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PRIVATE EVENTS INFORMATION

Welcome to Illuminarium Atlanta! We look forward to hosting your event. We have outlined what you need to know to create the perfect event at our venue. Please take a deep dive into the information we have provided below.

ACCESS: Accessing Illuminarium's venue spaces is dependent on the rental package you have selected for your event. A full venue buyout will allow you to access all venue spaces at Illuminarium.

ACCESSIBILITY: Illuminarium is ADA accessible with ramps and seated elements to best accommodate all guests.

ADMINISTRATIVE FEE: A twenty percent (20%) administrative fee will be charged on all food & beverage items. The Administrative Fee is for administration of the Event, is not purported to be a gratuity, and will not be distributed as gratuities to the employees who provide services to the guests, but rather will be retained by management to help defray administrative costs related to the Event. It is up to Group's sole discretion to leave a gratuity for the service staff.

AUDIO & VISUAL: Illuminarium prides itself on the ability to provide a highly technical and unique visual and auditory experience for all our guests. Due to the nature of the technology in our venue, we require an in-house audio-visual technician to be staffed for all events. For information on opportunities to customize A/V for your event please contact your Event Manager.

BEVERAGE INFORMATION: Illuminarium holds a Georgia Liquor License and provides full bar services including choice of bar setup, beverage package selection, and staff to operate the bar(s). Illuminarium does not permit outside beverages or donated product at the venue in accordance with Georgia law.

CATERING: Illuminarium Atlanta can cater up to 100 guests. If your event is above 100 guests, we will assist you in selecting from one of our Exclusive Partners. Event food may only be provided by our in-house catering team or one of the approved partners. This allows Illuminarium to ensure the quality of the event's food service.

- Legends Hospitality (in-house, events under 100 guests)
- Proof of the Pudding (events 100+)
- Bold American Catering (events 100+)

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CONTRACT AND PAYMENT: Fifty percent (50%) of the Event Fee is due upon signature of the contract. The remaining balance is due fourteen (14) days prior to the event date. Events booked within thirty (30) days of the event must be paid in full at the time of contract signing. Event space is not confirmed until the signed contract and full deposit payment are received.

DÉCOR: Décor, decorations and furnishings must be approved fourteen (14) days prior to the date of the event by Illuminarium's Event Manager. Sticker name badges, stickers, confetti, glitter, feathers, helium balloons, sparklers, fireworks, or similar items may not be used at any time at Illuminarium.

ENTERTAINMENT: Event entertainment must be approved by the Event Manager fourteen (14) days prior to the event. All entertainment must be able to work with existing power sources within the facility. Third party vendors must be approved to use the venue power sources as to not damage the existing technology.

EVENT INVITATIONS: Illuminarium's Event Manager must approve all uses of a likeness or photographs of Illuminarium to be distributed to event guests. Requests for approval must be submitted thirty (30) days prior to the date of the event. Illuminarium's phone numbers can never be included on an invitation or Know Before You Go.

EVENT TIMING: Illuminarium is available for event rental based on the attraction's current operating and events calendars. The Event Manager is available to help you find a date and time that works for you. The start and end timing of the event is agreed upon and signed on the contract. Any event in which guests and vendors are still in the venue after the contracted times will incur additional fees.

GREEN ROOM: Illuminarium has a green room available to rent for an additional fee, based on availability. A cleaning fee will be charged to the account if the green room and surrounding spaces are not left tidy and clean post-event.

IN-HOUSE FURNITURE: A limited inventory of event furniture is available for private event use including 6' rectangular tables, highboys, barstools, soft seating and bar fronts. Any additional furniture will need to be rented through a Preferred Partner at an additional cost.

INTERNET ACCESS: Illuminarium offers a free public wireless network for all guests to access.

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LOAD IN/LOAD OUT: All clients, vendors, and caterers must schedule load ins in advance with Illuminarium's Event Coordinator. No equipment nor staff will be provided by Illuminarium to assist in the load in. No equipment nor supplies may be left overnight without prior approval from the Event Manager and all equipment must be swiftly removed following the conclusion of the event.

MUSIC: Music can be played in any of our event venue spaces. Due to licensing agreements, we can play music through curated playlists. Licensed DJs are allowed to connect to our audio system for private events. Notify your Event Manager no later than fourteen (14) days in advance if special music requests are needed.

OVERTIME CHARGE: Should an event extend beyond the contracted event end time, an overtime charge will be added to the final bill. The exact amount will be outlined in your event contract.

PARKING: Illuminarium works with our partner, Eagle Parking, to best accommodate all our client's needs. Due to limited parking space, all parking arrangements must be coordinated with Illuminarium's Event Manager at least 30 days in advance of the event date. We strongly encourage ride share and public transportation but are happy to assist in the best way to accommodate your specific parking needs.

PHOTOGRAPHY: If you wish to hire a photographer for your event, your Event Manager can provide a list of preferred partners. Should you choose to bring a different vendor, the Event Manager will need to vet and approve the 3rd party photographer before granting access to Illuminarium. Illuminarium is entitled to direct access to all professional pictures taken in the space.

RECEIVING PACKAGES & STORAGE: Due to the complexity of our shipping and delivery system, we highly recommend that you refrain from shipping any items directly to Illuminarium. Illuminarium takes no responsibility for delivered items. The client is responsible for removing all items from the venue following the event. Any requests for storing items prior to the event must be scheduled and agreed upon with Illuminarium's Event Manager.

RESERVATION POLICY: Illuminarium will put the event space you have requested on a tentative hold for seven (7) business days as a courtesy while the contract is being reviewed. If another client is interested in the same date, a 24-hour Right of Refusal decision period will be granted. No date or space is confirmed without a signed contract and payment.

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RETAIL STORE: Illuminarium's Retail Store will be open for 90 minutes after the last public guest show time. During a full venue rental, the Retail Store's hours must be arranged with Illuminarium's Event Manager. A minimum sales guarantee is required during the contracted hours of the event. The remaining balance will be charged to the client or given the opportunity to purchase items in the Retail Store to meet the minimum. Requests to keep the store open during a full venue rental must be made fourteen (14) days prior to the event date.

SECURITY: A security guard will be on site for every private event hosted at Illuminarium to monitor the overall venue but will not act as bouncers or crowd management.

SIGNAGE: You have the option of bringing your own signs or creating content to fit our digital displays, depending on your which spaces you have rented for your event. Contact your Event Manager to discuss opportunities.

STAFFING: Illuminarium will provide an appropriate number of staff to help guide guests through the space, greet them upon entry, and help answer any questions or requests throughout the event. Bartenders, catering attendants, chef attendants and AV technicians will have an additional charge.

VENDORS: Click [here](#) to access a list of Illuminarium's exclusive and preferred partners. All other vendors must be approved by Illuminarium's Event Manager 30 days in advance, and they must provide a copy of their business license and proof of insurance.

VISUAL MEDIA: Cameras, video cameras, and camcorders are permitted throughout the venue. We strongly discourage the use of flash photography as it interferes with our projection system and takes away from the experience. Drones are not allowed inside or outside the venue. Should you wish to book an event videographer, your Event Manager can provide information for our preferred partner, Consume Media.

WEATHER: Please note that the parking lot is not covered, so in the event of inclement weather, there will be a short walk from the parking lot to the entrance of Illuminarium. Most of the venue is indoors and unaffected by inclement weather.