



Upstairs ATLANTA

EST 2017



Event Information Packet

A Historic Space with Modern Character

Located in the heart of Atlanta's Glenwood Park, Upstairs Atlanta is a restored former blacksmith building set atop the hill at the entrance of the Glencastle property.

The venue's historic charm is reflected in its vaulted ceilings, white brick walls, exposed architectural details, and expansive windows that fill the space with natural light.

Clients choose Upstairs Atlanta for:

- Historic architecture with modern simplicity
- A clean canvas that adapts to any design style
- Flexible indoor + covered outdoor flow
- Included furnishings that reduce rental needs
- A professional and helpful on-site team
- Clear, transparent pricing



The Space & What's Included



Capacity

- Up to 200 seated guests
- Up to 250 cocktail-style

Included with Every Rental

Furniture & Layout

- 24 modern farm tables
- 200 Tolix-style chairs
- 8 High-top tables + linens
- Movable ceremony arch
- 4 movable stage pieces
- Floor plan setup prior to arrival

Bar & Entertainment

- Built-in bar
- 2 mobile bars
- Professional venue sound system with microphones
- Giant Jenga & cornhole

Support

- On-site venue staff during your event
- Catering and DJ tables
- Professional post-event cleaning

Spaces

- Open main event room
- Covered patio with fans and built-in electric heaters
- Lower patio and outdoor areas
- Two private suites with separate entrances



Pricing Overview



How Pricing Works

Your total cost is based on four primary factors:

- Day of week
- Ceremony selection
- Beverage service per guest
- Month of your event (seasonal demand)

The following ranges reflect the price where most events typically fall. These ranges already have all of our pre-tax pricing included within them.

Reception-Style Events

No ceremony, beverage service included

Mon–Wed — \$3,500 – \$4,600

Thursday — \$4,200 – \$5,300

Sunday — \$4,400 – \$5,800

Friday — \$4,700 – \$6,500

Saturday — \$6,200 – \$7,700

Ceremony + Reception

Mon–Wed — \$4,200 – \$5,300

Thursday — \$4,900 – \$6,000

Sunday — \$5,900 – \$7,200

Friday — \$6,100 – \$7,900

Saturday — \$7,700 – \$9,100

Venue Rental Only

No ceremony, no beverage service

Mon–Wed — Starting at \$2,400

Thursday — Starting at \$3,100

Sunday — \$3,400 – \$3,600

Friday — \$3,600 – \$4,300

Saturday — \$5,200 – \$5,500



Optional Enhancements & Catering Policy



Optional Enhancements

- Glassware rental — \$2 per person
- Additional setup time — \$150–\$200 per hour
- Additional event time — \$500–\$800 per hour
- All-day access to the Upstairs lounge for getting ready — \$500



Catering

We partner with a curated list of Atlanta caterers who are familiar with our space and service standards. If you choose to bring in a caterer who is not on our approved list, an outside caterer fee of \$250 will apply. This fee helps cover additional coordination and oversight required when working with vendors who are unfamiliar with the venue and our operational and cleanliness standards.

Reserving Your Date



Visit the Space

Schedule an in-person tour or virtual walkthrough so we can answer your questions and learn more about your vision.

Receive Your Custom Proposal

After your tour, we'll prepare a tailored quote based on your guest count, layout preferences, and selected services.

Secure Your Date

Your date is officially reserved once we receive:

- A signed contract
- A 15% nonrefundable deposit

At that point, your event is confirmed and removed from our availability calendar.

Payment Structure

- To keep planning manageable, payments are structured as follows:
 - 15% nonrefundable deposit to reserve your date
 - 35% due 90 days prior to your event
 - Final 50% due 14 days prior to your event

This structure allows the majority of payments to occur closer to your event date.

Cancellations

Because reserving your date removes it from our calendar and prevents other bookings, all payments made are nonrefundable in the event of cancellation.

We intentionally structure the payment schedule so that most funds are not due until within 90 days of your event, minimizing early financial commitment.



Catering your Event



We have partnered with a variety of Atlanta's best caterers to provide a range of options, cuisines, and styles to fit any event or budget. We have selected these caterers based on their exceptional food and service.



Partnered Caterers

Caterer	Contact	Email	Phone
Endive	Stephanie Mule' Farrell	stephanie@endiveatlanta.com	404.504.9040
Three Sisters Catering	Katie Rosenberg	katie@caterwiththreesisters.com	404.488.4565
C. Parks Catering	Tara Teilhaber	tara@cparkscatering.com	404.874.7644
Farm Burger	Darla Milstein	catering@farmburger.com	404.808.5624
Fox Bro's BBQ	Katherine McIntosh	katherine@foxbrosbbq.com	404.660.8646
Bold Catering & Design	Autumn Washington	awashington@bold-events.com	678.302.3213
Proof of the Pudding	Briana Gabac	bgabac@proofpudding.com	404.903.1222
Low Country Catering	Jessica Brown	jessica@lowcountrycatering.net	404.835.5350
Southern Crust Catering	Darlene Drost	darlene@southerncrustcatering.com	770.457.5987
Soiree	Jacy Borman	Jacy@soireecateringatlanta.com	404.467.1699
Simply Food Trucks	Paige Nathan	paige@simplyfoodtrucks.com	678.480.6401

*outside catering fee is applied to events that do not use partnered caterer

Preferred Vendors



Upstairs Atlanta has worked with a many vendors over the years. The following vendors have made our list of preferred vendors based on the quality of their product and providing a great experience for our clients.

Photography	Contact	Email	Phone
OneNine Images	Andy Brophy	andy@onenineimages.com	678.936.7814
Meli & Chris Photography	Melissa Artieda	meliandchrisphoto@gmail.com	352.222.5946
Yellow Bird Visuals	Michaella Till	hello@yellowbirdvisuals.com	770.329.3381
Photo Booth	Contact	Email	Phone
Robot Booth	Far Out Galaxy	hello@robotbooth.com	770.876.9248
The Photo Bus		hello@thephotobusatl.com	913.638.4732
DJ's and Bands	Contact	Email	Phone
One Night Entertainment	Jay Page	jay@onenightatl.com	404.914.4381
Sifi Entertainment	Simon Rimmer	simon@sifient.com	404.376.4064
Bravo Jay	DJ Bravo Jay	info@bravojayevents.com	404.939.5023
Nice Entertainment	Hans Daniels	hans@niceentertainment.com	404.396.7303
Planning and Coordinating	Contact	Email	Phone
Smooth as Butter Weddings	Candace Maddox	smoothasbutterweddings@gmail.com	334.333.5153
Just About Love Weddings	Lauren Perez	lauren@justaboutloveweddings.com	404.502.1322
Harts & Petals	Autumn Hartman	autumn@hartsandpetals.com	678.787.0587
Lavender by Autumn	Autumn Washington	autumn@lavenderbyautumn.com	770.365.1006
Floral & Design	Contact	Email	Phone
Caroline Worth Design	Caroline Worth	carolineworth@gmail.com	404.932.0672
JJ's Flower Shop	Hannah Neck	creativeassistant@jjsflowershop.com	678.283.5407
Harts & Petals	Autumn Hartman	autumn@hartsandpetals.com	678.787.0587
Rentals	Contact	Email	Phone
TableMade	Tammy Noel	tammy@tablemade.co	678.556.5112
Peachtree Tents and Events	Caroline Loving	caroline@peachtreetents.com	470.355.6053
The Prissy Plate Company	Valerie Smith	theprissyplatecompany@gmail.com	770.401.8954
Atlanta Party Rentals	Renee Roebuck	renee@atlantapartyrentals.com	404.573.1958