



{a} SPACE Rental Information

Thank you for your interest in {a} SPACE. This page contains helpful and useful information about renting our SPACE and the steps to take to ensure a wonderful experience. Located in the Historic Edgewood area of down town Atlanta, in walking distance to MLK Center, the Marta, Sweet Auburn and Georgia State, {a} SPACE offers a wonderfully intimate lounge that is adaptable to the specific needs of your event. From small corporate events to cocktail gatherings, luncheons to fundraisers, {a} SPACE is the perfect setting for your special event

AVAILABILITY

{a} SPACE is a Private Event Lounge. The SPACE is available for rentals 7 days a week throughout the year. From January through November rental rates are \$100/Hour 5 Hour Minimum during the Evening. The Day rates are \$75.00/Hour for events ending before 5PM. During the month of December, rates are \$500 on weeknights 5 hour minimum, \$750 on Fridays, and \$900 on Saturdays. The date(s) requested for rental are considered upon receipt of a deposit. {a} SPACE is only responsible for the rental of its public space and employs fulltime event planners. Please note that {a} SPACE venue rents space for art exhibitions pop up stores and sales by the week. Call for rates.

CAPACITY

The SPACE is approximately 1,500 square foot of space including the exterior courtyard. Depending on seating requirements, catering needs, and audio/visual needs, the indoor SPACE can accommodate a maximum of 80 people. If the exterior courtyard is incorporated into your event then the maximum number of guests can be increased.

RESERVATIONS

To check on availability and reserve a date, please contact the [A] Corporate Event- SPACE at 404.402.4220, Kindall Traylor or email sales@ACorporateEvent.com. First right of refusal will be granted to all reservations.

DEPOSIT

A refundable security deposit of \$250.00 and a non-refundable reservation deposit of 50% of the rental rate are due at the time of the reservation with a signed copy of the rental agreement. Deposits are required to secure the date of the event and the rental fee is non-refundable. The security deposit will be used against any damage, excessive cleaning or staff overtime caused by client, guests, or vendors.

CLOSING TIME

The client should distinguish between party ending time and house closing time. Party ending time means the time the clean-up begins, the band stops playing, and the bar(s) closes. House closing time is the time when all persons are out of the building. House closing time is 12:00am. In the event the rentee should need or want to extend these hours, prior approval is required and an additional fee may be applied.

SECURITY REQUIREMENTS

If the attendance of your event exceeds 50 guests, a security officer is required. For every additional 50 guests, one additional officer is required. One security officer shall be required to stay to the end of the evening to insure that all guests return to his or her vehicle safely and the SPACE is secured.

PARKING

{a} SPACE has covered garage parking on the premises. There is also free street parking surrounding the building on Chamberlain and on Todd streets. Valet services are an option and will be provided by the venue for an additional cost. There may be an additional charge of \$150.00 if additional security must be hired for any event where over 50 vehicles are expected and valet service has not been hired.

ALCOHOL CONSUMPTION

Alcohol may be served at {a} SPACE. The SPACE reserves the right to close all bars should the SPACE deem it necessary to protect the facility and the safety of individuals. Bartenders will be professional and will obey the laws pertaining to the serving of alcoholic beverages.

FURNITURE REMOVAL

In the event that any SPACE furniture (tables, pedestals, benches, etc) has to be removed or rearranged, a fee of \$50 will be assessed to the client.

CLEANING

Cleaning of {a} SPACE is crucial once the event is over. The SPACE has a preferred cleaning service which uses a green cleaning program that specializes in conserving resources and using safer products and equipment.

The SPACE cleaning company is hired to clean the SPACE, its floors, and counter tops. They are not hired to clean up after an event, pick up trash or any other items left from your event. Once the event is done, all items from vendors, caterers, trash, etc. must be removed from the space. The SPACE must be left in the condition that it was found. The SPACE cleaning surcharge for after event cleaning is \$250.