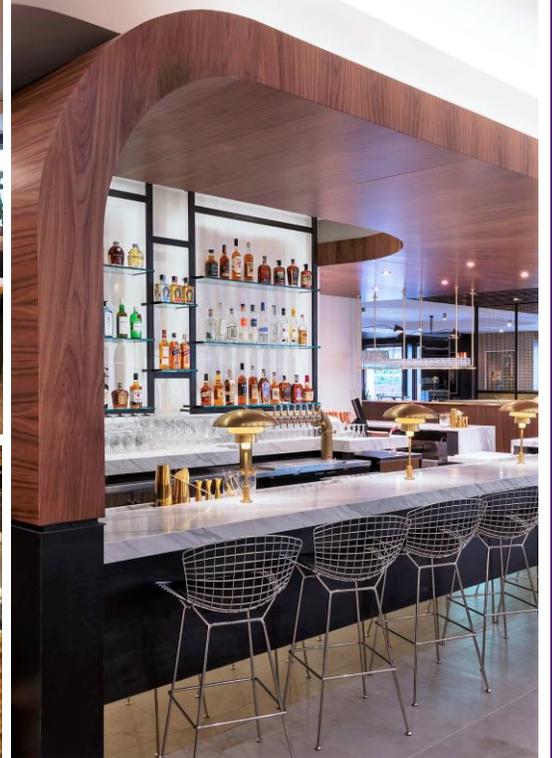


AGENCY

socialthèque



A perfectly planned and executed event is our promise to every client. Our understanding and specialized approach to this thoughtful process is essential in the creation and refinement of your personal special event plans. Our skilled and dedicated event specialist starts by listening to our client's every desire, developing your event details down to the last minute, ensuring a flawless corporate or social event! We pride ourselves on personalized service coupled with delicious food and craft cocktails that, simply put, will excite your guests and leave them wanting more!

Surrounded by the prestigious shops of Phipps Plaza, Agency is perfectly situated to host a variety of events including launch parties, corporate functions, business lunches, birthday & anniversary parties & rehearsal dinners, to name a few, coupled with ease of accessibility, ample parking and private elevator access in inclement weather.

The following information is meant to familiarize you with potential offerings and pricing structures. Please remember that we are here to tailor your event to your needs. The possibilities are endless so all you must do is ask! Agency looks forward to hosting your next event!

3500 Peachtree RD, NE | Suite 1095B | Atlanta, GA 30326
Located at Buckhead's Prestigious Phipps Plaza
agencyatl.com | info@agencyatl.com | 404-900-7799

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ALL IN THE DETAILS

deposit + final payment

An approved contract and 50% deposit of the total venue minimum or rental fee is required for us to reserve your event date. A date is NOT guaranteed until a deposit is received. Full payment of your estimated bill provided as a BEO (banquet event order) will be sent 5 days prior to your event. All estimated charges **MUST** be paid 72 hours prior to your scheduled event's contracted start time. All payments must be made through our online portal with either a credit or debit card. Cash payments may also be accepted on-site. Final charges (non-estimated/consumption) will be settled at the close of the event through our online portal, made available to you on-site. Additionally, we will require a signed credit card authorization as a backup form of payment.

service charges + taxes

There is a 22% taxable service charge applied to food, beverage and audio/visual equipment. 8.9% sales tax applies to the total bill and liquor also incurs a 3% liquor tax. Venue rental fees and minimums (provided not met) do not incur a sales tax or service charge.

refunds + cancellations

We will be happy to work with you to find an alternate date for your event should the need arise. If a new date is agreed upon, any present monies paid will be put towards your event on the new date. If the event must be canceled in its entirety a refund may be possible depending on the date:

7 days from event date	50% refund of deposited monies
72 hours from event start time	No refund available

final guest counts

A preliminary guest count is due 14 days prior to your event. We must receive confirmation of your final guest count no later than **7 days prior** to the scheduled event. We will charge for either the contracted number of guests or the actual number of attendees, whichever is greater.

audio visual needs

We will be more than happy to coordinate all of your audio-visual needs or you are more than welcome to bring your own. If you need our team to coordinate, we will simply pass along the charges to your final bill. In-house audio/visual equipment are subject to rental fees.

parking

Ample parking is available both covered and uncovered. Inclement weather should not be a concern for any of your guests. We also can arrange valet parking for your guests for a fee, please inquire should this convenience be of interest to you.

planning

We recommend that you provide someone to handle setup of any approved décor or special item setup. Specialty items, such as linens, can be made available to you for additional fees.

dance floor

Unfortunately, we cannot allow a dance floor. While we wouldn't mind the occasional wiggle, we will not allow a designated area for dancing. Additionally, our dining room floor is raised and cannot support dancing.

sound system

The venue is wired for sound. The client is welcome to provide a playlist via Spotify, Google Play or Pandora to be linked into the sound system. A cordless microphone is also available. If the client does not provide any music, we will plan to have background music playing that is appropriate to the style of the event. You may also provide your own DJ for entertainment purposes however there will be a few rules that he/she must follow.

smoking

Smoking is only allowed in outside areas. Smoking on the patio is strictly forbidden.

décor

Any décor that will need to be hung, strung, rigged, taped, nailed, or tacked requires approval. We are NOT responsible for the setup of décor of any kind unless specifically stated in the details of the BEO.

candles + sparklers + confetti

Candles are only allowed on dining tables and will be provided by the venue. The use of confetti, sparklers or fireworks of any kind are strictly prohibited.



We are your bespoke event agents! Our team will work with you to tailor your event to your needs. A supplemental document can be made available to you through inquiry, which can offer insight to suggestive offerings. Our culinary expertise is only limited by your imagination. If you can dream it, we can deliver it!

WE LOOK FORWARD TO HOSTING YOUR EVENT!

Jaimee Paige Robinson – Private Events and Marketing Director

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agencyatl.com | jaimee@agencyatl.com | 404-900-7799