



Photo by: Alex Honnld

EVENT RENTALS

Please contact us for additional information.
alexis@hathawaygallery.com

HATHAWAY

887 Howell Mill Rd, Suite 200, Atlanta GA 30318 | 470 428 2061 | info@hathawaygallery.com

EVENT RENTAL GUIDELINES

RENTAL FEE & CAPACITY

The \$1400 (Sunday-Thursday) and \$1800 (Friday- Saturday) rental fee includes a 4-hour block of time for event and 2 hours load in/load out. **Maximum occupancy for premises is 120 persons.**

We discount our rental fee for eligible non-profit 501(c)3 Events. Please email for rates.

For events beginning prior to 5:00 pm, a fee of \$500.00 per hour (including load in) will be added to the base rental price listed above.

INVENTORY

5 thirty-one inch round highboy tables
5 six foot folding tables
50 white folding chairs

VALET/PARKING

Valet is required for any event over 20 guests. For events under 20 guests, there are several user pay parking lots near the gallery. *We highly suggest guest taking Lyft or Uber if they plan on drinking.

RESERVATIONS

To check for availability and reserve a date email alexis@hathawaygallery.com

SECURITY

One gallery staff member must be on site for your event at an additional flat fee of \$250.00 per staff member. A security guard is required at the for any event over 50 attendees at the discretion of the gallery. Event planner is responsible for reserving security guard prior to event.

CLEANING/ DAMAGES

We require a refundable deposit of \$250 covering any damages/extensive cleaning that may occur as a result of the events. The damages/cleaning deposit will be held for 48 hours after the event.

EVENT BOOKING

A reservation request alone does not hold the date. A 50% non-refundable deposit is required to secure your event and must be accompanied by a signed contract confirmation sheet. ***This must be received by gallery no later than two weeks prior to the event. The remaining balance of the usage fee is due one week prior to the event.***

INSURANCE REQUIREMENT

The individual or organization using the building is fully responsible for any damage that occurs during an event and expressly agrees to defend, indemnify and hold harm less Laura Hathaway, LLC from any liability for any theft, damage or injury associated with the event. A certificate of liability insurance evidencing the fact that the user has public liability coverage in the amount equal to or at least 1,000,000.00 per occurrence must be provided for the stated event. If liquor is being served, the policy must expressly assume liability at the same level of 1,000,000.00 per occurrence and state and acknowledge that liquor will be served. Additionally, the user agrees to the name Laura Hathaway, LLC. as additional insured (at no cost to Hathaway) under its policy of public liability insurance. The renter **must provide evidence of such coverage to Laura Hathaway, LLC and must be received at least two weeks prior to the event.** Failure to do so will result in event cancellation and loss of deposit.