



# WEDDINGS

THE WOODRUFF ARTS CENTER 

404.733.5249 | [speialevents@woodruffcenter.org](mailto:speialevents@woodruffcenter.org)



The Woodruff Arts Center is the heart of Atlanta's arts and theatre world. Its unique combination of visual and performing arts affords endless creativity in event planning. **Make your wedding an extraordinary production!**

# WEDDING VENUES



## TAYLOR LOBBY

Located on the main campus level of the High Museum, this space has floor-to-ceiling windows on both the north and south sides.

### Capacity

Ceremony: 540  
Seated Reception: 330  
Strolling Reception: 400-450

### Cost

\$7,000 Reception (4 hrs)



## ROBINSON ATRIUM

This space has vaulted fan-shaped glass ceiling and granite floors. It is located in the center of the High Museum with ramps leading to the permanent collection galleries.

### Capacity

Ceremony: 300  
Seated Reception: 200  
Strolling Reception: 250-300

### Cost

\$5,000 Reception (4 hrs)



## GALLERIA

The main entrance for Symphony Hall and the Alliance Theatre, this expansive, two-level space features soaring ceilings, art deco fixtures, and beautiful marble stairs.

### Capacity

Ceremony: 400 (Lower Level Only)  
Seated Reception: 320 (Both Levels)  
Strolling Reception: 400-450 (Both Levels)

### Cost

\$9,000 Reception  
\$6,000 Reception



## CENTER SPACE

This modern reception space features floor-to-ceiling, wrap-around windows that look out on Peachtree Street and Midtown Atlanta. The unique floor plan makes this versatile space ideal for receptions, dinners, and luncheons.

### Capacity

Ceremony: 200  
Seated Reception: 120  
Strolling Reception: 150-175

### Cost

\$4,000 Reception (4 hrs)



## BEAUCHAMP C. CARR ROOM

This raw lofty space is located on the first floor of the Memorial Arts Building and features an industrial look with wooden flooring and white walls.

### Capacity

Ceremony: 190  
Seated Reception: 120  
Strolling Reception: 150-175

### Cost

\$3,000 Reception (4 hrs)



## TWELVE EIGHTY

This modern restaurant space features floor-to-ceiling, wrap-around windows that look out on the Sifly Piazza. The built-in bar and unique floor plan makes this versatile space ideal for receptions, dinners, and luncheons.

### Capacity

East Dining Room: 35  
West Dining Room: 70  
Lounge: 50  
Entire Restaurant, Seated Reception: 180





## CIRCLE ROOM

Located on the third floor, this refined, comfortable space can be used for receptions and dinners. The floor-to-ceiling windows provide spectacular views and add drama to your event.

### Capacity

Ceremony: 150

Seated Reception: 75

Strolling Reception: 100-125

### Cost

\$2,500 Reception (4 hrs)



## ATLANTA SYMPHONY HALL

Home of the Grammy Award-winning Atlanta Symphony Orchestra, Symphony Hall is an elegant and spacious three level space that offers multiple staging options.

### Capacity

Ceremony: 1,800

### Cost

Please consult your Event Sales Manager for a quote.

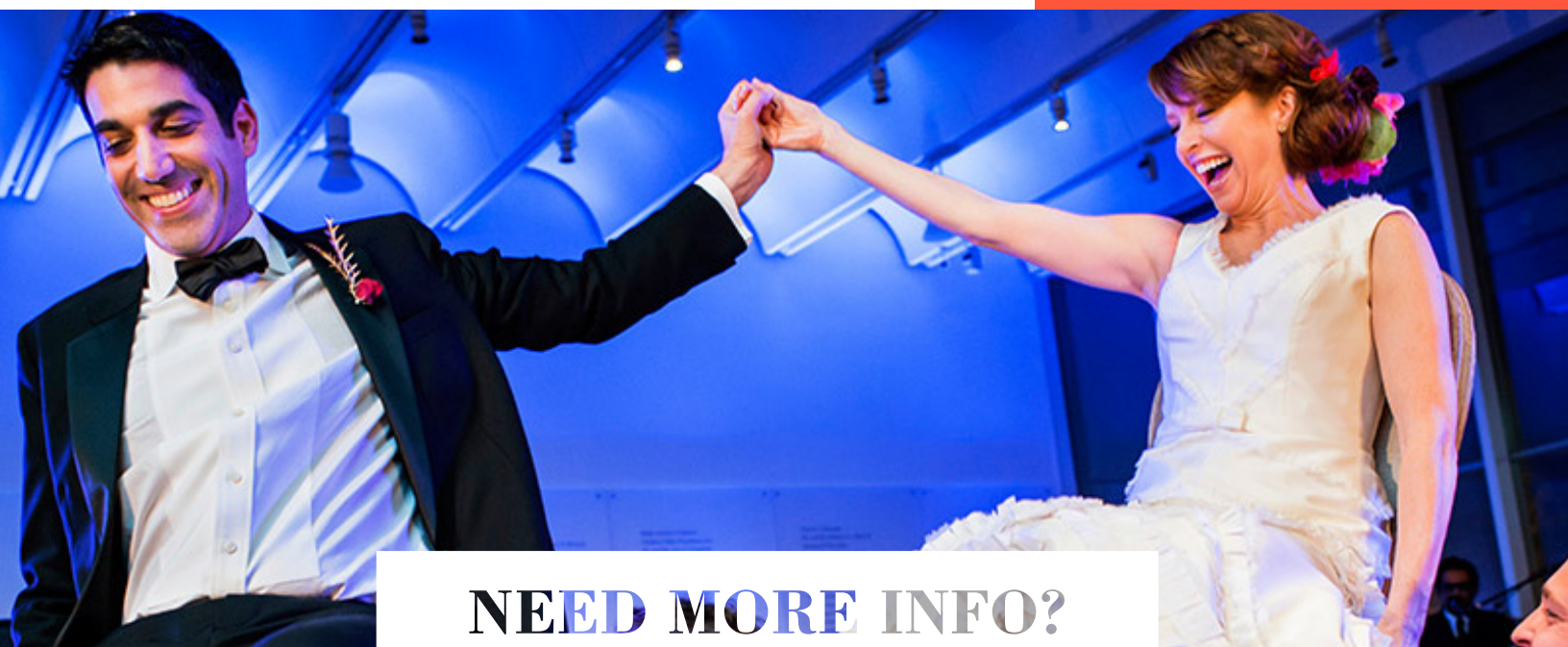
## VENUE INCLUSIONS

The rental of venues at The Memorial Art Building (Galleria, Center Space, Circle Room, Beauchamp C. Carr Room, Twelve Eighty Inspired Dining), include:

- Bridal suite / holding room
- 2 hour complimentary engagement photo shoot session in the Memorial Arts Building & grounds
- 1 hour complimentary rehearsal time
- Access to our standard table & chair inventory

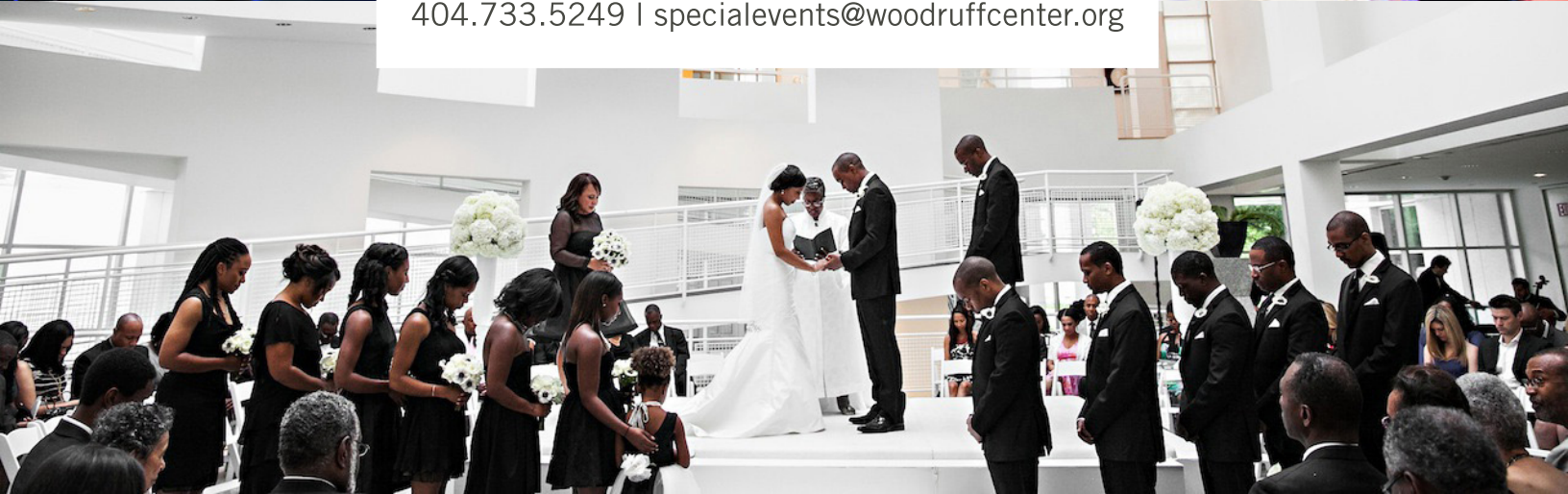
The rental of venues at The High Museum of Art (Taylor Lobby, and Robinson Atrium), include:

- Bridal suite / holding room
- 2 hour complimentary engagement photo shoot session at the High Museum
- 1 hour complimentary rehearsal time
- 1 hour of High Museum gallery time for guests during event
- Fully staffed complimentary coat check
- 200 white padded wedding ceremony chairs and access to our standard table inventory



## NEED MORE INFO?

404.733.5249 | [specialevents@woodruffcenter.org](mailto:specialevents@woodruffcenter.org)



## RENTAL GUIDELINES

### Booking Process

- Your wedding venue is considered booked and definite after the date, time, guest count and location are agreed upon and the following have been received by your Event Sales Manager:
  - Signed rental agreement
  - Non-refundable venue rental deposit: (50% initial venue payment due at booking / 50% final venue payment due 30 days prior to your event)
- Please note that all venues at the High Museum are subject to a space approval process. This process takes 3-5 business days and must be completed prior to receiving a contract.

### Catering

- Preferred Caterer:
  - The Woodruff Arts Center is proud to offer food & beverage services through our preferred on-site caterer, Woodruff Catering
  - All clients that choose to book Woodruff Catering for their event will receive a 10% discount off the venue rental.
- Approved Caterers:
  - Affairs to Remember, Bold American and Dennis Dean

### Bar Service

- The Georgia State Liquor Commission regulates the sale and service of alcoholic beverages. The Woodruff Art Center is responsible for the administration of these regulations. All alcohol served on property must be provided by Woodruff Catering. No alcohol may be brought into or removed from the building(s).

### Parking

- Pre-pay and self parking is available in the Woodruff parking garage:
  - Pre-pay Rates: Monday-Sunday, \$16
- Self Parking Rates:
  - Monday-Friday, before 5 PM - First 4 hours, \$10 / After 4 hours, \$15
  - Monday-Friday, after 5 PM, \$15
  - Saturday - Sunday, \$15
- Valet Parking is available at an additional charge. Please consult your Event Sales Manager for a quote.

### Wedding Rehearsals

- Wedding rehearsals in the High Museum are scheduled on Thursdays at 5 PM, after the museum closes or Fridays at 9 AM, prior to the museum opening.
- Wedding rehearsals in the Memorial Arts Building venues are scheduled the day prior to the event.

### Vendors

- All wedding vendors are required to agree and sign the Woodruff Vendor Policies.

### Décor Guidelines

- Pipe and drape must not exceed the height of 12.5ft, nor may it cover any of the art work.
- Candles, fog machines, sparklers, confetti, colored petals, rice, glitter, helium balloons, and birdseed are not permitted.
- All decorations and signs must be freestanding. Hangings from any of the walls or railings are not permitted in or outside of the building(s).
- All event décor and layouts must be approved by your Event Sales Manager

### Venue Rental

- Ceremony/cocktail hour venue rental fees are based on a (1.5) hour event and reception venue rental fees are based on a (4) hour event.
- Event set-up in the High Museum begins at 3 PM with partial access. Full access for set-up begins at 5 PM, once the museum closes. Set-up is not to exceed (4) hours.
- Venue rentals include (4) hours for set-up, prior to the event and (2) hours for break-down, immediately following the event.
- Events in the High Museum of Art must begin at 6:30 PM or later, Tuesday – Sunday.
- All private events are required to provide the Woodruff Art Center with a limited liability event insurance policy. Your Event Sales Manager can assist in securing a policy.
- All special events with any amplified sound or electrical needs will require the assistance of a Woodruff Audio Visual Technician, rates range between \$350 - \$650 based on the venue. The following is included; a portable sound system with (2) speakers, a lectern and microphone, an iPod connection, CD player or digital track, and a technician for up to (10) hours to assist with audio visual needs.
- All venues are subject to a service charge.