



**Atlanta  
Contemporary  
Art Center**

## **Event Rental Information**

Atlanta Contemporary Art Center (ACAC) is a unique event space well-suited to host a wide range of events including:

- Wedding ceremonies and receptions
- Private parties
- Corporate meetings
- Photo, video, and film shoots

Built in the 1920s, ACAC is a 30,000 square foot former warehouse that was converted into galleries, offices, and artist studios in the 1990s and is now one of the premier contemporary art organizations in the southeast. Located in the Means Street Historic District along the rapidly developing Marietta Street Artery corridor, ACAC connects the bustling downtown business district with the Westside Arts District and the West Midtown Design District, a neighborhood of lofts, galleries, restaurants, and shops. We are adjacent to Georgia Tech, and only minutes away from Centennial Olympic Park, CNN Center, Georgia Aquarium, Georgia World Congress Center, World of Coca-Cola, and midtown and downtown hotels and restaurants.

## **Capacity**

ACAC functions primarily as an exhibition space and event capacity varies based on whether or not an exhibition is installed. During an exhibition, we can comfortably accommodate an indoor-seated dinner for up to 120 people, or a cocktail and hors d'oeuvres reception for up to 250 people. Between exhibitions (four times per year), the space is more flexible and can accommodate an indoor seated dinner for up to 300 people, or a cocktail and hors d'oeuvres reception for up to 450 people. Our outdoor pavilion can accommodate 200 guests for seated dining, or 300 for a cocktail-style reception or ceremony. Our intimate studio courtyard can accommodate 100 seated guests, and up to 200 for cocktails.

## **Rental Times**

ACAC is available for rental during public hours and weekdays/nights, please contact the Event Coordinator for restrictions and details. Public hours are Tuesdays, Wednesdays, and Fridays 11am–5pm, Thursdays 11am–8pm, Saturdays 11am–5pm, and Sundays noon–5pm. ACAC is closed to the public on Mondays. Normal public hours do not apply when we are between exhibitions. Event set-up can occur prior to closing at 5pm but the event itself cannot start before 5pm.

## **Rental Fees**

All rental fees are based on a 7-hour window including setup and breakdown. Additional hours are \$300/hour. An off-hours surcharge will apply for event times between 1am and 9am and for holidays. Rental fees do not include staff time, security officer(s) or bar package (if applicable). Please inquire about special rates for non-profits. Proof of non-profit status is required.

### Rental fees:

- Weekday/night – Please see Events Coordinator
- Friday – \$1,800
- Saturday – \$2,500
- Sunday – \$2,000

Rental fees include use of approximately 20,000 square feet of the facility including indoor and outdoor spaces:

- Galleries – 4,500 sq. ft. *No food or drink may be brought into the galleries during exhibitions*
- Lobby – 2,000 sq. ft.
- Classroom – 500 sq. ft.
- Resource Room – 600 sq. ft.
- Plaza – 5,000 sq. ft.
- Pavilion – 4,000 sq. ft.
- Studio Courtyard – 3,500 sq. ft.

If your event only needs access to one meeting room, please inquire about a special room rental rate.

### Equipment

Rental fees include use of the following:

#### Kitchen equipment:

- Refrigerator
- Microwave
- 4-compartment sink
- Prep area
- Commercial ice machine

#### Tables and Chairs:

- (6) 6-ft tables (white)
- 95 stacking metal conference chairs (black and orange)
- 140 plastic event-style folding chairs (white)

### Rental Deposit and Damage Deposit

Deposits are required to secure the date of an event. A deposit of 50% of the rental fee is due upon signing of the rental contract. The deposit is non-refundable unless a) you re-book another date with ACAC that falls within 1 year of your cancelled event date, or b) the date of your cancelled event is re-booked by another party in which case your deposit will be returned minus a \$150 service charge. Balance of rental fee is due 30 days prior to the event.

A refundable \$500 damage deposit is due by check 30 days prior to the event. The damage deposit will be used against any damage, excessive cleaning, or staff overtime caused by the client, guests, or vendors.

### Caterers

ACAC does not have a preferred caterer list. The renter may use any properly licensed and insured caterer.

### **Alcoholic Beverages**

ACAC has a full liquor license therefore all alcoholic beverages must be provided through us. We offer several affordable bar packages with prices available upon request.

### **Parking**

Free parking is available within direct proximity to ACAC. Valet service may be required for events with more than 250 guests. ACAC can arrange these services.

### **Security Requirements**

Due to the nature of the event, it may be necessary to have security officers present. The decision to hire security will be made by ACAC's Events Coordinator on a case-by-case basis. Should security be required, ACAC will make the arrangements at a cost of \$35 per officer, per hour, with a 4 hour minimum. Events with an outdoor component in which alcohol will be served will require at least one security officer in compliance with local laws.

### **Inquiry Procedure**

To check on availability, tour the facility, and reserve a date, please contact Khadijah Correa, Events Coordinator, at 404.688.1970 x212, or at [kcorrea@thecontemporary.org](mailto:kcorrea@thecontemporary.org). Please allow up to three business days for a reply.

Advanced reservations may be held for one week without obligation to book. First right of refusal will be granted to all reservations. However, reservations are issued to the first party prepared to complete a contract and all required steps to guarantee their reservation including a 50% deposit.