Coze is damaged by the client, its agents, employees, or any person admitted to the space reserved by client, the client will reimburse Coze for all damages or unusual cleanup fees.

# POLICIES

## MUSIC

All events are subject to music restrictions. Management reserves the right to adjust sound levels. All music must cease at close of event. No exceptions. Coze has the right to refuse entertainment deemed inappropriate. **DJs must provide their own sound equipment.**

## PARKING

Paid lot located across the street: \$3.50 / \$5 after 4pm. Accepts exact cash and credit cards. Client may purchase parking tickets for guests in advance. Please inquire.

## PROMOTER or "PAY AT THE DOOR" EVENTS ARE NOT PERMITTED

Coze is a PRIVATE event space. Events that violate this policy are subject to cancellation and will forfeit all monies including deposit paid.

## PROMOTIONAL MATERIALS

**Use of the Coze brand for marketing purposes of your event must be approved by management BEFORE public distribution.** When using name for marketing purposes, please state venue as **Coze or Coze Event Space.** Coze has the right to deny any materials deemed inappropriate.

## PUBLIC EVENTS

Non Profit fundraisers and limited public events are permitted at the discretion of Coze management. Please inquire for approval.

## RATES

Rates are subject to change for December, special dates and without notice. Select services are subject to 20% service charge and 8% sales tax.

## SMOKING

There is **NO smoking** allowed inside Coze event space.

## UNDERAGE EVENTS

Coze requires [1] chaperone per [10] children. Parents must be present 15 minutes before event end time to pick up children. Underage events must end by 11pm.

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# VENDORS

Your vendors are welcome. Vendors listed are optional, but fabulous!

## AUDIO VISUAL, SOUND & LIGHTING

PPi Design Productions	productionpeopleinc.com	404.696.0196
Premier Audio Services	premieraudios.com	404.593.0727
PA Universal	pauniversal.com	404.513.7025

## CAKES & SWEETS

Gloria The Cake Lady	gloriathecakelady.com	770.674.4343
Desserts on Delicious		770.617.5910

## CATERERS

Culinary Services	culinaryservicesinc.com	770.929.3500
Lavish Catering	lavishcatering.com	866.664.7044
Red Carpet Events	redcarpetbridalandevents.com	770.218.2121
Garnish		678.524.2505
JJC Catering		404.578.4988

## DISC JOCKEY

DJ Tron	djtron.com	404.291.1392	Sound Available
DJ Blak Magic	djblakmagic.com	678.488.9577	
DJ Spontaneous	spontaneousevents.com	678.653.1045	

## ENTERTAINMENT

OMG Booth	omgbooth.com	404.926.6642
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## EVENT PLANNERS

La Fete Weddings and Events	lafete-weddings.com	404.317.3191
The Starfire Group	thestarfiregroup.us	404.617.1277

## FLORAL DESIGN

A. Crowley Floral	acrowleybrown.com	404.405.2226
Floral Matters	yourfloralmatters.com	404.840.3664
Chelsea Floral Designs	chelseafloaldesigns.com	678.528.2987

## INVITATIONS

Papered Wonders	paperedwonders.com	678.384.1500
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## LINEN & RENTALS

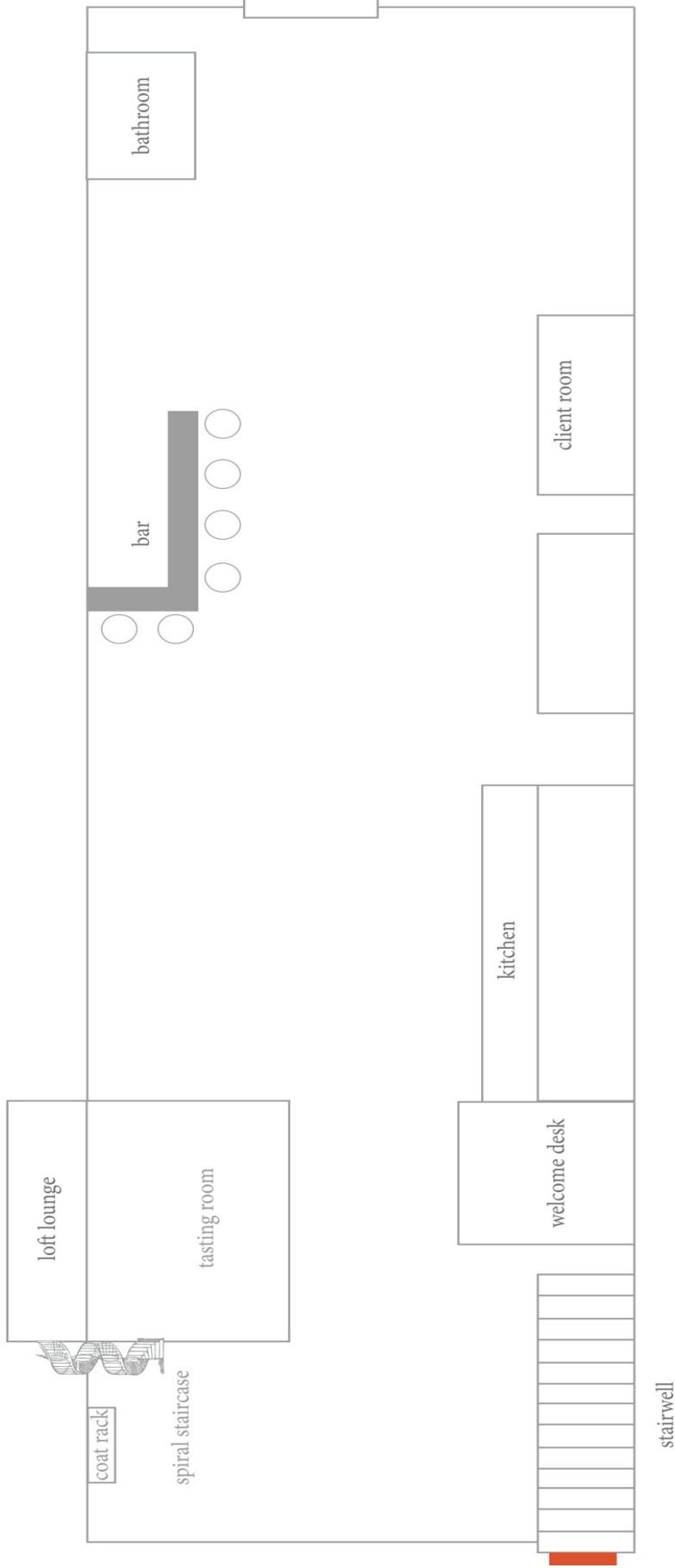
Peachtree Tents and Events	peachtreentents.com	404.574.6655
TLC Rents	tlcrents.com	404.873.0833
Cover Ups Linens	coverupslinens.com	770.777.7886

## PHOTOGRAPHERS

Kee Images	keeimages.com	404.954.2809
LaRiche Danielle	larichedanielle.com	678.596.0572
Skybreak Studios		404.543.8100

## VIDEOGRAPHERS

Focal Blu	focalblu.com	478.973.9042
Anthony Nixon	anthonymixonvideos.com	678.683.0024



2000 square feet

# FLOOR PLAN

404.908.8169 or [events@cozeatlanta.com](mailto:events@cozeatlanta.com)  
[www.cozeatlanta.com](http://www.cozeatlanta.com)

255 Trinity Avenue SW . Suite A . Atlanta, Georgia 30303

## DIRECTIONS

I-75/I-85 SOUTH toward ATLANTA... Take Martin Luther King Jr [Exit 248A].... Keep to your LEFT at the fork... Make a LEFT on Washington Street SW... Make a RIGHT onto Trinity Avenue... Coze is located in the building to your RIGHT after Forsyth Street... Look for the **ORANGE** door. 255 Trinity Avenue SW, Atlanta, Georgia 30303

I-75/I-85 NORTH toward ATLANTA... Take Central Avenue [Exit 246] towards Downtown/Ga Dome... Make a slight RIGHT onto Central Avenue SW... Make a LEFT onto Trinity Avenue... Coze is located in the building to your RIGHT after Forsyth Street... Look for the **ORANGE** door. 255 Trinity Avenue SW, Atlanta, Georgia 30303

I-20 WEST toward ATLANTA... Take Windsor/Spring Street [Exit 56B]... Turn RIGHT onto Spring Street...Stay straight on Spring Street...Come to second light... Turn RIGHT onto Trinity Avenue.... Coze is located in the building to your immediate left... Look for the **ORANGE** door. 255 Trinity Avenue SW, Atlanta, Georgia 30303

I- 20 EAST toward ATLANTA... Take Windsor/Spring Street [Exit 56B]... Turn LEFT onto Spring Street...Stay straight on Spring Street...Come to second light... Turn RIGHT onto Trinity Avenue.... Coze is located in the building to your immediate left... Look for the **ORANGE** door. 255 Trinity Avenue SW, Atlanta, Georgia 30303

## PARKING

There is plenty of parking available in the parking lot across the street and the two lots on the side of the building. Parking is \$3.50 daytime and \$5 evening and strictly enforced. Please pay the meter and place parking ticket on your dash. Thank you!

Please call 404.908.8169 for further assistance

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1. A feeling of warmth a comfort 3. A private  
event space located in downtown Atlanta,  
fabulous for your most intimate occasions.

## CONTACT US

Office: 404.908.8169

Fax: 866.665.3714

Website: [www.cozeatlanta.com](http://www.cozeatlanta.com)

Email: [events@cozeatlanta.com](mailto:events@cozeatlanta.com)

## EVENT OR MEDIA CONTACT

Joy Pittman, Owner

Email: [joy@cozeatlanta.com](mailto:joy@cozeatlanta.com)

## LOCATION ADDRESS

255 Trinity Avenue SW, Suite A  
Atlanta, Georgia 30303

## MAILING ADDRESS

PO Box 92187  
Atlanta, Georgia 30314

## SITE VISITS

Tuesday and Thursday 11am to 6pm

Please call to set appointment 404.908.8169

## SOCIALIZE WITH US!

Username **cozeatlanta** for all social media listed below:



We look forward to hosting your event at Coze!