



## Facility Rental Rules

**Please read this information carefully. We take great pride in the Center and want your event to be a success.**

### Reservations

We suggest that you make your reservation as far in advance as possible so that you will be able to secure the date of your choice.

### Location

The Center is located in Midtown Atlanta within walking distance of the Arts Center MARTA station.

### Hours of Availability

The Center is open for business Tuesday - Saturday from 9:00 a.m. until 5:00 p.m.; Sunday from 11:00 a.m. until 5:00 p.m. Rentals may be scheduled before, during or after hours by request.

### Parking

Limited parking and handicapped access is available. If additional parking is needed, the Event Sponsor may contact nearby lots.

### Security

Security for all events must be provided by the Event Sponsor.

### Walk-Through

A meeting of all involved parties (Event Sponsor, caterer, decorator, the Center's representative etc.) must be scheduled no less than three weeks prior to the event.

### Promotional Material

All announcements, invitations, newsletters, flyers, press releases, advertisements, letters, etc. are subject to the approval of the Center prior to distribution. Center for Puppetry Arts logo and photos are available for promotional use with prior approval.

### Photography

Photography is allowed at the Center with restrictions. Flash photography is not allowed in Museum spaces.

### Beer and Wine

The Center retains a beer and wine license. However, hard liquor is not permitted on the premises.

### Signage

All signs should be provided by the Event Sponsor and approved by the Assistant Director of Development: Facility Rentals and Events prior to the event. Please ask for assistance in displaying signs as they should not be nailed, taped or stapled to the walls or the exhibits.

### Suggested Vendors

The Center can provide a list of suggested vendors, but caterers, rental companies, decorators and entertainers should be selected and compensated by the Event Sponsor. Vendors should provide equipment such as tables, chairs, dishes, linens, etc. Vendors will also need to provide a Certificate of Insurance no less than three weeks prior to the event.

### Deliveries

Deliveries should be made after 2 p.m. on the day of the event and accepted by the Event Sponsor unless other arrangements are made. The Center's staff will not accept or sign for deliveries.

### Equipment Set Up and Removal

Arrangements must be cleared in advance with the Assistant Director of Development: Facility Rentals and Events. The Center cannot assume responsibility for items left by the caterer, suppliers, guests or the Event Sponsor.

### Payment

Fees for the rental are due in two installments. A refundable deposit of \$250 plus one-half of the rental fee is required to guarantee the rental date. The balance of the fee will be due four weeks prior to the event.

**Questions?** Call the Manager, Facility Rentals and Events at 404.881.5118.