

TAGO INTERNATIONAL CENTER



A MODERN ONE STOP SHOP FOR YOUR SOCIAL EVENTS

BIRTHDAYS :: CORPORATE FUNCTION :: MEDIA :: BABY SHOWERS :: SHOWCASES :: GALAS :: CONCERTS ETC

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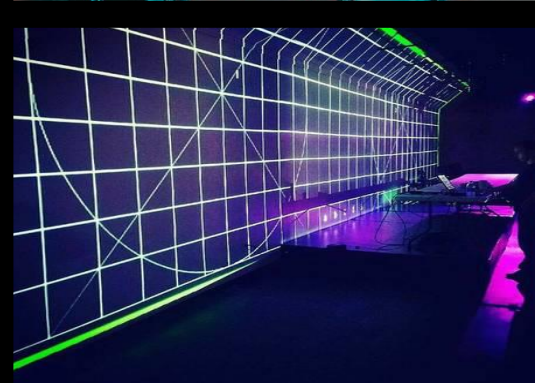
A New Era Of Experiences Has Arrived!

The days of an old school, traditional ballrooms are long gone. The Tago Center offers a unique Chic / industrial styled event space perfect for the modern client. We went to deep lengths to make sure our prices, was the perfect balance for a good venue in Atlanta GA period! If you pay too less or much more, be aware, there's a red flag with that venue!

MAIN HALL

SEATING CAPACITIES:

- Banquet Seating: 220
- Theatre seating: 300
- Classroom Seating: 150
- Standing Room: 350+





AMENITIES & SERVICES

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- ❖ **Easy Accessible**
- ❖ **Free Parking**
- ❖ **In House Audio Visual System (Features Sound System, Projector, & Uplights)**
- ❖ **Mobile Bar**
- ❖ **Prep Area**
- ❖ **Full Service Catering**
- ❖ **Private Lounge & Suite**
- ❖ **WiFi**
- ❖ **Projector**
- ❖ **In-House Audio/Visual Equipment & Engineers**
- ❖ **State of the art sound system & uplights**
- ❖ **Stage and Risers, Tables, Chairs & Linens**
- ❖ **Valet Parking**
- ❖ **Cash & Consumption Bar Service**
- ❖ **Gobo Lights and other Branding Mediums**
- ❖ **Online Event Registration**
- ❖ **All Inclusive Packages**
- ❖ **Specialty Wine Service**
- ❖ **Website features, Social Media, Email Blast & many other services**



CUSTOM MAKE YOUR OWN PACKAGE / À LA CARTE

(7 hour minimum required)

- ❖ Weekdays \$150 per hour
- ❖ Fridays \$250 per hour
- ❖ Saturdays \$300 per hour
- ❖ Sunday \$199 per hour
- ❖ (1) Bar \$120
- ❖ (2) High Cocktail Tables \$8 each
- ❖ (11) 60" Low Seating Cafe Tables \$6 each
- ❖ (10) Bar Chairs \$7 each
- ❖ (40) Black Steel & Gold Wood Back Chairs \$3 each
- ❖ (70) Elegant white wash Chiavari chairs \$5. Tufted Cushions \$2
- ❖ (1) Bartender \$100 each
- ❖ (1) Waitress / bottle service model \$75 each
- ❖ (10) Round banquet tables \$8 each
- ❖ (11) 120 inch Black / Cream / White Linen \$14 each
- ❖ (1) In-House Sound System \$250
- ❖ (4) Portable Stage \$120
- ❖ (1) LED Up Lights \$28 each
- ❖ (2) Projectors \$99
- ❖ (5) White Leather VIP Lounge Sectional Sofas \$150 each
- ❖ (5) Brown & Cream Banquet Booths \$230 each
- ❖ (1) Atlanta Police Officer Required \$45 per hour
- ❖ (1) Each Additional Security (1 Per 75 Guests for Public Events)
- ❖ (1) Clean Up Crew Mandatory \$150
- ❖ (1) Outside Catering (Licensed & Insured) \$350
- ❖ (1) Live Music Sound Engineer \$350. Extra charge for more event time
- ❖ Each Added Hour Setup/Breakdown Time \$150
- ❖ Room Manipulation \$250 and/or Stage Rental
- ❖ Custom Up lighting - \$250, professional light production \$1400+
- ❖ Step & Repeat Banner w/ Carpet \$480

- ❖ (2) Stanchions, Ropes set up \$150
- ❖ (1) Photo Booth \$600
- ❖ (1) DJ Services \$450+
- ❖ Gobo - \$150
- ❖ If Applicable, Catering Fee \$350
- ❖ White Leather Couch Rental \$125/Couch
- ❖ Coat Check \$25/Hour, Minimum of 4 Hours
- ❖ Event Designer \$500+
- ❖ Florist \$500+
- ❖ Photographer/Videographer \$500+
- ❖ Stylist / Make up / Hair \$400+
- ❖ Transportation / Valet \$200 +



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PACKAGES: FRIDAY RENTAL

10AM-5PM

Starting at \$250 Per Hour

5PM-2:30AM

Starting at \$1699

Package Includes:

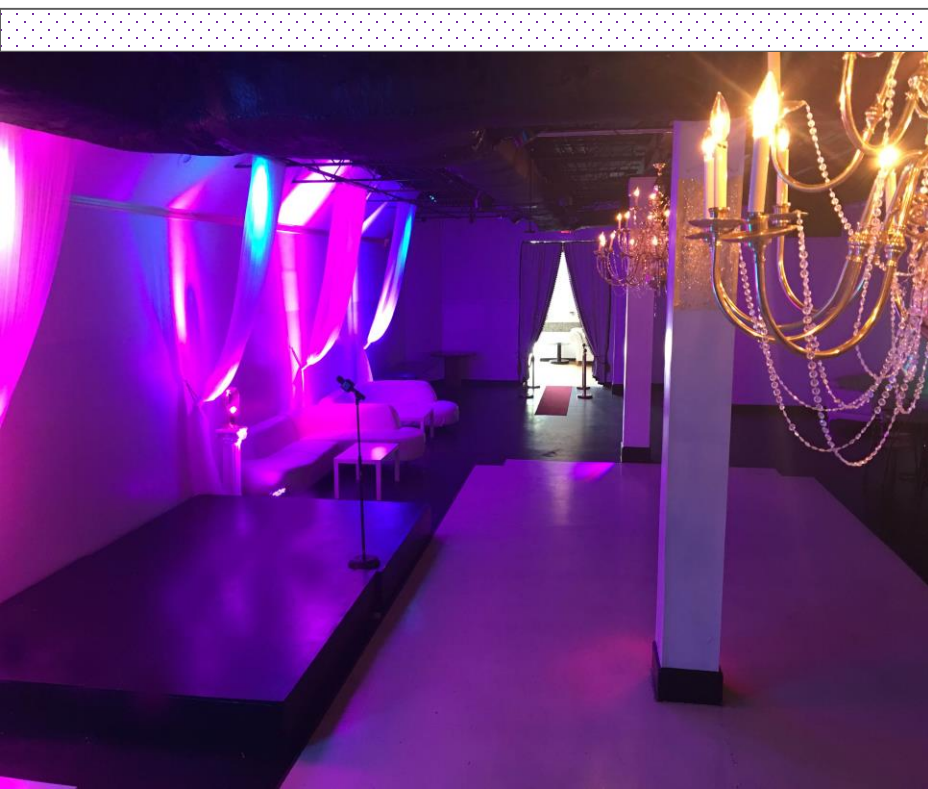
- ❖ (2) High cocktail tables
- ❖ (10) Low cocktail tables
- ❖ (3) 60" Banquet Tables w/ Linen
- ❖ 10 Bar Chairs
- ❖ 40 Black / gold café chairs
- ❖ 5 Sections of white leather lounge furniture
- ❖ Projector
- ❖ Lobby area
- ❖ Bartender & cocktail server (Additional May Be Required Based on Guest Count)
- ❖ State of the art sound system (Additional charges for sound engineers & Live Music)
- ❖ Courtesy Officer (Additional May Be Required Based on Guest Count)
- ❖ Custom Gobo & Up lighting
- ❖ Complimentary Parking (Before 10pm only)
- ❖ Clean Up
- ❖ Portable Stage
- ❖ Mobile Bar
- ❖ APD Officer

Insured outside catering is allowed. Call us for more details on our buyout plans

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PACKAGES: SATURDAY RENTAL

10AM-5PM

Starting at \$300 Per Hour

5PM-2:30AM

Starting at \$2500

Package Includes:

- ❖ (2) High cocktail tables
- ❖ (10) Low cocktail tables
- ❖ (3) 60" Banquet Tables w/ Linen
- ❖ 10 Bar chairs
- ❖ 40 Black / gold café chairs
- ❖ 5 Sections of white leather lounge furniture
- ❖ Projector
- ❖ Lobby area
- ❖ Bartender & cocktail server (Additional depends on guest count)
- ❖ State of the art sound system (Additional charges for sound engineers & Live Music)
- ❖ Courtesy officer (Additional depends on guest count)
- ❖ Custom Gobo & up lighting
- ❖ Complimentary parking (Before 10pm only)
- ❖ Clean up
- ❖ Portable stage
- ❖ Mobile bar
- ❖ APD Officer

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PACKAGES: INHOUSE DINNER RENTAL

Dinner Celebration Package \$5950

Tax & Gratuity Included (Additional charges for guests counts exceeding 75 people)

- ❖ 6 Hour Venue Rental
- ❖ (13) Banquet Tables
- ❖ (4) High Cocktail Tables w/ Linen & Tea Light Candles
- ❖ Seating for 75 Chiavari chairs with tufted cushions
- ❖ Buffet Dinner
- ❖ In House A/V
- ❖ Sound Engineer & Sound System (Additional charges for Live Music)
- ❖ Custom Gobo & Up lighting
- ❖ Complimentary Parking
- ❖ 1 Courtesy Officer
- ❖ Call for open bar options
- ❖ Menu items include 1 meat, two sides and dessert. Additional items are additional.
- ❖ Beverages options are available
- ❖ Once secured, complimentary tasting is available from our best caterers

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CHOX LOUNGE HOURLY RATES

Monday - Thursday 9am-5pm starts at \$45/hr

Monday - Thursday 5pm-2.30am starts at \$75/hr

Sunday packages starts at \$100/hr

Saturday packages starts at \$150/hr

Includes:

- ❖ 5 Banquet Style Booths
- ❖ Fully Furnished Lounge
- ❖ Private Entrance

Additional Services

- ❖ Security
- ❖ Valet Parking

Chox Lounge is not available during weddings in the main hall conditions apply*

Max Seating Capacity: 65



Chox Lounge

VENDOR POLICIES

LINENS/TABLES/CHAIRS

The Tago International Center has in-house state of the art sound system & club lights, 10 round tables, 150 chairs, 5 sectional booths. If you need extras, we can assist you with renting linens, tables, chairs, LED & up lights. Rentals must be requested one week prior to the event.

FOOD & BEVERAGE

Clients are encouraged to choose from our list of our approved caterers. There will be a \$800 fee for choosing a caterer / bartending service that is not on our approved caterers list. All catering and bartending services contracted to work an event must possess a valid business license and carry at least \$1 million coverage general liability insurance. If alcohol is to be served, \$1 million coverage liquor liability must be in place. If the catering / bartending service does not carry the liquor liability insurance, then the client must purchase the coverage and name the catering / bartending service as the additional insured. When necessary, most clients purchase this coverage from wedsafe.com for approximately \$175. Alcohol cannot be sold and guests cannot serve alcohol to themselves. There cannot be a cover charge at the door when alcohol is issued at the facility. Only exception is fundraisers for a legal charity organization. You will have to provide a valid copy of 501 © organization you represent.

Only personalized disposable dinnerware is allowed.

2/3 of the Facility Fee is due at contract signing; the remaining 1/3, along with refundable damage deposit and ceremony rehearsal fee (if applicable), is due two weeks prior to the event.

We accept checks, cash and major credit cards.

We are a non-smoking facility.

We are available to charitable organizations at reduced rates, subject to approval

OVERTIME

If access should exceed the allowed time frame, overtime charges shall apply.

CATERERS

Properly licensed and insured caterers are welcome at The Tago International Center, subject to prior approval. The following documents are required:

I. Proof of Insurance

- A. Proof of Workmen Compensation Insurance Coverage
- B. General Liability Insurance
- C. Product Liability Insurance
- D. Manufacturers and Contractors Liability Coverage
- E. Tenants Liability Coverage

II. Health Department Documents

- A. Food Service Establishment Inspection Report and Health Department Permit (most current).

III. Licenses

- A. Most current business license- State of Georgia
- B. Department of Revenue- Sales and Use of Tax Division
- C. Appropriate business licenses from local Government

REFUNDABLE DEPOSITS

We charge a refundable damage fee of \$350+. In order to assess damages, if any, a walk-through will take place at the completion of each event's load-out.

SCHEDULE OF PAYMENT

A 50% non-refundable deposit will hold the date and the balance has to be paid 7 business days prior to the event. Any last minute cancellation shall be subject to penalties listed on your contract. We will not invoice you or send reminders. A 5% fee will be added to all credit card payments and is nonrefundable.

ADDITIONAL CLEANING

Should your event require cleaning over and above the standard service included in the rental fee, an additional cleaning fee will be charged.

SPECIAL ELECTRICAL REQUIREMENTS

20 amp outlets are available throughout our facility. For any additional electrical needs, an electrical permit will be required at a fee of \$250.00 per day. Permits must be ordered at least one week prior to your event.

AUDIO/VISUAL EQUIPMENT AND PODIUM

A CD player (not including CDs) and speaker system is available in the Main Hall for background music at no charge. The Tago Center can also assist you in renting a basic sound system, which includes soundboard, speakers, CD player, podium, and one wired microphone. Any additional audio/visual equipment must be rented from an outside source.

INTERNET ACCESS

We encourage all clients to use our WI-FI or personal hotspot for internet access

STREET PERMITS

Street permits for unloading large deliveries are available based on availability. Permits must be submitted for approval at least two weeks prior to the event. Street permit staffing fees will apply.

SECURITY AND POLICE OFFICERS

Event security is available, provided by an independent security firm. Security is required to be on duty 30 minutes prior to the event start time. There is a 4-hour minimum. Extra uniformed Atlanta Police Officers can be requested for an additional fee. There is a 4-hour minimum.

COAT CHECK

Coat check attendants are available at a rate of \$25.00 per hour, per attendant. There is a 4-hour minimum.

PARKING

Valet, reserved, self parking is available at our facility. Reserved parking can be arranged, payable in advance, based on availability.

PIANO

A baby grand piano is available to rent at a flat rate of \$200.00 per event, based on availability, which includes tuning on the day of the event.

VOTIVE CANDLES

The Tago International Center does not allow wax candles to be used in the ballrooms. Votives with enclosed oil wicks may be used instead. Oil wick votive candles (including insert) are available for rental at a cost of \$3.00 each. Oil wick inserts are available for purchase at a cost of \$1.50 each.

TOURS

Schedule a free tour of our facility by filling our online forms at www.tagocenter.com

AMENITIES

Full Service Catering

Private VIP Lounge

In-House Audio/Visual Equipment & Engineers

Stage and Risers, Table, Chairs & Linen

Valet Parking

Projectors

Online Event Registration

All Inclusive Packages

Branding Opportunities

Gobo's, Projectors

Website features, Social Media, Email Blast etc

VENUE POLICIES

Please read the following information carefully. Failure to do so may cost you money

NO Nails, tacks or adhesive of any kind may be used on any surface of the center. No sparklers, confetti or pyrotechnics are allowed anywhere on the premises.

LOBBY

The lobby is strictly off limits! The moving of our pre arranged décor, furniture is prohibited! The use of our reception desk has to be approved by management! All pre organized features in the facility can only be moved by staff.

SAFETY

Nothing can be hung from chandeliers or other fixtures in the venue. There has to be a APD officer for all events at The Tago International Center

WE DO ENCOURAGE

The use of easels, posters and other creative ways to market your products, logos, or company name

CANDLES

Or other illumination must be globed and approved by the management prior to the function. No wax candles or open flames are allowed; votives with enclosed oil wicks may be used instead.

ENTERTAINMENT

Any entertainment in the center must maintain a sound level that does not exceed 100 decibels. We have an in house system that is sufficient enough for your use

FLOWERS

Plan on throwing flower petals or blowing bubbles outside the entrance to the building your guests' safety is our highest priority, so we do not allow the use of rice, birdseed, or sparklers.

DELIVERIES

We must be informed of all vendors' delivery times. This allows us to set a schedule and oversee all deliveries, which avoids possible delays in the start of your event.

VENDOR RENTALS

Any rental items you have ordered and scheduled for delivery to The Tago International Center must be accepted by you or a representative of your organization. We can only accept and sign for deliveries arranged by The Tago International Center. All rentals must be delivered and picked up within the contracted event times.

LOADING AREAS

The back door or front door ramp is used for unloading and loading only. Please be considerate and do not park your vehicle there. All deliveries and schedules must be on. Do not park in the first or handicapped zones. Your vehicle will be towed if left unattended. Please be flexible as loading access changes frequently.

COLLECTION

We can secure items for you that need to be picked up the following morning. However, we cannot assume responsibility for these items. If additional time is needed, arrangements must be made prior to the day of your event.

Thank you for choosing The Tago International Center. We are looking forward to doing business with you for the next 10 years and beyond.

Cheers!

WWW.TAGOCENTER.COM

1735 Defoor Place, NW Suite #D

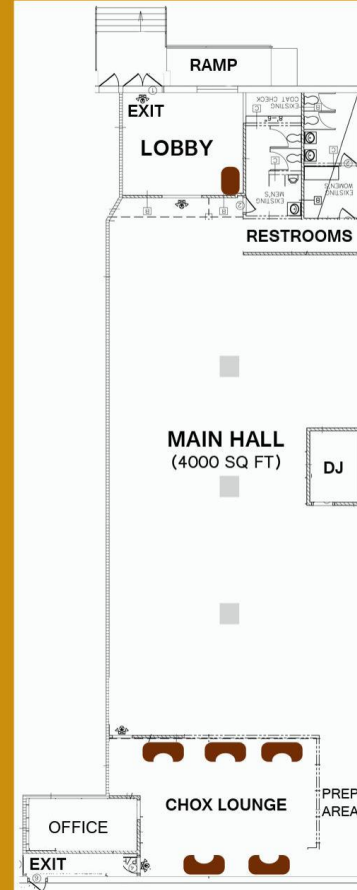
Atlanta, GA 30318

(678) 768 3717

MAP & SHELL SPACE SET UP

PARKING

FRONT PARKING



YOUR ONE STOP SHOP VENUE

- * 2 ROOMS
- * 4000SQ FT SHELL SPACE
- * 1300 SQ FT VIP LOUNGE
- * DJ BOOTH
- * FULL SERVICE RECEPTION
- * PROFESSIONAL STAFF
- * PLANNING TEAM
- * UP LIGHTS
- * FREE PARKING
- * VALET SERVICE
- * WI FI
- * STATE OF ART SOUND SYSTEM
- * IN HOUSE PROJECTOR
- * TABLES & CHAIRS
- * VIP WHITE LEATHER COUCHES
- * 5 BANQUET BOOTHS IN THE LOUNGE
- * LINENS
- * FLOWERS
- * MIRRORS
- * DECOR
- * COOLERS
- * MALE & FEMALE RESTROOMS
- * FULLY AIR CONDITIONED
- * MORDERN LOOK
- * FRIENDLY SERVICE ETC

SIDE PARKING