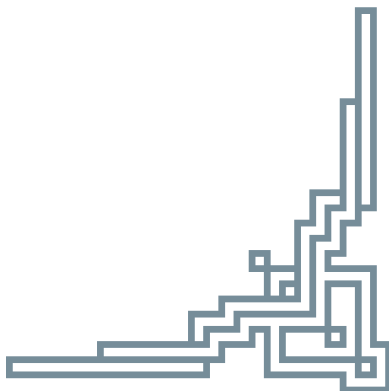
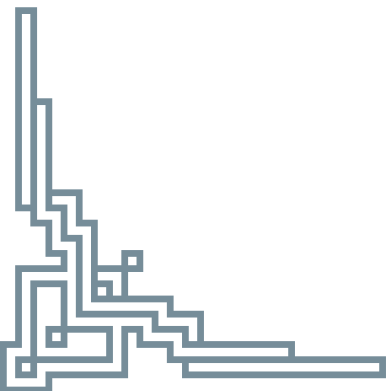




the **CARLYLE**

1919 Piedmont Road
Atlanta, GA 30324



404.351.8835
www.thecarlylevenue.com

RENTAL RATES

MONDAY - THURSDAY DAY	\$ 2,000	8 hour block
MONDAY- THURSDAY NIGHT	\$ 3,000	8 hour block
MONDAY - THURSDAY ALL DAY	\$ 4,000	12 hour block
FRIDAY	\$ 4,500	8 hour block
SATURDAY	\$ 6,500	8 hour block
SUNDAY	\$ 5,000	8 hour block

8 hour time block includes 3 load-in hours, 4 event hours, and a 1 hour load-out for events. Additional event hours are available at \$400/ hour and load-in hours at \$250/hour.

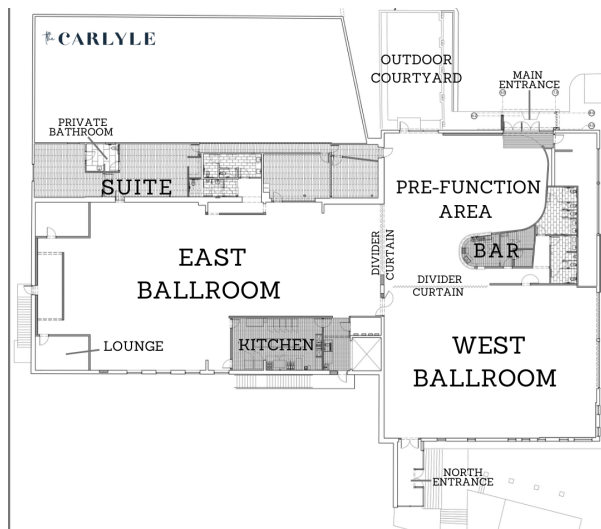
CEREMONY PACKAGE | \$1500

Our ceremony package includes 1 additional event hour, 3 additional support hours (load in, early entry), 1 hour rehearsal (timing based on venue availability) and offers day of, in-suite butler service.

SOFT HOLD POLICY | \$250

Our Soft Hold Policy is a \$250 *non-refundable deposit* and holds the date of interest. If another party becomes interested in the same date, the soft hold gives first client a 48-hour first right of refusal. Soft hold deposit goes toward rental fee upon booking. Your Soft Hold Deposit is valid for 30 days after payment is received.

FLOORPLAN & CAPACITY



Room	Sq. Ft.	Capacity
Pre-function Area	2,400	250 - Cocktail Style
Outdoor Courtyard	818	60 - Cocktail Style 40 - Seated Ceremony
West Ballroom	4,033	200 - Seated Dinner 300 - Cocktail Style 325 - Theater Style
East Ballroom	4,900	275 - Seated Dinner 400 - Cocktail Style 400 - Theater Style

**Capacities range based on floorplan and set up



Facility Fees and Rental Rates may vary for city wide events, holidays, and December dates. We are always happy to work with you to make your vision a reality, please do not hesitate to reach out with any questions.





the CARLYLE

F . A . Q .

INVENTORY

The following items are included with your rental of The Carlyle:

270 Wooden Bali Chairs

Eighteen 60" Round Tables

Twelve 72" Round Tables

Five 8' x 3.5" Wooden Farm Tables

Two 48" Round Tables

Ten 6 ft. Tables

Eight 8 ft. Tables

Twenty Highboy Tables

- Ten of which are standard (*need linen*) and can be converted to Lowboys

Café String Lights for outside Courtyard

Two White Shiplap Mobile Bars

Glassware for all bar packages

In-House Bone China available (*additional cost will apply*)

Six Touch-free Hand Sanitizer Stations

*The Carlyle provides an on site security guard during night time events.

PARKING

The Carlyle has **55 on site parking spots** available for all events. We can assist in coordinating valet for any event needing additional parking through our exclusive valet partner. Cost based on estimated number of cars and length of event.

BAR

We pride ourselves on offering an artisan crafted, locally sourced, curated bar program. We are happy to work with you to ensure that your beverage needs are met and are customized to fit your event. Please note that The Carlyle is the exclusive holder of a liquor license, therefore **no outside alcohol is permitted**. All Bar Packages are based off a 4-hour serve time. Additional time will incur a fee.

Beverage Minimum: There is a \$4500 beverage minimum for Saturday rentals.

VENDOR RECOMMENDATIONS

We are happy to provide vendor recommendations for any of the following: coordinators, planners, photographers, florals, décor, draping, specialty linens, band, DJ, & stage.

*Active Production & Design is our exclusive Audio & Visual provider. Contact For a quote, please contact ever@activeproductionanddesign.com



the CARLYLE

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CATERING

Our preferred catering list includes:

In-House: Carlyle's
Dennis Dean
Added Touch
Affairs to Remember
Bold Catering & Design

Any outside caterer not listed above must have proof of insurance and is subject to an additional fee of \$2000.

TO SECURE YOUR DATE & PAYMENT STRUCTURE

The full rental fee and signed rental agreement are due to secure your event date. The rental deposit is non-refundable.

Second installment is due 90 days prior to the event which is 50% of the remaining estimated cost for bar services, rental, labor, and catering when applicable.

Final installment is due 15 days prior to event is which the remaining cost for bar services, rental, labor, and catering when applicable along with the refundable \$2000 security deposit.

CONTACT

General Information, Quotes & Bookings
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