



ATLANTA
TECHNICAL
COLLEGE

DENNARD
CONFERENCE
CENTER

Facility Rental Fees

CLEVELAND L. DENNARD BUILDING			WEEKDAY RATE	WEEKEND RATE
Ballroom	3,500 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$1,390 \$1,100 \$820	\$1,500 \$1,200 \$935
Atrium	2,000 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$1,030 \$825 \$640	\$1,155 \$935 \$750
Ballroom & Atrium	5,500 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$2,400 \$1,830 \$1,245	\$2,500 \$1,980 \$1,375
Ballroom 1, 2 or 3 (Single Section)	1,350 sq. ft. 1,150 sq. ft. 1,000 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$660 \$530 \$415	\$775 \$600 \$525
Ballroom 1 & 2 (Double Section)	2,500 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$935 \$775 \$630	\$1050 \$880 \$745
Ballroom 2 & 3 (Double Section)	2,150 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$880 \$715 \$580	\$1,000 \$825 \$690
Seminar Room 116A or 116B (Single Section)	465 sq. ft. 500 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$550 \$450 \$330	\$600 \$500 \$390
Seminar Room 116A & 116B (Double Section)	965 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$650 \$525 \$415	\$715 \$580 \$470
Seminar Room 117	725 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$580 \$470 \$360	\$630 \$525 \$415
Seminar Room 205A or 205B (Single Section)	500 sq. ft. 600 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$600 \$500 \$390	\$650 \$550 \$450
Seminar Room 205A & 205B (Double Section) or Brenda Watts Jones Allied Health Multipurpose Room	1,100 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$690 \$550 \$450	\$745 \$600 \$500
Computer Lab 206 Includes: 20 laptop computers & network printer	475 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$1,100 \$715 \$500	\$1,155 \$775 \$550

MAIN CAMPUS		WEEKDAY & WEEKEND RATE				WEEKDAY & WEEKEND RATE	
Auditorium	13,000 sq. ft.	4-8 hours 4 hours or less	\$1,100 \$750	Dining Hall/Student Lounge	3,400 sq. ft.	6-8 Hours 4-6 Hours 4 Hours or less	\$900 \$690 \$525
Auditorium Pre-Function Area	1,000 sq. ft.	Flat Fee With Auditorium	\$400 \$250	Flavors Restaurant	400 sq. ft.	4-8 hours 4 Hours or less	\$750 \$400

ADDITIONAL FEES:

Security: \$45 per hour (4 hour minimum)

Cleaning/Maintenance: \$35 per hour (4 hour minimum)

Rental fee includes: Wireless Internet Connectivity, Audio-Visual Equipment: 2 projection monitors with computer connectivity, 1 wired and 2 wireless microphones (Ballroom and Auditorium only); Projector and screen with computer connectivity (Seminar Rooms); and Free Parking. Ballroom and Auditorium rentals: Twenty-four tables (rounds and/or rectangles) are included in the rental based on room set-up. The fee for linen is \$15 per linen. Additional tables are \$10 per table if available. High boy tables are \$10 per table. The alcohol permit fee is \$50 (requires approval). Bar set-up including linen is \$100 per Bar. Cleaning and Security are additional fees.

PAYMENT REQUIREMENTS:	
DEPOSIT/PAYMENTS	REQUIREMENTS
20% at time of booking	Event space is available on a First Come First Serve basis. No tentative holds.
Final payment due 10 business days prior to event.	Event space is NOT reserved until deposit is processed.
Events booked less than 30 days from event date, requires full payment to reserve space.	The event will be cancelled if scheduled payments are not received.
	No checks accepted within 7 days of the event. \$50 returned check fee.

CANCELLATION PENALTIES:	
After booking	\$250 administrative fee
30-7 days prior to event	50% of total contract amount
6-0 days prior to event	100% of total contract amount

Events may be postponed once and take place within 3 months of the event date. Postponed date will be based on availability. If the event is not rescheduled within that time, all monies including deposit will be forfeited. Prices are subject to change during high demand periods. Weekend fees apply after 11:59 a.m. on Friday's.

For additional information contact Yulonda Beauford at 404-225-4488 or dcc@atlantatech.edu.