

Rental Policies and Procedures

General

Rental inquiries must be submitted via the rental inquiry form on SGA’s website. One hour each of set up breakdown time will be added to all rentals. No rentals will be accepted without a rental form. Events proposed within four weeks of submitting the form are potentially subject to a \$500 Rush fee.

A deposit of 50% of the rental fee is required to secure the space. This deposit does not include the Exhibit Maintenance Deposit and will be applied to the total cost of your rental. The deposit is fully refundable up to 6 weeks before the event. A refundable Exhibit Maintenance Deposit is also required to ensure the safety of the artwork in the space. This fee will be refunded two weeks after the event if no damage has occurred.

Renters must provide SGA with a Certificate of Insurance as outlined in the Space Use Agreement.

Events on Sunday-Thursday must end by 11:00 p.m. with all clean up completed by midnight. Events on Friday and Saturday must end by midnight with all clean up completed by 1:00 a.m.

Renters must provide SGA with a draft schedule, including load in and load out, two weeks prior to the event and a final schedule two business days prior to the event.

SGA’s Events Coordinator must be listed as a day-of point of contact for all outside vendors including but not limited to caterers, equipment rental, and decorators.

Parking

Parking rates are set by Pullman Yards. Any arrangement to pay for your guest’s parking should be worked out with Pullman Yards at least four weeks prior to your event. SGA will put your team in touch with Pullman Yards but will not arrange or pay for parking. If you choose not to pre-pay for parking, your guests must pay for themselves. We recommend encouraging attendees to utilize public transit or rideshare apps.

Inventory

SGA will provide a complete list of available equipment and cables. Any other equipment needs are the responsibility of the renter.

Catering

Select a caterer from a list of Atlanta’s finest chefs and event professionals. An outside caterer may be approved at SGA’s discretion. Outside caterers must be licensed and insured and must schedule a walkthrough of the space prior to the event for approval.

Recommended Caterers

BaddaBing Catering https://www.baddabingcatering.com/ (404) 918-8386	Emory Catering www.emory-atlanta.catertrax.com (404) 712-8948
Meraki Soul https://www.merakisoul.co/ (770) 866-8117	Nicole’s Events Catering www.nicoleseventscatering.com 404-321-5851

SGA does not have a kitchen. Caterers may access running water via the water fountain in the lobby. Caterers may use the office to stage if necessary. If staging in the office, caterers must provide linens to protect the tables from heat and food.

Alcohol

Alcohol is permitted and must be provided by the event sponsor. There are no fees associated with alcohol, but the caterer must provide all bartending services and must be fully licensed and insured to serve alcohol.

The renter is responsible for implementing an age verification plan. All age verification plans must be approved by SGA one week prior to the event.