



Trees Atlanta Kendeda TreeHouse Event Rental Information

Venue address: 825 Warner Street SW, Atlanta GA 30310

Mailing address: Trees Atlanta, ATTN RENTAL, 825 Warner St. SW - Suite A, Atlanta GA 30310

Contact: rental@treesatlanta.org

Website: www.treesatlanta.org/venue

The Kendeda TreeHouse offers flexible, unique, and sustainably-built indoor facilities, and lush outdoor spaces in a convenient location. Trees Atlanta strives to use sustainable solutions that reduce waste in our own operations. We ask our clients who use our venue to also follow a few easy green practices when renting our venue.

Proceeds from our rental operations help to fund our planting, conservation, and education programs.

Let's Get Started

After reviewing our event rental information, if you need to explore the details further, check the availability of a date, want to schedule a tour, or are ready to book your event, we request that you **start with a Rental Inquiry**. A facility coordinator will follow up with you.

- Fill out the Rental Inquiry form on our website: treesatlanta.org/venue.

Your event is considered booked when the following items have been received by Trees Atlanta's facility coordinator:

- Signed contract: includes date, time (including load-in, load-out), and additional services
- 50% deposit received (due within 5 days of contract signing)

To contact us, please email: rental@treesatlanta.org

Included in this document:

- Rental Options and Rates
- Floor Plan
- Preferred Caterers List

Rental Options and Rates

Rental Rates	Capacity	Weekday Rates Mon – Fri 5:00 PM		Weekend Rates Fri 5:00 PM – Sunday	
		Standard	Nonprofit (501c3)	Standard	Nonprofit (501c3)
Multi-Purpose Spaces <i>2 Flexible Classrooms, Board Room, AV, Catering Kitchen, Picnic Patio</i>	250 seated; 350 standing	\$350/hr \$2,000/day	\$250/hr \$1,500/day	\$500/hr \$4,000/day	\$350/hr \$3,000/day
Board Room <i>AV, Catering Kitchen, Picnic Patio</i>	35 seated	\$250/hr \$1,250/day	\$150/hr \$750/day	\$325/hr \$2,000/day	\$225/hr \$1,500/day
Single Classroom <i>Either Tupelo or Oak Classroom, AV, Catering Kitchen, Picnic Patio</i>	96 seated; 150 standing	\$250/hr \$1,250/day	\$150/hr \$750/day	\$325/hr \$2,000/day	\$225/hr \$1,500/day
Outdoor Spaces <i>Picnic Patio, Canopy Classroom, WiFi at Living Classroom, Access to Restrooms</i>	Fixed terrace seating, two picnic tables; natural log seating at the Canopy Classroom	\$150/hr \$750/day	\$100/hr \$500/day	\$250/hr \$1,000/day	\$150/hr \$750/day

Some additional charges may be incurred if your rental requires the following services.

Additional Services	Rate	Note
Off-Hours Staffing Fee	\$50/hr	Building access before 8 am or after 5 pm; 4-hour minimum
Security Fee	\$50/hr	Required for any event period occurring after 6 pm; 4 hour minimum
Outside Catering Fee	\$500 flat	For food service or caterers not on the approved catering list

Rental Details

- Nonprofit organizations qualify for a discounted rate, as shown. Proof of 501c3 status is required.
- Rates are per day which includes 8 hours of usage and is inclusive of Load-in/Load-out time. Additional hours will incur fees added at 50% the regular hourly rate and any other additional fees.
- Weekday rental rates are valid beginning Monday at 8:00 AM through Friday at 5:00 PM.
- Weekend rental rates are valid beginning Friday at 5:00 PM through Sunday at 11:00 PM.
- 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. Trees Atlanta does not provide setup service.
- Use of decorations and furniture the client brings in must be indicated in the rental agreement.
- Client must comply with guidelines regarding preventing damage to the facility, equipment, and landscape.

Included in Your Event Rental

Rental of interior spaces includes the items listed below. Rental of exterior spaces may restrict the use of certain furniture or equipment. Clients and/or their vendors are responsible for all set-up and break-down of events.

- 80 Chairs
- 12 – 60” Round Tables (fits 8 chairs per table)
- 15 – 2’ x 6’ tables (indoor use only)
- Wi-Fi Access
- AV – including digital screens (and audio) in room
- 1 portable microphone with speaker

Food Service Requirements

- **Preferred Caterers.** Our list of Preferred Caterers include service providers who are familiar with this facility and the use of our catering kitchen. A fee for Outside Catering is charged when food service not provided by one of the listed Preferred Caterers.
- **No single-serve plastics.** Trees Atlanta prohibits the use of single-serve plastics by any rental client or vendor, such as single-use beverage bottles. Food service must use compostable or reusable materials, including plates and utensils.
- **Recycling.** We encourage you to ask your vendors and guests to separate and recycle packaging when possible. For example, for packaged lunches, use containers that can be recycled (i.e., without plastic coating). Recycle bins are located throughout our facility.
- **On-site Composting.** Trees Atlanta uses CompostNow, an Atlanta-based company that takes food waste (including meat products), compostable cutlery, cups and plates, used paper napkins, and other biodegradable items and transforms it into a nutrient-rich organic soil. Rental clients may dispose of compostable waste in the CompostNow containers located near food service areas. We have signage that you can use to help your guests learn what items can be disposed in the compost bins.

Parking

We strongly advise the use of public transit, bikes, ride share services, or walking to our facility. Our venue at 825 Warner Street intersects with the Atlanta BeltLine Westside Trail! A bike rack is located near the Picnic Patio. Two MARTA Transit Stations are close by: West End Station (1.2 mile walk) and Oakland City Station (1.1 mile walk).

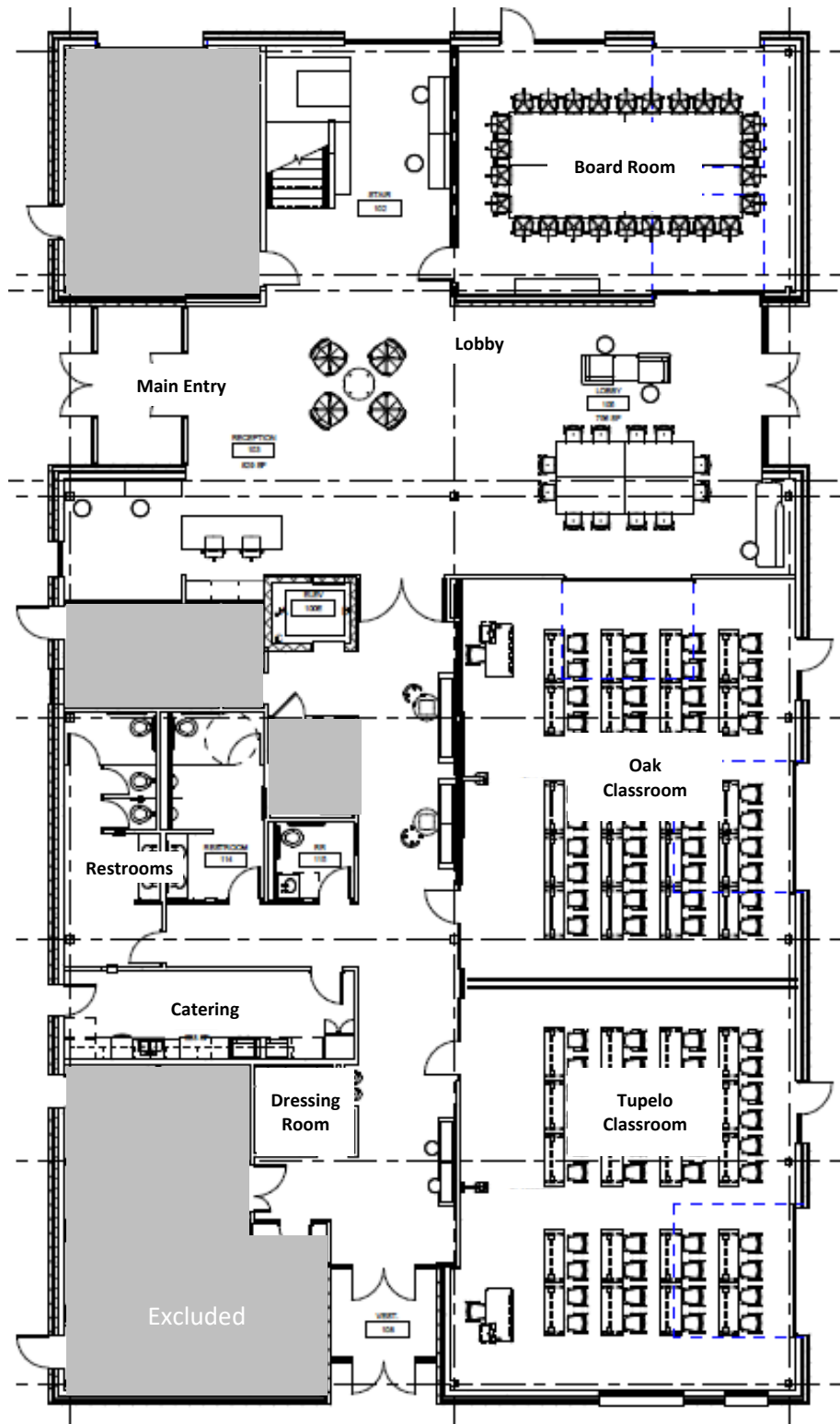
Our parking lot has 53 marked parking spaces. Street parking is allowed (observe all posted restrictions and parking regulations) on all public streets near our facility.

Our event staff will be happy to assist with coordinating professional valet services, upon request.

Sustainability Features

- **Green Building Features.** The Kendeda TreeHouse is a net-zero ready building. In constructing our facility, we used locally-sourced building materials, installed high-efficiency appliances and windows, used motion activated LED lights and sun tubes to illuminate interior spaces, prepared the building for future solar panels and electric vehicle recharging stations, placed three rainwater cisterns to refill our watering trucks, and a long list of other energy-minded and sustainable considerations.
- **Alternative Transportation.** We intentionally reduced the amount of land area allocated for vehicle parking. We're conveniently located between the Oakland City and West End MARTA Transit Stations and are directly adjacent to the Atlanta BeltLine Westside Trail which provides additional access options for pedestrians. Bike racks and 8 EV charging stations (future installation) make the Kendeda TreeHouse a great choice for generating a smaller carbon footprint.
- **Waste Diversion.** We prohibit the use of single-serve plastic in our facility. We provide onsite composting and various recycling options to minimize waste from landfills.
- **100% Native Landscape.** Our urban ecosystem healthier with more native plants. Choosing 100% native plants for our landscape impacts the well-being of the environment and for us. Over 200 new trees and thousands of native plants and grasses are improving soil conditions, increasing pollinator habitat, and providing more canopy cover.

Trees Atlanta Kendeda TreeHouse - Event Space Floor Plan



For Pictures, please visit: bit.ly/825eventspace

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](http://www.foxbrosbbq.com)

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](http://www.occasionaloccasions.net)

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](http://www.lowcountrycatering.net)

barbara@lowcountrycatering.net

404.835.5343



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
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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
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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](http://SuninMyBellyCatering.com)
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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
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