



Upstairs

ATLANTA



EST 2017



The Venue

Located in the heart of Atlanta's beautiful Glenwood Park, our historic former blacksmith building is atop the hill at the entrance of the Glencastle property.

The building balances traditional and modern touches filled with windows providing natural light and features vaulted architectural ceilings, white brick walls and concrete floors .

Venue Rental Fee

Prices range from **\$2000** (weekdays) to **\$6500** (peak-season Saturdays). This gives you everything in our Standard Event Package. All events also incur a 20% operational fee.

The Standard Event Package



the venue rental includes:

- Exclusive access to our beautiful 6,800 sf historic building with bar room, reception space, covered patio, upstairs lounge and more
- Friendly and helpful event staff to maintain the space during your event
- 4 hours event time + 2 hours setup time + 1 hour breakdown time (7 total hours access with option to add more time)
- 75 parking spaces for weekend and weekday evening events
- Professional PA sound system with 4 optional microphones & an iPad for Spotify



Items available to use at no additional charge:

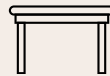
Chairs



200

Use our matte bronze Tolix-style chairs for a ceremony, for dining or both. Our team will set them up for you.

Modern Farm Tables



24

Use as many farm tables as you'd like, pick a floor plan and we'll set them up.

Highboy Tables



8

Place the tables around the space or outside for guests to use during cocktail hour or during the event. Optional floor-length black linen included for each highboy.

Mobile Bars



2

Have an additional bar out on the patio for cocktail hour or upstairs in the lounge.

Stage Pieces



4

Each piece is a 5' x 9' x 6" wood plank platform. Use 1 for a single speaker or small ceremony or all 4 for a 10'x 18' stage for a panel of speakers or live band.



Add-ons



In addition to the venue rental fee the following options may be added at an additional cost:



Beverage Package

\$12/guest

We are a BYOB venue. You bring your alcohol and we'll handle the rest. Beverage package includes:

- Bartenders
- Mixers and garnishes
- Non-alcoholic beverages (soft drinks, water, tea, etc.)
- Bar supplies - cups, ice, napkins, etc.



Glassware Rental

\$2/guest

Upgrade from plastic cups to simple and elegant glassware including:

- Wine glasses, pint glasses, rocks glasses, highball glasses, & champagne flutes



Ceremony Package

\$1200

- Additional 1.5 hours of event time (30 minutes allocated for guest arrival and seating)
- 2 floor plan setups- 1 for ceremony and 1 for reception- our event staff handles the flip.
- 1 hour rehearsal window the day before your event to rehearse at the venue.



Afterparty in the Lounge

Cost varies

Keep the party going with your late night guests in our smaller, more intimate upstairs cocktail lounge.

Catering your Event



We have partnered with a variety of Atlanta's best caterers to provide a range of options, cuisines, and styles to fit any event or budget. We have selected these caterers based on their exceptional food and service.



Partnered Caterers

Caterer	Contact	Email	Phone
Endive	Stephanie Mule' Farrell	stephanie@endiveatlanta.com	404.504.9040
Three Sisters Catering	Katie Rosenberg	katie@caterwiththreesisters.com	404.488.4565
C. Parks Catering	Tara Teilhaber	tara@cparkscatering.com	404.874.7644
Farm Burger	Darla Milstein	catering@farmburger.com	404.808.5624
Fox Bro's BBQ	Katherine McIntosh	katherine@foxbrosbbq.com	404.660.8646
Bold Catering & Design	Autumn Washington	awashington@bold-events.com	678.302.3213
Proof of the Pudding	Briana Gabac	bgabac@proofpudding.com	404.903.1222
Low Country Catering	Madison Goodman	madison@lowcountrycatering.com	404.835.5351
Southern Crust Catering	Darlene Drost	darlene@southerncrustcatering.com	770.457.5987
Soiree	Jacy Borman	Jacy@soireecateringatlanta.com	404.467.1699
Simply Food Trucks	Paige Nathan	paige@simplyfoodtrucks.com	678.480.6401

*outside catering fee is applied to events that do not use partnered caterer

Preferred Vendors

Upstairs Atlanta has worked with a number of vendors over the years. The following vendors have made our list of preferred vendors based on the quality of their product and providing a great experience for our clients.

Photography	Contact	Email	Phone
OneNine Images	Andy Brophy	andy@onenineimages.com	678.936.7814
Meli & Chris Photography	Melissa Artieda	meliandchrisphoto@gmail.com	352.222.5946
Yellow Bird Visuals	Michaela Till	hello@yellowbirdvisuals.com	770.329.3381
Photo Booth	Contact	Email	Phone
Robot Booth	Far Out Galaxy	hello@robotbooth.com	770.876.9248
The Photo Bus		hello@thephotobusatl.com	913.638.4732
DJ's and Bands	Contact	Email	Phone
One Night Entertainment	Jay Page	jay@onenightatl.com	404.914.4381
Sifi Entertainment	Simon Rimmer	simon@sificent.com	404.376.4064
Bravo Jay	DJ Bravo Jay	info@bravojayevents.com	404.939.5023
Nice Entertainment	Hans Daniels	hans@niceentertainment.com	404.396.7303
Planning and Coordinating	Contact	Email	Phone
Smooth as Butter Weddings	Candace Maddox	smoothasbutterweddings@gmail.com	334.333.5153
Just About Love Weddings	Lauren Perez	lauren@justaboutloveweddings.com	404.502.1322
Harts & Petals	Autumn Hartman	autumn@hartsandpetals.com	678.787.0587
Simply Charming Socials	Kristine Cholakian	kristine@simplycharmingsocials.com	770.845.8672
Floral & Design	Contact	Email	Phone
Caroline Worth Design	Caroline Worth	carolineworth@gmail.com	404.932.0672
JJ's Flower Shop	Hannah Neck	creativeassistant@jjsflowershop.com	678.283.5407
Harts & Petals	Autumn Hartman	autumn@hartsandpetals.com	678.787.0587
Rentals	Contact	Email	Phone
TableMade	Tammy Noel	tammy@tablemade.co	678.556.5112
Peachtree Tents and Events	Caroline Loving	caroline@peachreetents.com	470.355.6053
Atlanta Party Rentals	Renee Roebuck	renee@atlantapartyrentals.com	404.573.1958
Lighting	Contact	Email	Phone
Premier Lighting and Design	Adam Williams	awilliams@premier-lighting.com	818.621.9903