

HERITAGE SANDY SPRINGS

6110 Blue Stone Road • Sandy Springs, GA 30328 • 404-851-9111

RENTAL RATES – WEDDINGS

Reception Venue*	Day of Rental	Rental Rate	Time Frame	Additional Hours	Damage Deposit	Maximum Capacity
The Williams-Payne House Garden Room and Grounds	Mon-Thurs	\$1300	Up to 7 Hours	\$250/hour	\$500 (refundable)	40 indoor; 200 indoor/outdoor
	Fri/Sun	\$1900				
	Sat	\$2500				
Sandy Springs Society Entertainment Lawn	Mon-Thurs	\$1450	Up to 7 Hours	\$250/hour	\$500 (refundable)	250-300 outdoor
	Fri/Sun	\$2150				
	Sat	\$2850				
Heritage Hall	Mon-Thurs	\$1600	Up to 7 Hours	\$250/hour	\$500 (refundable)	175 seated indoor; 200 seated indoor/outdoor; 250 cocktail style
	Fri/Sun	\$2400				
	Sat	\$3200				

***When a reception venue is rented, a ceremony may be added for an additional \$750.** This includes chair setup plus an additional 2 hours of rental time and a 1 hour rehearsal, subject to availability. Outdoor ceremonies may be held on the Grounds or Entertainment Lawn and can be paired with any of the above reception sites. Indoor ceremonies may take place in Heritage Hall, but will require rental of cocktail hour space to be used during a room flip.

Included: Pre-set number of tables and chairs with set up/breakdown, free parking, rental liaison on site.

Restrictions: Any rental extending beyond the midnight curfew will incur a \$350/hour charge. Rentals are subject to additional fee on holidays (closed for MLK Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, and Christmas through New Year’s).

Payment Schedule: \$500 refundable damage deposit and \$500 rental payment due upon booking; remaining balance due 30 days prior to event. If reserving indoor space(s) as back-up, a non-refundable hold fee is due when signing the license agreement; additional fees due only if space is used. Hold fee includes access to additional amenities.

Cancellations: The rental deposit is non-refundable. Cancellations outside of 6 months prior to event will not owe additional rental balance. Cancellations within 6 months will owe 1/3 of rental balance and cancellations within 3 months will owe 2/3 of rental balance. If the contracted date is changed, additional fees apply.

Heritage Sandy Springs – The Heart of our Community since 1984

Heritage Sandy Springs is the not-for-profit organization that funds and operates a four-acre City park that is home to the Williams-Payne House and the original springs for which Sandy Springs is named. The charming gardens and historic location – complete with a romantic gazebo, covered terrace, and elegant reception hall – make an unforgettable setting for special occasions year-round!

RENTAL FACILITY DESCRIPTIONS – WEDDINGS

Williams-Payne House Garden Room & Grounds



Rental Includes:

Exclusive access to beautiful 2 acre park
Enclosed Garden Room with prep kitchen & dressing room
Brick terrace with lighted tent & ceiling fans
Victorian-style gazebo and historic spring shelter
Set up of tables and chairs

Sandy Springs Society Entertainment Lawn



Rental Includes:

14,000 square-feet of terraced green space
Permanent concrete stage with wooden trellis
White 20' x 20' tent (late April – late September only)
Indoor kitchen, restrooms, and dressing room
Set up of tables & chairs

Heritage Hall



Rental Includes:

2,400 square-foot indoor ballroom
18' x 18' laminate dance floor and A/V system
Spacious lower level veranda and cobblestone courtyard
On-site catering kitchen with walk-in cooler
Dressing room with private restroom access
Set up of tables & chairs

Community Room & Veranda



****Available as cocktail hour add-on (\$175)****

Rental Includes:

Bright and spacious 1,100 square-foot room
Covered upper veranda with ceiling fans & patio furniture
Built in wooden counter space
Refrigerator/freezer & microwave
Set up of indoor tables & chairs

EQUIPMENT RENTAL RATES – WEDDINGS

Category	Item	Quantity Available	Specifics	Price Per Item
Tables	48" Round	18	Seats 6	Incl.
	60" Round (indoor/outdoor)	13	Seats 8	Incl.
	60" Round (HH only)	20	Seats 8	Incl.
	6' Long	25	Seats 8	Incl.
	4' Long	5	Seats 4	Incl.
	48" Round (permanent outdoor)	5	Seats 4	Incl.
	30" Highboy (permanent outdoor)	5	Seats 4	Incl.
	30" High Boy	10	Standing only	Incl.
Chairs	Plastic folding	215	White	Incl.
	Padded folding	200	White	Incl.
	Padded chiavari (HH only)	200	Wooden	Incl.
Dance Floor	18' x 18' laminate (permanent HH only)	1	Includes edging; charged for removal/relocation only	\$250
	15' x 18' light laminate	1	30 indoor/outdoor panels; includes installation	\$250
Staging	8' x 8' black	1	Includes black skirting and choice of 8" or 16" legs	\$125
	8' x 16' black	1	Includes black skirting and choice of 8" or 16" legs	\$250
Sound	PA Speaker and iPod Cord	2	Includes microphone and stand	\$25
	Outdoor Amplifier	1	Includes 500w amplifier and 4 speakers	\$200
Heating	Large Standing Heater	2	Outdoor only with propane tank	\$50
Tenting	Canvas Tent	21	White 10' x 10' tent	\$50
	Canvas Walls	3	For tent on WPH terrace only	\$200
Lighting	Light Strands	20	White lights; placed on gazebo, spring shelter, or veranda	\$10
Memorabilia	Engraved Memory Brick	1	May be personalized and placed in requested area along walkway	\$50