



RENTAL GUIDELINES FOR GROUNDS

Venues available for special events:

- A. **Amphitheater:** Our rustic amphitheater with stone walkway seats approximately 800 and is a picturesque venue for weddings, concerts, family reunions and corporate happy hours.
- B. **Reading Garden:** The shaded reading garden out back seats 50 and is great for mid-sized events like storytelling, book club meetings, and poetry readings.
- C. **Front Porch:** Our 800-square-foot front porch boasts wooden floorboards and antique carved railings. This space is perfect for quieter, more intimate events—rain or shine!

Directions and parking:

The Wren's Nest is located at 1050 Ralph D. Abernathy Blvd., SW in Atlanta's historic West End. It is easily accessed by I-20, exit 55A (Lowery Blvd.). A limited amount of parking is available on the grounds, and the church parking lot next door offers ample parking for larger events.

Set-up information:

We request that caterers, florists and musicians arrive no earlier than 3:30 pm on the day of the event. Set-up of tables, chairs and tents may begin as early as 9 am. The Wren's Nest is unable to provide any of the above equipment or services, though we are happy to refer you to a list of preferred caterers upon request.

Guidelines for grounds rental requests:

Reservations for the amphitheater, reading garden, or front porch must be requested in writing using the enclosed *Event Application Form*. This signed document may be mailed or hand-delivered to us at the Wren's Nest.

All *Event Application Forms* must be submitted at 30 days prior to the date of your event.

Contact our Special Events Coordinator Amber Suitt (amber@wrensonline.com) for dates and availability. Events are confirmed and entered onto our calendar only after the *Event Application Form* is received.

All request forms must be filled out completely, including all event details. Please be specific!

HOUSE RESTRICTIONS/REQUIREMENTS

We require that at least one port-o-let be reserved for parties of 50 or more, as our tiny in-house bathroom cannot accommodate a lot of traffic. We shall book the portolet for an overall fee of \$100 per standard unit. We require an additional portolet for every 100 guests.

The Wren's Nest will provide trash receptacles, but we are not responsible for bags or cleanup. All trash and leftover food will be taken to the dumpster. If the kitchen is used, it will be cleaned, swept and mopped by the renters and/or caterer.

The parlor and storytelling rooms at the front of the house may be used as changing rooms for wedding parties. As we are a house museum, preserving the house and grounds is our first priority. We ask that you refrain from using any furniture other than the folding chairs provided, and stay out of rooms not designated specifically for your use.

The Wren's Nest cannot provide outdoor lighting, tents, extension cords or A/V equipment. Please secure these items on your own as needed.

The Wren's Nest reserves the right to require that all vendors and guests leave the grounds at the contracted time. If the renter and vendors have not exited the grounds by the contracted time, the Renter will forfeit their security deposit and the Wren's Nest will send an invoice for any additional costs or damages.

Alcohol is permitted on the grounds, but beverage service and set-up must be arranged through a licensed caterer.

Food and drink are not permitted inside the house.

The driveway is an ideal place for dancing at the Wren's Nest. However, as we are unable to provide a tent or dance floor, we recommend that the Renter procure these on their own. Please also note that the city of Atlanta requests that amplified music outdoors end at 10:00 p.m. in compliance with Atlanta noise restrictions.

APPLICATION PROCEDURE

A damage and security deposit of \$200.00 must be submitted with the application and signed contract. Following receipt of the deposit and completed application form, a written confirmation letter will be sent to the renter. Once the application is received and confirmed, the deposit is non-refundable if the renter chooses to cancel the reservation for any reason. The deposit is refundable after the event, provided there are no damages and the renter's time does not run over what was contracted.

The rental fee must be paid separately and in full no later than 30 days prior to the event. Failure to submit payment at this time will void the rental agreement and forfeit the deposit. All checks should be made payable to *The Wren's Nest*.