

Elysium Event Center

Celebrating Dreams!

1851 Hawthorne Avenue, College Park, Georgia 30337 - 404-996-6335

www.elysiumeventcenter.com

**- We Offer Affordable and Flexible Payment Plans With Deposits as Low as \$500.00 -
ALL WEDDINGS MUST HAVE A DAY-OF WEDDING COORDINATOR/PLANNER. PREMIUM HOLIDAY RATES AVAILABLE.**

Event Packages, Rates & Amenities

WEDDING AND RECEPTION - One Hundred Twenty- 120 Guests

Includes the following Amenities:

- Ten (10) Hours Access and Use of Venue Inclusive of- entry, setup, event, clean-up, and exit
- Crystal Ballroom with DJ Booth and Wet Bar **Additional Guest Fee for More than 120*
- Crystal Chiavari Chairs - Seating for 120 Guests
- Wedding Chapel
- Cream Covered Oval Chapel Chairs - Seating for 120 Guests
- Oasis Outdoor Garden with Tables - Seating for 60
- Bridal Suite
- Grooms Room
- Chefs Catering Prep Kitchen (Refrigerator/Freezer and Multi-Shelf Sterno Food Warmer)
- Tables- Estate, Rounds, Squares, Rectangles, Highboys. *Custom Floor-Plan Specifically Created for Your Unique Vision*
- Pintuck Taffeta Table Linen- Black, or Client May Bring in Linens
- Tables and Chairs Set-up and Take-down
- Projector and Screen
- Baby Grand Piano
- Complimentary WI-FI
- Complimentary Free Parking for Your Guests
- Dance Floor
- 10 foot Fluted Columns- Two
- Venue Coordinator- *Assists With All Things Venue Related Only*
- Client may bring in own Licensed Caterer, no surcharge
- Client may bring in own Alcohol with Licensed Bartender, no corkage fee
- Client may bring in own Decorator and Decor, no surcharge
- One (1) Hour Complimentary Rehearsal Time the Week of Wedding (pending day and time availability)
- Sales Tax Included

*"We Bring
Dreams to Life.
Create Experiences.
Make Memories."
Joyce Sneed, Owner*

ONE HUNDRED-TWENTY GUESTS WEDDING & RECEPTION RATE: \$5,000.00 All Inclusive

VOW EXCHANGE - Available Sunday - Friday ONLY

THIRTY-30 Guests \$1,000

SIXTY-60 Guests \$1,250

EIGHTY-80 Guests \$1,500

Includes the following Amenities:

- Two (2) Hours Access and Use- for setup, event, and clean-up
- All Activities Must Take Place on the Upstairs Chapel Level
- Wedding Chapel- Seating for Thirty-30, 60, and 80 Guests maximum, Cream Covered Oval Chapel Chairs
- Bridal Suite
- Grooms Room
- Venue Coordinator- *Assists With All Venue Related Only*

VOW EXCHANGE- Rates Are All Inclusive

ONE HUNDRED GUESTS WEDDING & RECEPTION: One Hundred-100 Guests Maximum Available Sunday - Friday ONLY

Includes the following Amenities:

- Eight(8) Hours Access and Use Inclusive of- entry, setup, event, clean-up, and exit
- Wedding Chapel- Seating for 100 Guests maximum, Cream Covered Oval Chapel Chairs
- Crystal Ballroom- Seating for 100 Guests maximum, Crystal Chiavari Chairs with DJ Booth and Wet Bar
- Bridal Suite
- Grooms Room
- Chefs Catering Prep Kitchen (Refrigerator/Freezer and Multi-Shelf Sterno Food Warmer)
- Tables- Estate, Rounds, Squares, Rectangles, Highboys. *Custom Floor-Plan Specifically Created for Your Unique Vision*
- Pintuck Taffeta Table Linen- Black, or Client May Bring in Linens
- Tables and Chairs Set-up and Take-down
- Oasis Outdoor Garden with Tables - Seating for 60
- Projector and Screen
- Baby Grand Piano
- Complimentary WI-FI
- Complimentary Free Parking for Your Guests
- Dance Floor & Disco Ball and Lights
- 10 foot Fluted Columns- Two
- Venue Coordinator- *Assists With All Things Venue Related Only*
- Client may bring in own Licensed Caterer, no surcharge
- Client may bring in own Alcohol with Licensed Bartender, no corkage fee
- Client may bring in own Decorator and Decor, no surcharge
- Sales Tax Included

ONE HUNDRED GUESTS WEDDING & RECEPTION RATE: \$4,000.00 All Inclusive

EIGHTY GUESTS WEDDING & RECEPTION: Eighty-80 Guests Maximum Available Sunday - Friday ONLY

Includes the following Amenities:

- Seven (7) Hours Access and Use Inclusive of- entry, setup, event, clean-up, and exit
- Wedding Chapel- Seating for 80 Guests maximum, Cream Covered Oval Chapel Chairs
- Crystal Ballroom- Seating for 80 Guests maximum, Crystal Chiavari Chairs with DJ Booth and Wet Bar
- Bridal Suite
- Grooms Room
- Chefs Catering Prep Kitchen (Refrigerator/Freezer and Multi-Shelf Sterno Food Warmer)
- Tables- Estate, Rounds, Squares, Rectangles, Highboys. *Custom Floor-Plan Specifically Created for Your Unique Vision*
- Pintuck Taffeta Table Linen- Black, or Client May Bring in Linens
- Tables and Chairs Set-up and Take-down
- Oasis Outdoor Garden with Tables - Seating for 60
- Projector and Screen
- Baby Grand Piano
- Complimentary WI-FI
- Complimentary Free Parking for Your Guests
- Dance Floor & Disco Ball and Lights
- 10 foot Fluted Columns- Two
- Venue Coordinator- *Assists With All Things Venue Related Only*
- Client may bring in own Licensed Caterer, no surcharge
- Client may bring in own Alcohol with Licensed Bartender, no corkage fee
- Client may bring in own Decorator and Decor, no surcharge
- Sales Tax Included

EIGHTY GUESTS WEDDING & RECEPTION RATE: \$3,000.00 All Inclusive

SIXTY GUESTS WEDDING & RECEPTION: Sixty -60 Guests Maximum Available Sunday - Friday ONLY

Includes the following Amenities:

- Six (6) Hours Access and Use Inclusive of- entry, setup, event, clean-up, and exit
- Wedding Chapel- Seating for 60 maximum, Cream Covered Oval Chapel Chairs
- Crystal Half-Ballroom (East Wing Only)- Seating for 60 maximum, Crystal Chiavari Chairs with DJ Booth and Wet Bar
- Bridal Suite
- Grooms Room
- Chefs Catering Prep Kitchen (Refrigerator/Freezer and Multi-Shelf Sterno Food Warmer)
- Tables- Estate, Rounds, Squares, Rectangles, Highboys. *Custom Floor-Plan Specifically Created for Your Unique Vision*
- Pintuck Taffeta Table Linen- Black, or Client May Bring in Linens
- Tables and Chairs Set-up and Take-down
- Oasis Outdoor Garden with Tables - Seating for 60
- Projector and Screen
- Baby Grand Piano
- Complimentary WI-FI
- Complimentary Free Parking for Your Guests
- Dance Floor & Disco Ball and Lights
- 10 foot Fluted Columns- Two
- Venue Coordinator- *Assists With All Things Venue Related Only*
- Client may bring in own Licensed Caterer, no surcharge
- Client may bring in own Alcohol with Licensed Bartender, no corkage fee
- Client may bring in own Decorator and Decor, no surcharge
- Sales Tax Included

SIXTY GUESTS WEDDING & RECEPTION RATE: \$2,500.00 All Inclusive

GENERAL EVENT Available Sunday - Friday ONLY. Not Available on Saturdays

Includes the following Amenities:

- Severn (7) Hours Access and Use of Venue - for setup, event, and clean-up
- Crystal Ballroom with DJ Booth and Wet Bar and Oasis Outdoor Garden ONLY
- Crystal Chiavari Chairs - Seating for 120 **Additional Guest Fee for More than 120*
- Chefs Catering Prep Kitchen (Refrigerator/Freezer and Multi-Shelf Sterno Food Warmer)
- Tables- Estate, Rounds, Squares, Rectangles, Highboys. *Custom Floor-Plan Specifically Created for Your Unique Vision*
- Table Linen (Black Pintuck Taffeta) or Client may bring in Linens
- Tables and Chairs Set-up and Take-down
- Oasis Outdoor Garden with Tables - Seating for 60
- Dance Floor & Disco Ball and Lights
- 10 foot Fluted Columns- Two
- Complimentary WI-FI
- Complimentary Free Parking for Your Guests
- Venue Coordinator- *Assists With All Things Venue Related Only*
- Client may bring in own Licensed Caterer, no surcharge
- Client may bring in own Alcohol with Licensed Bartender, no corkage fee
- Client may bring in own Decorator and Decor, no surcharge
- Sales Tax Included

GENERAL EVENT RATE: \$2,000.00 All Inclusive

SIXTY GUESTS-HALF BALLROOM RENTAL INTIMATE AFFAIRS Available Sunday - Friday ONLY

Maximum of (60) Guests, Five (5) Hours

Crystal Ballroom, East Wing ONLY - Ideal for Baby Showers, Celebrations, Book Signings, Repass, and Meetings

Includes the following Amenities:

- Five (5) Hours Access and Use of Venue - for setup, event, and clean-up
- Crystal Ballroom (East Wing ONLY) and Oasis Outdoor Garden ONLY
- Crystal Ballroom (East Wing Only)- Seating for 60 maximum, Crystal Chiavari Chairs
- Tables- Estate, Rounds, Squares, Rectangles, Highboys. *Custom Floor-Plan Specifically Created for Your Unique Vision*
- Table Linen (Black Pintuck Taffeta) or Client may bring in Linens
- Tables and Chairs Set-up and Take-down
- Oasis Outdoor Garden with Tables - Seating for 60
- Dance Floor & Disco Ball and Lights
- Two 10 foot Fluted Columns
- Complimentary WI-FI
- Complimentary Free Parking for Your Guests
- Venue Coordinator- *Assists With All Things Venue Related Only*
- Chefs Prep Kitchen (Refrigerator/Freezer and Multi-Shelf Sterno Food Warmer)
- Client may bring in own Licensed Caterer, no surcharge
- Client may bring in own Alcohol with Licensed Bartender, no corkage fee
- Client may bring in own Decorator and Decor, no surcharge
- Sales Tax Included

INTIMATE AFFAIRS: \$1,700.00 All Inclusive

BUSINESS & CORPORATE WEEKDAY PACKAGE - 50 Guests Only Maximum, 3-HOURS, AVAILABLE 11:00AM -4:00PM - MONDAY THRU FRIDAY

Includes the following Amenities:

- Three (3) Hours Access and Use- for setup, event, and clean-up
- Crystal Ballroom (East Wing Only)- Seating for 50 maximum, Crystal Chiavari Chairs
- Tables- 5 tables seating 10 each- Pre-set
- Table Linen (Black Pintuck Taffeta) or Client may bring in Linens
- Tables and Chairs Set-up and Take-down
- Oasis Outdoor Garden with Tables - By Request
- Dance Floor & Disco Ball and Lights
- Two 10 foot Fluted Columns
- Complimentary WI-FI
- Complimentary Free Parking for Your Guests
- Venue Coordinator- *Assists With All Things Venue Related Only*
- Chefs Prep Kitchen (Refrigerator/Freezer and Multi-Shelf Sterno Food Warmer)
- Client may bring in own Food
- Client may bring in own Alcohol, no corkage fee
- Client may bring in own Decor
- Sales Tax Included

BUSINESS & CORPORATE WEEKDAY PACKAGE: \$600.00 All Inclusive

SATURDAY EVENTS

Includes the following Amenities:

- Ten (10) Hours Access and Use of Entire Venue - for setup, event, and clean-up (*Earliest entry time on Sunday's is 2:00 p.m.*)
- Crystal Ballroom with DJ Booth and Wet Bar
- Crystal Chiavari Chairs - Seating for 120 **Additional Guest Fee for More than 120*
- Upstairs Chapel- Chapel Chairs can be removed. *Space can be set-up to Client's Specifications for Additional Fee*
- Cream Covered Oval Chapel Chairs - Seating for 120
- Oasis Outdoor Garden with Tables - Seating for 60
- Bridal Suite- For Changing, VIP's, Green-Room
- Grooms Room- For Changing, VIP's, Green-Room
- Chefs Catering Prep Kitchen (Refrigerator/Freezer and Multi-Shelf Sterno Food Warmer)
- Tables- Estate, Rounds, Squares, Rectangles, Highboys. *Custom Floor-Plan Specifically Created for Your Unique Vision*
- Pintuck Taffeta Table Linen- Black, or Client may bring in Linens
- Tables and Chairs Set-up and Take-down
- Projector and Screen
- Baby Grand Piano
- Complimentary WI-FI
- Complimentary Free Parking for Your Guests
- Dance Floor & Disco Ball and Lights
- 10 foot Fluted Columns- Two
- Venue Coordinator- *Assists With All Things Venue Related Only*
- Client may bring in own Licensed Caterer, no surcharge
- Client may bring in own Alcohol with Licensed Bartender, no corkage fee
- Client may bring in own Decorator and Decor, no surcharge
- Sales Tax Included

SATURDAY EVENTS RATE: \$5,000.00 All Inclusive

HOLIDAY RATES

Mother's and Father's Day, Cinco de Mayo, Memorial Day, 4th of July, Labor Day, US Government Holidays:
\$2,000.00 + Event Package

Christmas Eve, Valentines, Easter, Thanksgiving, New Year's Day: \$7,000.00 + Event Package

Christmas Day and New Year's Eve: \$10,000.00 + Event Package

ELYSIUM ADD-ON'S

- Events hosting more than 120 Guests will be charged a \$25.00 per person fee. An Additional per Guest fee of \$50.00 per person will be applied to all other packages under 120-Guests. Please refer to your Event Package for details and Guests limits. Maximum Capacity 150 Guests.
- Additional Table Linens Above 120 Guests - \$5.00 per Table
- Additional Hours: \$300.00 per hour

CONTRACT HIGHLIGHTS

Entry and Exit Times: are Firm. Client and Vendors may NOT enter prior to Client's entry time. Client and all Vendors must be out of the venue by the designated Exit Time. No Exceptions. Additional Rental is \$300 per Hour.

All Garbage/Trash: must be removed and placed in the exterior large green dumpster receptacle. This includes the garbage for Catering/Kitchen, Bar/Bartender, Décor, Brides Suite, Grooms Room, Chapel, Tables, Outdoors, etc... Elysium provides Large Construction Garbage Bags. If trash is not removed by exit time, Elysium's Cleaning Team will charge a \$25 per bag fee for the removal of any trash.

Decorations: may NOT be fastened to the walls with thumbtacks, nails, or staples. The Venue suggests the use of Command Strips. Candles must be completely enclosed in a glass or non-flammable holder, or Dripless Candles may be used. The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited in the ballrooms and/or on the grounds. No rice, birdseed, or other similar items shall be thrown in or around the interior or exterior of Elysium Event Center. Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacle provided. Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, the Client must consult with Elysium Event Center Staff. Failure to do this may result in damages and/or excessive wear and tear fee of \$300.00.

Audio/Visual:

The Client is responsible for their own Audio/Visuals and for any Vendor selected to provide Audio/Visual Services. The Client or Client's Vendor must provide all necessary equipment, including; speakers, receivers, surge-protectors, and electrical cords to plug into Elysiums outlets. Elysium provides the complimentary use of a projector, screen, and wireless microphones within the Crystal Ballroom. Elysium provides an in-house HDMI cord and a standard Aux cord. To utilize the Projector and Screen, the Client or Client's Vendor must have a laptop with an HDMI port and sound-jack port. The Client is responsible for all Audio/Visual content. Elysium is not responsible for any content. The Client is responsible for all Audio/Visual content playing properly.

Use of Electricity:

Surge protectors must be used when plugging into any of the Venue's electrical outlets. The Client and Client's Vendors are responsible for providing the appropriate electrical extension cords and surge protectors to plug into any of the Venue's outlets. The Client is responsible for their Vendor's adherence to this policy.

There are no exterior outlets. Electrical cords cannot run from the interior to the exterior of the Venue.

Venue Furniture and Decor:

The moving or removal of any of the Venue's Furniture or staged Decor is strictly prohibited unless permission is obtained from Management. Management will determine if, when, who, and any costs associated with any requested alterations.

Tape and other Adherents:

Command Strips are the only tape/adherent allowed to be used on any of the Venue surfaces including the floors and walls. The Client is responsible for their Vendor's adherence to this policy. The Client is responsible for the safe removal of any adherent used. The Client will be charged any damage done to the Venue for misuse of tape and adherents.

Rented Equipment: Arrangements must be made by the Client to have all rental equipment picked up and removed from Elysium Event Center the same day as the Event prior to the Client's Event Move-out Exit time unless the Client has requested and received prior approval from Elysium Event Center. Elysium Event Center is not responsible for any damage or theft of any items left by the Client or any Guest attending the Client's Event. All rented items left by Client or Client's Vendors will be assessed a \$300.00 storage fee.

- Additional Guests:

- An Additional per Guest fee of \$25.00 per person will be applied for all events with more than 125-Guests.
- An Additional per Guest fee of \$50.00 per person will be applied to all packages under 120-Guests. Please refer to your Event Package for details and Guests' limits.
- DJs must bring in their own Sound System and Speakers. Only a phone or a standard laptop may be connected to Elysium's Sound System.
- Warmer in the Kitchen is NOT electric. You must use Sternos (4-6 Sternos are recommended) placed at the bottom base of the Warmer to keep food warm. Client or Caterer must supply Sternos.
- Elysium does NOT provide ice, cups, serving items, chafing dishes, plates, napkins, etc. Please make sure you discuss all of your needs with your Caterer, Planner, Food Servers, Bartender, etc...
- If you are using Oasis Outdoor Garden area, please note, you will be responsible for covering the tables and chairs.
- Client provides their own Ice. No ice-maker on-premises.
- No use of Propane or Electric Fryers allowed indoors or outdoors.
- No Smoking of any kind in the Interior of the Venue. Smoking is allowed outdoors only.
- Wedding Rehearsals are 1-Hour complimentary held Tuesday-Friday and based on the availability of the Venue and Staff. Please make certain your Wedding Planner/Coordinator is on-site to orchestrate and conduct the Client's Wedding Rehearsal.
- Client should be familiar with their Signed Contract and the Policies of Elysium Event Center. Please reference your online Client Profile to review your Contract.
- At exit, the Client will return the Venue to the same state as received.