

CALLANWOLDE RENTAL OR USE APPLICATION

980 Briarcliff Road, N.E., Atlanta, GA 30306

404-872-5338 (Tel) 404-872-5175 (Fax)

www.callanwolde.org

Date Requested _____ Day of Week _____

Rehearsal Date Requested (If Applicable) _____ Day _____ Time _____

Actual Arrival Time of Guests _____ Ending Time _____ Number of Guests _____

Note: Party Ending Time cannot exceed 11:00 P.M.

Event for the Benefit of (Bride/Groom, etc.) _____

Name of Renter _____

Address _____

City _____ State _____ Zip _____

Telephone (Work) _____ (Home) _____ (E-mail) _____ (Cell) _____

- Circle One: Ceremony and Reception Wedding Reception
- Circle One: Individual Corporate
- Circle One: Fully-Seated Meal Stand-Up Reception (Buffet)
- Circle One: Filming Theme Party
- Meeting Prom
- Power Breakfast Holiday Party

Name of Corporate Contact _____ Phone _____

Wedding Coordinator _____ Phone _____

Caterer _____ Phone _____

Florist _____ Phone _____

Band/DJ _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

- Room(s) Requested: Great Hall Courtyard Dining Room
- Front Terrace Library Dressing Room
- Other Note: Dressing Rooms are not available until after 4:00 p.m. on Saturday.

Request Use Of: Upright Piano Baldwin Grand Piano
Organ (\$150 Additional Charge for Organ not including organist's fee)

Will alcohol be sold? Yes No Will admission be charged? Yes No
If yes, please refer to "Alcohol Consumption" section in the Rental packet or on the website.

Your Insurance Company _____ Policy Number _____

Type of Insurance _____ Agency Name: _____ Telephone _____

I Wish to Purchase Insurance Through Callanwolde Insurer. Yes No

Comments: _____

I understand I am only applying for a date to rent Callanwolde. Submitting an application and deposit does not, in any manner, imply confirmation of my requested date. Confirmation will be in written form from the Executive Director or Rental Manager of Callanwolde. I also understand that the rental deposit (enclosed with the application) is non-refundable once the application is approved for rental.

Date _____ Signature _____