

Private Event & Wedding Venue

Rental Rates & Information

The Highland Inn Ballroom Lounge
644 N. Highland Ave. Atlanta, GA 30306
(404) 874-5756 EXT 431
www.thehighlandinn.com

Details:
Space: 3,700 sq. ft
Capacity:

125 seated
200 standing room only

Weddings at the Highland Inn Ballroom Lounge are stylish, intimate, and above all, unique affairs. Located below the historic Highland Inn hotel, our spacious, secluded ballroom is the perfect place to dance the night away while enjoying the charming atmosphere of the Poncey-Highlands neighborhood.

We think our venue provides a much-needed alternative to the standard formal event space, in that we offer an elegant yet laidback setting, a warm, professional staff, and very competitive rates. We pride ourselves on the history and personality of our establishment, and we hope you feel right at home here.

When you book your wedding at the Highland Inn Ballroom Lounge, you receive full access to our 3,700 square feet of space, complete with a bar, foyer, stage, dance floor, private open-air courtyard, and large prep room for catering or storage.

For Saturday evening weddings, we include one (1) complimentary quick-witted bartender for your beverage needs and amusement, and harness the brute strength of our event staff, free of charge, to assist with reception setup. For all weddings, we provide complimentary use of our in-house tables and chairs, access to our state-of-the-art sound equipment*, and one night's stay in our VIP bridal suite at the upstairs Highland Inn hotel.

***Due to noise restrictions from the hotel, the only live music permitted in the ballroom must be acoustic or on the softer side. *Included in rental fee is the use of iPod/CD connections and microphone. Live music or a DJ will require an additional \$200 fee for sound technician and additional audio equipment.**

Your Events Manager and Bar staff welcome tips! Thanks!

Rates

Monday – Thursday and Day Events on Weekends

Rental fee: \$100-\$200 per hour ***Weekend night prices vary**

Bar Service: See options below under Bar Service

Set up / Cleaning fee: \$100

Bartender fee: (1 required per 75 guests) \$150

Sound technician / audio equipment (required for live music or DJ): \$200

Friday evenings

(10 hours total, including setup and vendor cleanup)

\$1,200 + \$1,000 bar minimum

Additional fees:

Reception setup: \$100

Bartender (1 required per 75 guests): \$150

Sound technician/audio equipment (for live music or DJ): \$200

Additional event time: \$100 per hour

Bartender fee for additional event time: \$30 per hour, per bartender

Saturday evenings

(10 hours total, including setup and vendor cleanup)

\$1,800 + \$1,500 bar minimum

Additional fees:

Reception setup: included

Bartender (1 required per 75 guests): one included, \$150 per additional

Sound technician/audio equipment (for live music or DJ): \$200

Additional event time: \$100 per hour

Bartender fee for additional event time: \$30 per hour, per bartender

Sundays

(10 hours total, including setup and vendor cleanup)

\$1,200

Additional fees: Reception

setup: \$100

Bartender (1 required per 75 guests): \$150

Sound technician/audio equipment (for live music or DJ): \$200

Additional event time: \$100 per hour

Bartender fee for additional event time: \$30 per hour, per bartender

**Weekday and weekend daytime rates are based on availability and event specifics. Contact our events manager for more information.*

Catering

The Highland Inn Ballroom Lounge does not provide on-site catering. You may use any outside vendor and/or licensed caterer of your choice. Our venue has a large designated area for food storage and preparation, although we do not have a full kitchen. Please contact the events manager for a list of preferred vendors, as they are familiar with our space and we know them to provide excellent service.

Guest Room Blocks

When you book an event with us, you have the option to set up a room block for your guests at the Highland Inn. Ten or more rooms are considered a block, and guests will receive an automatic discount on their room rates. Contact your events manager for more information.

Furniture Inventory

The Highland Inn Ballroom Lounge provides complimentary use of our in-house tables and chairs for all event rentals. This includes:

- 4 square wooden tables (seats 4 each)
- 4 high-top cocktail tables (seats 3 each)
- 2 six-foot folding tables*
- 2 four-foot folding tables*
- 12 barstools
- 90 chairs
- wooden booths/booth backs (additional fee incurred for booth setup)

**Folding tables typically used for banquet spreads, gift displays, coffee stations, etc. rather than seating*

We also have banquet tables in various sizes available for rent, should you need additional seating.

- 2 48” round tables (seats 6-8) - \$9.00 each
- 8 60” round tables (seats 8-10) - \$10.00 each
- 2 72” round tables (seats 10-12) - \$12.00 each

Bar Service

- Clients can choose from a variety of options for bar service, such as a **hosted open bar**, a **cash bar**, a **consumption bar** (hosted open bar with a predetermined tab limit), a **ticketed bar**, or a combination of these options. For certain types of bar service, such as an open bar or consumption bar, the client may also designate the type and grade of alcohol to be served; i.e., strictly beer, wine, and champagne, call brands only, premium brands, or our super premium full bar option.
- Unless otherwise stated, bar minimums apply to all bar options.
- Beer/wine bars require an additional 28% service charge that includes insurance and taxes.
- Liquor bars require an additional 31% service charge that includes insurance and taxes.
- All bar options come with ice, mixers, garnish, and glass beverage ware.
- Requests for specific brands of beer/wine/liquor may be arranged in advance with the events manager.

Hosted Open Bar

Pricing for a hosted open bar is based on the number of guests in attendance, and includes 1-4 hours of unlimited consumption. You may elect to extend the open bar hours once the initial time is up; please contact the events manager or the bar manager during your event to make these arrangements.

- Super Premium Brands Open Bar- includes super premium brand cocktails, house wines, champagne, domestic and imported beer, Red Bull, mixers, soft drinks, juices, coffee and tea.
- Premium Brands Open Bar- includes premium brand cocktails, house wines, Champagne, domestic and imported beer, mixers, soft drinks, juices (coffee and tea available upon request).
- Call Brands Open Bar- includes call brand cocktails, house wines, champagne,

Domestic and imported beer, mixers, soft drinks, juices (coffee and tea available upon request).

- Beer, Wine, and Champagne Open Bar- includes house wines, champagne, Domestic and imported beer, soft drinks, juices (coffee and tea available upon request).

The table below lists prices per person, by the hour, for hosted open bar service at our four different levels.

	Super Premium	Premium	House Brands	Beer/Wine/Champagne
1 hour	\$15 per person	\$10 per person	\$8 per person	\$8 per person
2 hours	\$25 per person	\$18 per person	\$15 per person	\$13 per person
3 hours	\$32 per person	\$23 per person	\$20 per person	\$18 per person
4 hours	\$36 per person	\$26 per person	\$22 per person	\$20 per person

Other options:

- Wine Open Bar- includes red and white house wine
\$20 per bottle (serves approximately 6 glasses); \$3.33 per glass
- Champagne toast
\$5 per person
- Non-alcoholic open bar
\$3 per person
- Regular Coffee Station
\$1.50 per person

Cash Bar

- Guests pay for their own drinks; minimums may apply
- Full bar stocked with call, premium, and super premium liquors, house red and white wines, draft/bottled domestic and imported beers, soft drinks, juices, Red Bull, bottled water, and coffee and tea
- House brand liquors range from \$5- \$6 per drink; premium brands \$6- \$6.50; super Premium brands \$7- \$9; house wines \$5; draft/bottled beer \$3- \$7

Consumption Bar

- This option allows you to pay for drinks your guests consume up to a specific dollar amount limit.
- Payment will be made by charging the credit card on file at the end of your event.

Ticketed Bar

- Draft/bottled beer and house red/white wine- \$4 per ticket
- House brand liquor & Newcastle (18 oz.)- \$5 per ticket
- Premium brand liquor- \$6.50 per ticket
- Super premium liquor- \$8 per ticket

Beverage Charges and Services

The Georgia State Liquor Commission regulates the sale and service of alcoholic beverages. As a licensee, the Highland Inn Ballroom Lounge is responsible for the administration of these regulations and must supply and serve all beverages. NO alcoholic beverages may be brought onto or taken off the premises.

The number of bartenders needed for your event is determined by the estimated guest count on your contract. Bar service personnel is based on one bartender per 75 guests at a rate of \$150.00 per bartender for the entire duration of the event.

Final guest count and bar service confirmations are due two weeks prior to your event, and bar prices may be adjusted at that time.

All prices subject to change.

Lessor hereby leases to Lessee the *Ballroom At The Highland Inn* (the "Ballroom" or the "premises") located in the Highland Inn at 644 North Highland Ave, Atlanta, GA 30306 under the following terms and conditions which Lessee hereby accepts:

1. Liability: Lessee accepts full responsibility, and shall be solely liable, for any damage to person or property that may occur arising out of this Lease including, but not limited to, any damage to the Ballroom, the Highland Inn, the courtyard, parking lot, sound equipment, projector, projection screen, and stage lights.

2. Indemnity: The Lessee shall indemnify and hold harmless Lessor and Lessor's employees, officers, directors, agents and contractors from and against any and all loss, claims, demands, cost (including attorneys' fees), damages, expense and liability (including statutory liability and liability under workmen's compensation laws) in connection or associated with any claims for damages as a result of injury or death of any person or property damage to any property sustained by Lessee and all other person's which arise from or in any manner grow out of any act or neglect on or about the premises by Lessee or Lessee's partners, agents, employees, guests, customers, invitees, contractors and subcontractors.

3. Food: Lessee shall be allowed to use the catering service of its choice. Lessee shall be responsible for the actions, food preparation, and liabilities of the said catering services. Lessee agrees to protect, indemnify, defend and hold harmless lessor from any liability or claims of whatever nature arising out of or in connection with, but not limited to the negligence, errors, omissions, actions or inactions of said caterer. The ballroom kitchen is a "warming kitchen" only, and catering services shall not cook food in the ballroom kitchen. No grease frying or hot grease vats shall be allowed. No products, which tend to cause lingering odor or potential spill damage to the floors or walls may be used.

4. Cleaning & End of Night Duties: The Lessee hereby agrees to be responsible for maintaining Ballroom at The Highland Inn facility and grounds in the same condition as that in which it was given. All trash must be thrown in the dumpster provided, (immediately following the event). This includes, but is not limited to, the main area, kitchen, courtyard, bathroom, front of Inn, and parking lot trash. All items must be removed from the refrigerator and the doors must be closed. No food or floral decoration is to be left in the building after the end of the event.

5. Abandoned Property: All of Lessee's property and other non-Lessor property or items associated with the event remaining on the premises shall be removed by Lessee within one hour following the event ending time stated above. Any such property or items will be considered abandoned at 11:00 am the following day and will be subjected to removal and disposal by Lessor.

6. Use of On Site Fixtures: Lessee may use up to 90 chairs provided by Lessor at no cost. We have approximately 12 tables available for rent at a \$9-\$12 per table. Any necessity for removal of said items to make space for additional rental may include an extra moving charge. Please ask management for options and current charges.

7. Information, Rules, Infractions, And Regulations:

Decor & Event Activities: No glue, nails, screws, staples, hooks, hangers, or suction cups on walls, floors, ceiling, tables, or any property items used for decorating. Decorations must not obstruct any portion of the sidewalks, entries, halls, stairs, or hotel patrons from or access to the building; nor obstruct access to any or all utilities of the building or its neighboring businesses. String lights may be added to the Ballroom columns provided they are not nailed, tacked, or stapled. Nothing may be tied, attached to, or interfere with light fixtures or sprinkler system. Ladders can be provided by venue. No rice, birdseed, silly string, flower petals, confetti, colored paper, bubbles, or buckets of water should be used in the building. Hazardous materials, sparklers, fireworks, explosives, and pyrotechnics, may NOT be used in or around the venue, as they are a fire/injury hazard. Toxic materials may not be sprayed or applied in any manner, which would emit vapors into the air and/or cause potential harm to attendees or other personnel. Do not bring smoke machines into the venue. There is no smoking allowed inside of the building. All decor or extracurricular activities MUST be approved by Lessor prior to event start. Breach of these restrictions will result in forfeiture of security deposit and closure of your event in addition to other claims that Lessor may have for damages.

Damage/ Inspection/ Security Deposit: The Ballroom will be inspected at the end of the event. Failure to comply with the rules of this Lease and/or damage to any property in or adjacent to the

Highland Inn associated or related to the event will result in partial or full loss of my security deposit, in addition to other claims that Lessor may have for damages.

The Lessee hereby agrees that its credit card stated above will automatically be processed for amounts of appropriate rental fees and/or damages: (a) if Lessee fails to pay the full balance of the rental fee 1 week prior to the event; (b) when damage is sustained to the Ballroom, courtyard, Highland Inn, or parking lot as a consequence of the action or inaction of Lessee, persons servicing Lessee's event or acting on behalf of Lessee, or Lessee's guests or invitees; or (c) any holdover of the ballroom beyond the event ending time stated above at the rate of \$100.00 per hour, or portion thereof.

Pick Up/Delivery: Lessee is responsible for delivery and pick-up of rental furnishings or equipment. All rental equipment must be stacked neatly next to the parking lot side entrance for pick-up by the rental company the same day unless prior arrangements have been made with management.

Sound restrictions: Lessor, to comply with state and local ordinances, allows a maximum of 90 decibels of sound to emanate from the premises. Notwithstanding that allowance, no amplified sound may be emanated to the courtyard area or in such a manner as interfere with the operations upstairs at the Highland Inn. Violation of these restrictions may result in termination of this Lease and closure of the event.

Parking: Limited parking is available in our parking lot next to our building and is provided solely upon availability. Do not block the driveway entrance. Due to the limited parking space, please plan for events involving many people. Please contact management to make any additional accommodations. There is an unloading zone located in the parking lot area that filters to a delivery side door entrance. This space accommodates one car/truck at a time. It is recommended that you space out your delivery times to accommodate your drivers. Buses hired to transport guests to and from the venue are not allowed to leave motors running while parked anywhere in view of the facility.

Security: Spontaneous parties after the close of an event are not allowed in the Ballroom or on the street or the grounds adjacent to the Highland Inn. Lessee, or a designated person, must remain on site until all guests have departed the premises. Failure to comply will result in a loss of deposit.

Except for guests entering and exiting the building, doors are to be closed always so as not to create a noise problem to adjoining residents, and to insure proper air conditioning and/or heating of the facility.

Animals shall not be allowed in the facility unless expressly utilized in advance for handicapped persons.

8. Cancellation Policy: All cancellations of contracted events must be submitted to the Lessor in writing. If Lessee cancels this Lease within 60 days from the date of event stated above it shall pay Lessor a sum equal to 50% of its security deposit, in which event Lessor shall return to Lessee the remainder of the security deposit.

*Please contact your Event Sales Manager to set up a Guest Room Block for your guests. The Highland Inn offers a special Room Block Rate for blocks of 10 or more guest rooms. Room Blocks are held up to 2 weeks prior to the holding date.

(Lessee/Renter) agrees to indemnify and hold harmless (Owner) of and from all claims, demands, actions, causes of action, losses, damages, lawsuits, including reasonable attorneys' fees and court costs, but only to the extent caused by, related to, or arising out of the negligence of the Lessee/Renter