

Trees Atlanta Kendeda Center Special Event Venue

Available Space and Capacity at the Kendeda Center

Multi-purpose Space*	Accommodates 125 banquet-style or 200 cocktail-style
Kitchen Dining Area	Accommodates 30 banquet-style or 50 cocktail-style
Board Room	Accommodates 25 seated or 35 cocktail-style
Green Roof	Accommodates 15 cocktail-style (accessible as part of a multi-purpose space rental)

* Please note that Trees Atlanta does not provide setup service for any event. 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.

Rental Fees	Mon thru Fri 5:00 pm		Fri 5:00 pm thru Weekend	
	Nonprofit 501(c)(3)	All Others	Nonprofit 501(c)(3)	All Others
Multi-Purpose Space 125 seated; 200 cocktail style	\$200/hr \$1,100/day	\$275/hr \$1,600/day	\$325/hr \$2,200/day	\$450/hr \$3,200/day
Board Room / Kitchen Only 25 seated; 35 standing	\$125/hr \$675/day	\$175/hr \$1,000/day	\$175/hr \$1,100/day	\$250/hr \$1,600/day

- 1) Day rentals are considered an 8-hour block and are inclusive of Load-in / Load-out time
- 2) Additional hours are available at a cost of 1/2 the normal hourly rate.
- 3) Until further notice, the Kendeda is only available for weekend events. Weekday rates do not apply.
- 4) Rates include a post-event cleaning and breakdown service. Guests must remove trash and clean spills.

Other Costs

* Staffing Fee	\$175 \$350	Mon-Fri evening events ending by 7 pm Weekends and events ending after 7 pm
Security Fee	\$300	100+ guests or event ending after 10 pm
Outside Catering Fee	\$500	For caterers not on preferred catering list

* After-hours staffing fee applies to all events ending after 5:00 pm