

Rental Policies & Guidelines

Please read this information carefully.

We take great pride in the Center and want your event to be a success!

Reservations: We recommend you make your reservation as far in advance as possible to ensure that you can secure the date of your choice. Please have alternate dates (if applicable) available when you inquire about booking your event.

Location: The Center is located in Midtown Atlanta on the corner of Spring Street and 18th Street and is within walking distance of the Arts Center MARTA Station.

Hours of Availability: The Center is open Monday-Saturday from 9am-5pm and Sunday from 11am-5pm. Rentals may be scheduled before, during, or after business hours by request. Please keep in mind that the Center is open to the public Tuesday-Sunday, and some public spaces may not be available for rental during business hours. Rentals must be over and all guests, event staff, and vendors off the premises by 1am.

Parking: Limited FREE parking and handicapped access is available on-site. If additional parking is needed, it is the event sponsor's responsibility to contact nearby lots.

Security: Security is not provided by the Center. It is the event sponsor's responsibility to hire and coordinate security if needed.

Walk-through: A meeting of all involved parties (Facility Rentals Coordinator, event sponsor, decorator, caterer, etc.) must be scheduled no less than one (1) week prior to the event date.

Promotional Material: All announcements, invitations, flyers, newsletters, letters, website mentions, save the dates, etc. are subject to approval of the Center before distribution. The Center for Puppetry Arts logo is available for use with prior approval.

Signage: All signage must be provided by the event sponsor and approved by the Facility Rentals Coordinator prior to the event. Please ask for assistance when displaying signs, as they cannot be nailed or stapled to the walls or exhibits. Blue painter's tape or sticky tack must be used to attach approved signage on the walls.

Suggested Vendors: All rental companies, decorators, entertainers, photographers, etc. should be selected and compensated by the event sponsor.

Catering: It is the responsibility of the event sponsor to arrange and coordinate catering. The Center does not have an on-site kitchen, so all cooking and prep work should be done prior to arrival. Please check with the Facility Rentals Coordinator for catering suggestions.

Deliveries: All deliveries should be made after 2pm the day of the event (if an afternoon/evening event) and after 2pm the day before the event (if a morning rental). Deliveries should be accepted and signed for by the event sponsor unless other arrangements have been made. The Center is not responsible for any lost, stolen, or damaged items that are delivered before the event.

Equipment Set-up and Removal: Arrangements must be cleared in advance with the Facility Rentals Coordinator. The Center cannot assume responsibility for any items left by the event sponsor, caterer, decorator, guests, etc.

Photography: Photography is allowed at the Center with restrictions. Due to the sensitive nature of the Museum Exhibits, there is absolutely no photography allowed in those spaces at any time. There is also no photography allowed during any performances.

Alcohol: The Center retains a beer & wine license; however, hard liquor is not permitted on the premises. The event sponsor is responsible for supplying everything for the bar. This includes, but is not limited to, beer, wine, glassware, paper products, garnishes, mixers, ice, cash box, bar supplies, and bartenders.