Host your wedding, reunion, community event, board retreat 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 commercial buildings in the United States that has been awarded Platinum Certification for Leadership in Energy and Environmental Design (LEED) by the U.S. Green Building Council. Completed in 2009 to match our mission, goals, and passion for environmental sustainability, Kendeda offers flexible and unique indoor and outdoor space in a convenient intown location without breaking your budget.

Additionally, all rental proceeds directly benefit our planting, restoration and education programs that protect and enhance Atlanta’s urban forest, the Atlanta BeltLine Arboretum, and so much more!

**Weddings and Parties**

The Trees Atlanta Kendeda Center is the a great venue for weddings and receptions. Numerous wedding celebrations, rehearsal dinners, birthday parties and baby showers have taken place at Kendeda over the years, and we would love to host your event! Trees Atlanta also offers tribute trees that can be utilized 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.

**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.
Available Space and Capacity at the Kendeda Center

<table>
<thead>
<tr>
<th>Space</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.

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### Rental Fees

<table>
<thead>
<tr>
<th></th>
<th>Mon thru Fri 5:00 pm</th>
<th>Fri 5:00 pm thru Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nonprofit 501(c)(3)</td>
<td>All Others</td>
</tr>
<tr>
<td>Multi-Purpose Space</td>
<td>$200/hr</td>
<td>$275/hr</td>
</tr>
<tr>
<td>125 seated; 200 cocktail style</td>
<td>$1,100/day</td>
<td>$1,600/day</td>
</tr>
<tr>
<td></td>
<td>$325/hr</td>
<td>$450/hr</td>
</tr>
<tr>
<td></td>
<td>$2,200/day</td>
<td>$3,200/day</td>
</tr>
<tr>
<td>Board Room/Kitchen Only</td>
<td>$125/hr</td>
<td>$175/hr</td>
</tr>
<tr>
<td>25 seated; 35 standing</td>
<td>$675/day</td>
<td>$1,000/day</td>
</tr>
<tr>
<td></td>
<td>$175/hr</td>
<td>$250/hr</td>
</tr>
<tr>
<td></td>
<td>$1,100/day</td>
<td>$1,600/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.
3) Until further notice, the Kendeda is only available for weekend events. Weekday rates do not apply.
4) Rates include a post-event cleaning and breakdown service. Guests must remove trash and clean spills.

### Other Costs

<table>
<thead>
<tr>
<th>Cost</th>
<th>Amount</th>
<th>Details</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>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.

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 preferred 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**

**Fox Bros. Catering** has a dedicated full-service events team, committed to attending to every detail so that you can relax and join your guests. While we are best known for our Texas style barbecue, we are able to create custom packages for any occasion. We also offer delivery-only options, which include boxed lunches and breakfast packages. Our chef team can accommodate any dietary restriction, including vegetarian and vegan meals. From office meetings to wedding receptions, no event is beyond our capabilities.

Katherine McIntosh  
**Fox Bros. Catering**  
katherine@foxbrosbbq.com  
404.414.0826

**Occasional Occasions** is a custom boutique style catering company specializing in upscale contemporary southern cuisine. We are known for our dynamic flavors and creative decor presentations. We can provide services from as simple as boxed lunches up to executive board-room fair.

Carlton Brown  
**Occasional Occasions Catering**  
info@occasionaloccasions.net  
404.963.6257

**Low Country Catering** is passionate about our food! We offer delicious and innovative menus with a Southern flair, and hospitality service that excels. We are defined by our food and our people. Your satisfaction is at the very heart of our business. We can’t wait to hear about your event... and your tastes!

Barb Roberts  
**Low Country Catering**  
barbara@lowcountrycatering.net
Talk of the Town can turn any event into the most memorable of the year for you and your guests through extraordinary food and service. Whether you're planning a corporate event, wedding, or social occasion, Talk of the Town doesn't believe in just offering what is expected, we believe in the integrity of ingredients! Which is why we visit the farms where our food is grown. Let us wow you with a custom proposal that will best suit your event!

Lindsey VanRaemdonck
Talk of the Town Catering
lindsey@tottatl.com
770.594.1567

Southern Crust Catering is a distinctive wood-fired mobile eatery; serves the best Neapolitan style pizza in the greater Atlanta Area. Our beautiful truck, Belle, is a fully restored 1953 Chevy truck outfitted with an Italian brick-oven. With beer taps! We have a full menu of appetizers, salads, pizzas, desserts, with an additional selection of main dishes. Our complete turn-key service will make your event fun, memorable, and most importantly, delicious.

Karen Kuhlke
Southern Crust Catering
karen@southerncrustcatering.com
844.629.7878
**Sun in my Belly** is a highly creative, chef driven, brunch cafe and full-service catering operation based out of the neighborhood of Kirkwood in Atlanta, GA. Sun in my Belly uses only the freshest, sustainable food products and practices for all of our events regardless of size or scale. We supplement with local growers as well as organic products in the majority of our menu options. It has been said that when PICASSO was asked what inspired him to CREATE, his response was the Sun in my Belly. We specialize in the details behind life’s most important moments. You provide the inspiration; we’ll create the rest.

**Hilary Kludt**
*Sun in My Belly Catering*
hilarykludt@suninmybelly.com
404.370.0856

**Avalon Catering** is a full-service caterer and event planner in Atlanta, Georgia with a commitment to serving only the highest quality menus, thoughtfully prepared with locally grown ingredients. Since its opening in 1992, Avalon has established a reputation as one of Atlanta's premier caterers recognized for world-class cuisine and flawless execution.

At Avalon, we believe that your special event menu should perfectly express your tastes and complement the style and tone of your occasion. Our commitment to using local ingredients allows us to create unique, seasonally-inspired menus customized for any style or taste. The preparation, execution and enjoyment of our menu items provide the type of experience guests remember for years to come.

**Cathy Conway**
*Avalon Catering*
cathy@avaloncatering.com
404.728.0770
Red Door Events is a full-service catering and events company specializing in multicultural events. We believe every event in life happens around great food. Our food tells our clients’ story, about who they are & where they come from. We understand the family dynamics and the role food will play in their event. Here at Red Door, we also take pride in getting to know our clients and helping them create their vision for their special day. Just like the first time you tried on your gown you know its the one, that is how we want you to select us. We just fit!

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Red Door Events
hello@chefsamone.com
404-829-2782