



MUSEUM | 3D THEATER | FOREST

DAYTIME EVENTS



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:	Capacity:	Rental Fee:
Daily, 9am to 5pm	Seats 171 Guests	\$1,500*

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



THE FERNBANK CAFÉ

Located directly off of the Great Hall, the Fernbank 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:	Capacity:
Monday - Friday, 9am - 5pm	<ul style="list-style-type: none"> • Rounds—up to 120 guests • Rounds with sightline—up to 80 guests • Rounds with crescent seating—up to 50 guests
Rental Fee:	Capacity maximums do not include the setup space needed for A/V equipment and buffet tables.
\$2,000	



CONFERENCE ROOMS

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

Availability:	Capacity:
Daily, 9am to 5pm	The rooms are adjustable according to your preference 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:	<ul style="list-style-type: none"> • U-Shaped—up to 40 guests • Classroom Style—up to 50 guests • Rounds—up to 100 guests • Rounds with basic A/V setup—up to 70 guests
\$1,000 - Full Room	
\$750 - Half Room	



BOARD ROOM

For smaller meetings, try our elegant Board Room. Located on the entry level of the museum, this room features a large permanent board table and a large arc window that provides a great view of WildWoods. There is also a built-in screen, white board and flat screen television.

Availability:	Capacity:	Rental Fee:
Daily, 9am to 5pm	Seats 12 Guests	\$500



AVAILABILITY & CONTRACTS

Event Space and Times

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

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

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 special rates to daytime rental clients. Please visit FernbankMuseum.org for current exhibits and films.

Ticket Choice	Rate
Museum Tickets	\$15

*Tickets are non-refundable

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.

Ticket Choice	Rate*
Portable Sound System with 2 speakers, podium and microphone	\$200
LCD Projector	\$100
8'x8' Screen	\$50

*Audio/Visual prices do not include an operator

**Preferred
A/V Company**

Active Lighting and Design
404.633.3527 | ActiveProductionandDesign.com

Catering

The Fernbank 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.

01. Affairs to Remember

404.872.7859 | Affairs.com

02. Bold American Catering

404.815.1178 | BoldAmerican.com

03. Dennis Dean Catering

404.475.1002 | DennisDeanCatering.com

04. LowCountry Catering

404.835.5350 | LowCountryCatering.net

05. Proof of the Pudding

404.892.2359 | ProofAtlanta.com

Linens | Event pricing does not include linens.

Black Linens	Rates*
108" for 36" or 48" rounds	\$15
90" x 132" for 6' tables	\$20
132" for 60" rounds	\$20

*Cost is per linen