



HOSTING A DAYTIME EVENT AT FERNBANK

Turn your next daytime meeting into an adventure! Fernbank combines the best of both worlds—executive meeting space and the opportunity to mix business with pleasure.

Fernbank is conveniently located in Atlanta, just minutes from midtown and downtown, offering a one-of-a-kind atmosphere and free parking. Host your event at Fernbank, and you can add some fun to your meeting with a tour of the museum and Giant Screen Theater screenings.

FACILITIES



FRANCES WOOD WILSON FOUNDATION THEATER

If your meeting requires a presentation or audio-visual elements, Fernbank's Frances Wood Wilson Foundation Theater is the perfect location. It features a stage, built-in screen, great acoustics and cushioned seats.

Availability:

Daily, 9 a.m. to 5 p.m.

Capacity:

Seats 171 guests

Rental Fee:

\$2,000*

*Please note, no food or drink allowed in theater. Fernbank does not provide all day tech support.



THE CAFÉ

Located directly off of the Great Hall, the Café is available for meetings and catered lunches. Floor-to-ceiling windows offer a stunning view of WildWoods, providing a naturally beautiful backdrop for any meeting.

Availability:

Mon. - Fri., 9 a.m. to 5 p.m.

Capacity:

- Rounds—up to 120 guests
- Rounds with sightline—up to 80 guests
- Rounds with crescent seating—up to 50 guests

Rental Fee:

\$2,500

Capacity maximums do not include the setup space needed for A/V equipment or buffet tables.



CONFERENCE ROOMS

Fernbank's Conference Rooms offer the perfect accommodations for a variety of set-up needs. Located on the museum's 3rd Floor, the Conference Rooms can be rented separately or together.

Availability:

Daily, 9 a.m. to 5 p.m.

Capacity:

The rooms are adjustable using 6' rectangular tables, 36" round tables, 48" round tables, or 60" round tables, with chairs, all of which are included with rental of the room.

Rental Fee:

\$1,500 - full room

\$850 - half room

- U-Shaped—up to 40 guests
- Classroom Style—up to 50 guests
- Rounds—up to 100 guests



BOARD ROOM

For smaller meetings, try our elegant Board Room. Located on the 2nd Floor of the museum, this room features a large permanent board table and a large arc window that provides a great view of WildWoods.

Availability:

Daily, 9 a.m. to 5 p.m.

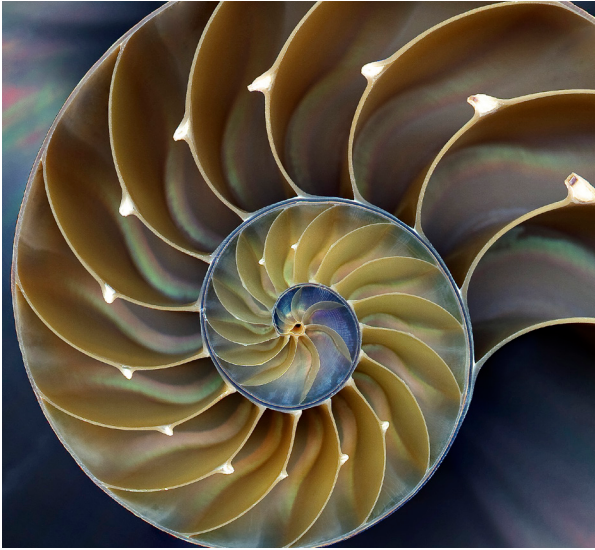
Capacity:

Seats 12 guests

Rental Fee:

\$500

BOOKING



AVAILABILITY & CONTRACTS

Event Space and Times

The Frances Wood Wilson Foundation Theater, Board Room, Café and Conference Rooms are available for events during the day from 9 a.m. to 5 p.m. If early access is needed, arrangements can be made a minimum of two weeks in advance for an additional fee. The earliest access time available is 7 a.m.

Hold Policy

Fernbank can hold a date for up to 14 days as a courtesy while our rental information and policies are being reviewed.

Facility Agreement and Payment

Payment is due in full at the signing of the facility agreement. The requested date and facilities will not be confirmed until a signed agreement and payment are received.

ADDITIONAL INFORMATION

Audio/Visual Equipment

Fernbank offers audio/visual equipment for an additional cost. If you need equipment that we do not offer, you may work with an independent audio/visual company.

Equipment	Rate*
Portable Sound System with 2 speakers, podium and microphone	\$200
55" Monitor	\$200
*Audio/Visual prices do not include an operator	

Preferred A/V Vendor

Live Events Productions
 404.633.3527 | LiveEvents.com

Linens

Event pricing does not include linens.

Black Linens	Rate*
108" for 36" or 48" Rounds	\$20/ea
90" x 132" for 6' tables	\$25/ea
132" for 60" rounds	\$25/ea
*Cost is per linen	

Parking

For your convenience, on-site parking is available at no charge.

Museum & Giant Screen Theater Tickets*

Add a little adventure to your meeting by scheduling time to visit the Museum, WildWoods, Fernbank Forest and the Giant Screen Theater. Fernbank offers a special rate of \$18 + tax per person to daytime rental clients. Please visit FernbankMuseum.org for current exhibits and films.

*Ticket reservations must be made prior to event and are non-refundable

Catering

Bean Sprouts Café offers light breakfast, lunch and snack breaks for groups of up to 50 people. Please ask for our menu and pricing.

Catering can also be provided by one of the museum's five approved outside caterers, listed below.

Caterer	Contact Info
Affairs to Remember	404.872.7859 Affairs.com
Bold American Catering	404.815.1178 BoldAmerican.com
Dennis Dean Catering	404.475.1002 DennisDeanCatering.com
Low Country Catering	404.835.5350 LowCountryCatering.net
Proof of the Pudding	404.892.2359 ProofAtlanta.com