

## Taylor-Brawner Rental Information

3180 Atlanta Road, Smyrna, GA 30080

(prices in effect until June 30, 2017)

	City of Smyrna Resident	Non-Resident	Refundable Damage Deposit
<b>Brawner Hall</b> (circa 1910)			
Banquet Hall/Reception Room (with kitchen & A/V) (seats up to 120 without a dance floor)	\$300 / 4 hours \$40 / ea. add. hr.	\$400 / 4 hours \$40 / ea. add. hr.	\$100
Studio A or B (with counter & double sinks) (seat approx. 25-30 each)	\$60 / 2 hours \$20 / ea. add. hr.	\$75 / 2 hours \$20 / ea. add. hr.	\$50
Conference Room (with monitor, conf. phone, etc.) (seats 10)	\$60 / 4 hours \$10 / ea. add. hr.	\$75 / 4 hours \$10 / ea. add. hr.	\$50
<b>Taylor-Brawner House</b> , 3182 Atlanta Rd. (circa 1890) (48 banquet style, 75 mingling)	\$350 / 4 hours \$50 / ea. add. hr.	\$450 / 4 hours \$50 / ea. add. hr.	\$100
<b>Aunt Fanny's Cabin</b> , 2875 Atlanta Rd. (circa 1890) (approx. 30 banquet style, max. capacity 40)	\$125 / 4 hours \$25 / ea. add. hr.	\$150 / 4 hours \$25 / ea. add. hr.	\$50
<b>Alcohol permit/security</b> (not permitted at any outdoor facility)	\$200 / 3 hours \$50 / ea. add. hr.	\$200 / 3 hours \$50 / ea. add. hr.	
<b>Projector &amp; Screen</b> (for Studios A & B)	\$50 / event	\$50 / event	
<b>Taylor-Brawner Park</b> (outdoor facilities, 2 hr. min.)			
Taylor-Brawner Park Pavilion (seats approx. 46)	\$20 / hr.	\$25 / hr.	
Taylor-Brawner Park Round Pavilion (no seats)	\$20 / hr.	\$25 / hr.	
Outdoor Amphitheater (seats approx. 75)	\$25 / hr.	\$35 / hr.	
<b>Wedding and/or Reception Packages</b> are available in 8-hour and 12-hour timeframes beginning at only \$1000.00. Please call or email for more information.			

Hours available for indoor rentals:

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

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

For information on renting other City of Smyrna facilities, please call 770-431-2842.  
 Visit our website at **www.smyrnacity.com.**

(Please see reverse side for additional information.)

All rentals: Tables & chairs, with set up and break down, are included in all venues/rooms. Linens are not included. Each venue/room has additional amenities. Outside vendors are allowed at no additional cost. DJs & 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. Full payment, plus a damage deposit for all indoor spaces, is required to reserve a facility. We accept all major credit cards, debit cards and checks. However, checks cannot be accepted within 30 days of the event date. 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 condition and all timeframes are honored. If the damage deposit is paid with a credit or debit card, please allow two weeks 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 timeframe that you reserve, which is listed on the rental permit, are the times for which access is allowed to the facility. Any set up, decorating, break down, clean up or caterer/rental company delivery and pickup must be included in the contracted time. We cannot store items for customers. Requests for additional hours cannot be accommodated on the day of the event.

Cancellations: Cancellations must be made using the Request for Refund Form at least 30 days prior to the event date, in which case payment will be refunded minus an administrative fee of 20% of the rental fee. Any cancellation made within 30 days of the event date will result in the loss of all rental fees. Event date changes also require a 30 day notice.

Outdoor Rentals: In case of inclement weather, you may reschedule the event for another available date and/or facility of equal or lesser value. Requests for a future date must be made within 5 business days. Refunds will not be given in the event of inclement weather. Tents, inflatables, motorized vehicles, petting zoos, alcohol and grilling are not allowed in Taylor-Brawner Park.

Alcohol: Alcohol is permitted at indoor facilities only and requires the purchase of an alcohol permit. Alcohol permits should be purchased at least 2 weeks prior to your event.

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 only 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. If the kitchen is used, it should be left clean in all areas.

