Host your next community event, board retreat, wedding, and much more at the Trees Atlanta Kendeda Center located at:

**225 Chester Ave SE, Atlanta, GA 30316**

The Kendeda Center is one of only 1,700 Platinum LEED buildings in the United States and one of only 40 in Georgia. Completed in 2009 to match our mission, goals, and passion for environmental improvement, the Trees Atlanta Kendeda Center has been awarded Platinum Certification for Leadership in Energy and Environmental Design (LEED) by the U.S. Green Building Council.

Our flexible space Renting this unique space will help fund programs that protect and enhance Atlanta’s urban forest, the Atlanta BeltLine Arboretum, and so much more!

**Meetings and Corporate Events**

The Trees Atlanta Kendeda Center is well-suited for corporate meetings, staff retreats, team-building programs, fundraising events and more. Convenient to Downtown, Midtown, Buckhead, and the Downtown Connector, the Trees Atlanta Kendeda Center is close to many of Atlanta’s major business centers.

**Weddings and Parties**

The Trees Atlanta Kendeda Center is the perfect venue for weddings and receptions. Numerous wedding celebrations, rehearsal dinners, birthday parties and baby showers have taken place at the Center over the years, and we would love to host your event! Trees Atlanta also offers tribute trees, the perfect gift to celebrate a special event, either as a gift that the host purchases in honor of each guest, or as a gift from a guest to the honoree or newly married couple.
Available Space and Capacity at the Kendeda Center

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-purpose Space*</td>
<td>Accommodates 125 banquet-style or 200 cocktail-style</td>
</tr>
<tr>
<td>Kitchen Dining Area</td>
<td>Accommodates 30 banquet-style or 50 cocktail-style</td>
</tr>
<tr>
<td>Board Room</td>
<td>Accommodates 25 seated or 35 cocktail-style</td>
</tr>
<tr>
<td>Green Roof</td>
<td>Accommodates 15 cocktail-style (accessible as part of a multi-purpose space rental)</td>
</tr>
</tbody>
</table>

* Please note that Trees Atlanta does not provide setup service for any event. We have an inventory of tables and chairs available, which you can arrange according to your desired floor plan and return at the completion of your event.

Rental Fees

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Mon thru Fri 5:00 pm</th>
<th>Fri 5:00 pm thru Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Purpose Space</td>
<td>$175/hr - $1,000/day</td>
<td>$250/hr - $1,500/day</td>
</tr>
<tr>
<td>Board Room / Kitchen Only</td>
<td>$100/hr - $600/day</td>
<td>$150/hr - $900/day</td>
</tr>
</tbody>
</table>

1) Day rentals are considered an 8-hour block and are inclusive of Load-in / Load-out time.
2) Additional hours are available at a cost of 1/2 the normal hourly rate.

Other Costs: After Hours / Weekends

<table>
<thead>
<tr>
<th>Cost</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Staffing Fee</td>
<td>$175</td>
<td>Mon-Fri evening events ending by 7 pm</td>
</tr>
<tr>
<td></td>
<td>$350</td>
<td>Weekends and events ending after 7 pm</td>
</tr>
<tr>
<td>Security Fee</td>
<td>$300</td>
<td>&gt; 100 guests or event ending after 10 pm</td>
</tr>
<tr>
<td>Outside Catering Fee</td>
<td>$500</td>
<td>For caterers not on preferred catering list</td>
</tr>
</tbody>
</table>

* After-hours staffing fee applies to all events ending after 5:00 pm
**Parking Capacity:**

While onsite parking is limited to 25 spaces, we can make arrangements for additional parking less than one block south of our building at the Atlanta Habitat for Humanity lot. Our event staff will be happy to assist with coordinating valet (Eagle Parking) as well.

<table>
<thead>
<tr>
<th>Location</th>
<th>Spaces</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kendeda Center</td>
<td>25</td>
<td>Behind building and along driveway</td>
</tr>
<tr>
<td>Atlanta Habitat for Humanity Paved Lot</td>
<td>47</td>
<td>Must be requested in advance</td>
</tr>
<tr>
<td>Street Parking as Available</td>
<td></td>
<td>Chester Avenue, Fulton Terrace</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>72</strong></td>
<td><strong>+Available street parking</strong></td>
</tr>
</tbody>
</table>

**Our rental space includes access to the following:**

- 140 Chairs (green, white and grey)
- 12 60” Round Tables
- 20 2’ x 6’ tables (indoor use only)
- Access to the Patio and Pebble Garden
- Kitchen access for caterers
- Wi-Fi Access
- Portable LCD Projector
- 1 Microphone + 1 Speaker

Trees Atlanta will provide rental space, furnishings and basic audio/visual equipment listed above. Clients and/or their vendors are responsible for all set-up and break-down of event including trash and recycling removal. Clients are responsible for seeking vendors for other needs that may include:

- Event coordination
- Catering, bartending, ice
- Additional chairs and tables; all linens
- Décor/flowers
- Valet parking
- Photography
- Music/entertainment
- Audio/visual beyond the above list
The facilities manager can provide you with a list of vendors, along with vendor guidelines, for your consideration.

At the conclusion of your event, you should take off site all third-party tables, chairs, linens, food, and personal belongings (any property not belonging to Trees Atlanta), per the agreed upon end time in your contract.

**Venue Rental Inquiries:**
To check availability and receive a quote, please [complete the Kendeda Center Inquiry Form](#), and an event associate will contact you with more details and available tour times.

**Booking Process:**
Your event is considered booked and definite after the date, time, and meeting locations are agreed upon and the following has been received by the facilities manager:

- Signed contract
- 50% deposit received (due within 5 days of contract signing)

**Sustainability Initiatives:**
The Trees Atlanta Kendeda Center is a Platinum LEED-certified facility with many green features.

- Roof rainwater collection system, providing water for tree maintenance
- Green roof on the operations shed absorbs light and heat and solar panels connect to a power grid to offset energy usage
- Geothermal heating and cooling help keep the building comfortable year-round and reduce electricity usage by 30%
- Sun tubes and interior courtyard decrease necessity for electric lighting during daylight hours
- Sustainable materials used throughout the building including concrete countertops made locally with recycled glass; bamboo flooring; and sustainable woods certified by Forest Stewardship Council
- Automated bathroom features and low flow toilets

**Composting and Recycling Program**
Trees Atlanta utilizes a composting program to offset event and food waste. A composting bin will be provided for your event, labeled with what can and cannot be accepted. Please utilize plates and utensils that can be re-used or composted after your event to reduce your event’s environmental impact.

Updated: Oct 2020
Onsite recycling is required. Recycling bins are available throughout the event space and a large recycling dumpster is present, allowing for items to be placed in the recycling dumpster onsite.

**Plastic-free Facility**

We are excited to be a plastic-free facility beginning summer 2019. Our caterers are not only aligned with our mission, but are familiar with the floor plan and event procedures. By utilizing a caterer on this list, we are able to uphold our environmental and quality standards at our event space, and keep our pricing accessible. We appreciate your support in this initiative.
Preferred Caterers 2019

FAIRIEST REMEMBER
Caterers
http://affairs.com/
Richard Wilner
404-872-7859

AVALON CATERING
http://www.avloncatering.com/
Cathy Conway
404-728-0770
cathy@avloncatering.com

CARTHA
http://www.bold-events.com/
Alex Graveline
678-302-3227
AGraveline@bold-events.com

FOX BROS. BAR-B-Q
http://www.foxbrosbbq.com/
Katherine McIntosh
404-414-0826
catering@foxbrosbbq.com

SUN IN MY BELLY
GLORIOUS FOOD & EVENT DESIGN
www.suninmybelly.com
Michelle Dell
404-370-0856
info@suninmybelly.com

OccASIONS
by Carlton
https://cateringbycarlton.com/
Carlton Brown
404-963-6857
info@occasionaloccasions.net

SOUTHERN CRUST
www.southernrcrustcatering.com
Karen Kuhlke
770-402-4775
karen@southernrcrustcatering.com

LowCountry Catering
http://www.lowcountrycatering.net
Jessica Brown
404-835-5350
jessica@lowcountrycatering.net

Talk of the Town
CATERING & SPECIAL EVENTS
http://www.talkofthewtownatlanta.com/
Susan Mullaney
770-594-1567
Susan@tottatl.com