



Brawner Hall (circa 1910)

## Taylor-Brawner Wedding Reception Packages

3180 Atlanta Road  
Smyrna, GA 30080

	City of Smyrna Resident	Non-Resident
<b>Brawner Hall</b>		
Banquet Hall (seats approx. 120 without a dance floor)	\$1000 / 8 hours \$1150 / 12 hours	\$1200 / 8 hours \$1350 / 12 hours
Entire 1 <sup>st</sup> Floor (includes: Banquet Hall, 2 Dressing Rooms, Meeting Room & Balcony)	\$1450 / 8 hours \$1750 / 12 hours	\$1700 / 8 hours \$2000 / 12 hours
<b>Taylor-Brawner House – 3182 Atlanta Road</b>		
Rehearsal Dinner/Bridal Shower/Etc. (accommodates 48 seated, 75 mingling)	\$350 / 4 hours \$50 / each add. hr.	\$450 / 4 hours \$50 / each add. hr.
<b>Outdoor Ceremony - Brawner Hall Porch</b> (1 <sup>st</sup> floor rental & outdoor chair rental required)	\$200 / 4 hours	\$275 / 4 hours
<b>Gold Chiavari Chairs</b>	\$4 / chair	\$4 / chair
<b>Alcohol permit/security</b> (not permitted at any outdoor facility)	\$200 / 3 hours \$50 / each add. hr.	\$200 / 3 hours \$50 / each add. hr.
<b>Damage deposit</b> (refundable after event)	\$200	\$200

For more information, please contact **Theresa Galletta** at **678-631-5545**  
or **BrawnerHall@smyrnaga.gov**.

Rentals: Include tables and banquet chairs, A/V system, caterer kitchen, free parking, on-site staff, as well as other services and amenities. Linens are not included. Outside vendors are allowed at no additional cost. Bands, DJs and dancing are allowed in Brawner Hall; however, they are not allowed in the Taylor-Brawner House.

Tours: Tours can be scheduled on Mondays and Thursdays, 10:00 am – 7:00 pm, and Tuesdays, Wednesdays and Fridays, 9:00 am – 6:00 pm, as long as there is not an event scheduled in the venue. We cannot conduct tours on weekends due to numerous private events.

Reservations: We cannot hold dates. Weddings/receptions require a 50% deposit to reserve the venue with the remaining 50% due no later than 60 days prior to the wedding date. We accept all major credit cards and checks. We do not accept cash. Reservations can be completed up to one year in advance at the Event Office in Brawner Hall or over the phone.

Damage Deposits: Damage deposits are processed upon receipt and refunded as long as the rental facility is left in good repair and all timeframes are honored. If the damage deposit is paid with a credit or debit card, please allow one week for a refund to your card. If paid with a check or money order, please allow 4–6 weeks for the refund to be processed and mailed to the address on the rental permit.

Timeframes: The hours listed on the contract are the hours for which access is allowed to the facility. Any set up, decorating, break down or caterer/rental company delivery and pickup must be included in the contracted time. Requests for additional hours cannot be accommodated on the day of the event.

Cancellations: Cancellations must be made using the Refund Request Form at least 60 days prior to the wedding date, in which case payment will be refunded minus an administrative fee of 20% of the full rental cost. Cancellation made within 60 days of the wedding date will result in the loss of rental fees.

Outdoor Rentals: In case of inclement weather, the ceremony can be moved indoors. Refunds will not be given in the event of inclement weather.

Alcohol: Alcohol is permitted only with an approved Alcohol Permit and should be purchased through the Event Office at least 2 weeks prior to your event date.

Decorations: Decorations must be free-standing. Nothing can be attached to the walls, ceilings or floor. The use of tape, glue, tacks, staples, Command Strips or any similar product on any part of the building or furniture is strictly prohibited. Candles are permitted in a votive or other glass enclosure. Artificial flower petals are not allowed in outdoor areas. Confetti and Silly String are not allowed in any location.

Clean up: All rental spaces are to be left in the condition they were found. Trash and food should be placed in trash receptacles. The kitchen should be left clean in all areas.

Hours available for rental:

Monday – Thursday: 8:00 am – 10:00 pm  
Friday – Saturday: 8:00 am – 12:00 midnight  
Sunday: 10:00 am – 10:00 pm



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