

Roswell River Landing 245 Azalea Drive Roswell, GA 30075

Contact: Debbie Ephrem to schedule an appointment.

Appointments are scheduled **Monday through Thursday** between 8 a.m. & 5 p.m.
Weekend appointments (Friday, Saturday & Sunday) are **NOT** scheduled due to rentals
770-594-6154 or Email: dephrem@roswellgov.com

The Roswell River Landing is a great place to host weddings, receptions, rehearsal dinners, parties, corporate events, business meetings and more. The 4,180 square foot facility has an observation deck that overlooks the Chattahoochee River.

Guidelines & Restrictions

- No catering restrictions
- Alcohol is permitted (you may bring in your own) No cash bar
- No smoking inside facility
- Maximum capacity is 200 people (reception style)
- Staff must be notified if you intend to use a tent
- Trash must be left in kitchen (trash bags and cans are provided)
- Helium balloons must be removed before leaving the facility
- Facility may not be sublet to another person or group
- Confetti, sidewalk chalk and/or artificial flowers are not permitted on the grounds (This does not include bouquets or centerpieces)
- Forms of payment: cash, check (payable to "City of Roswell"), Visa, MasterCard & AMEX
- Candles must be contained (no open flames)

Decorating Guidelines

- Nails, screws, tacks, push pins, staples, tape, adhesives, etc. may not be used on walls, outside structure or deck. Fasteners/hooks are located on the walls for your convenience. **Your full deposit will be forfeited if you use anything other than what is already in place.**
- Renter must remove all decorations and personal belongings at the end of the event. Items not removed will be disposed of or donated to a local charity

Amenities

- Kitchen has two ovens (one is a convection), microwave, ice machine, double basin sink and a commercial refrigerator
- Dance floor, loft area (seats up to 72 people), gas fireplace, handicap unisex restroom in addition to men's and women's restrooms
- Handicap unisex restroom, men's and women's restrooms (the women's restroom has a changing area and shower)

Tables & Chairs

- Fourteen 60" round tables (seats 8 comfortably)
- Six 48" round tables (seats 6 comfortably)
- One 40" round wooden table (kitchen style)
- One 4' long table (30" wide)
- Twenty 6' long tables (standard 30" wide)
- Seven tall cocktail tables (30"w x 42" h)
- Two short pedestal tables (30"w x 30" h)
- 180 metal frame stacking chairs (indoor use only)
- 185 white folding chairs (indoor/outdoor use)

Fees

	Weekday Rentals	Weeknight Rentals	Weekend/Holiday Rentals
Day & Times	Monday-Thursday 8 am - 5 pm	Monday-Thursday 5 pm - 12 am	Friday-Sunday 8 am - 2am
Deposit Fee	\$250	\$500	\$500
Rental Fee	\$75 per hour	\$600 Rental Fee	\$1100 Rental Fee
Officer Fee	\$40 per hour (Four Hour Minimum)	\$40 per hour (Four Hour Minimum)	\$40 per hour (Four Hour Minimum)

Deposit:

A refundable deposit (damage and security deposit) is required to secure your reservation. It is refunded within three weeks of completion of the event. If the event is cancelled within 90 days of the event, you will receive a full refund. If cancelled within 60-90 days of the event, you will receive one half of the deposit. If less than 60 days notice, the deposit will not be refunded.

Officer(s)

The officer (s) must be hired to be at the facility 30 minutes before your event is scheduled to start and remain until the conclusion of your event. The fee is \$40 per hour with a four-hour minimum. (The fee is double on holidays). The number of officers required will be determined by type and size of the event. The officer (s) will be scheduled according to the hours listed by the renter on the contract. The officer (s) must be paid by the conclusion of your event. Method of payment is by cash or local check. Out of state checks are not accepted.