



The Defoor Centre

A Place to Celebrate!



We are delighted with your interest in our facility! Whether you are planning an intimate gathering or an elaborate celebration, you will find the perfect setting at Defoor Centre. The following is a summary of our venues services and packages. Our event coordinators and executive chef will be happy to make your event unique and tailored to your needs.

DEFOOR SPACES

THE FORUM GALLERY

The 5,500 sq. ft. Forum boasts soaring 30' ceilings, stage with front and backstage access, and a unique hexagon-shaped gallery. The Forum can accommodate 300+ guests theater style, 250+ guests for a seated dinner and dancefloor, 300 guests with no dance floor, and 400 for a cocktail reception. The Forum is ideal for weddings and receptions, corporate parties and functions, holiday gatherings, group meetings, product launches, art shows and bar mitzvahs/bat mitzvahs.



THE ENCORE/ RHOMBUS GALLERY

The 1,900 sq. ft. Encore and adjacent 1224 sq. ft. Rhombus both have an industrial feel, with a corrugated metal roof and exposed beams in the 30' high ceiling. Strategically placed skylights and large picture window offer superior natural light for daytime events and hanging lanterns to fill the space with evening light. Encore/Rhombus area paired can accommodate 200 seated guests and 300 cocktail style.



THE GATSBY

The Gatsby is a semi-private 1368 sq. ft. meeting/event/gallery space with a lofty warehouse feel and can be configured to meet your group's need. The Gatsby Room can accommodate up to eight 60" rounds with easy access to the Cafe and Bar, which makes it ideal for meetings and organizations needing multi-functional space. 100 seated guests, 150 guests for a cocktail function, 50-100 for classroom

THE EXECUTIVE BOARDROOM

The boardroom can accommodate 12 meeting participants in a private setting with a large window overlooking the Defoor lobby.

THE CAFÉ & BAR

The Defoor Café and Bar is open to the public from 11:00am until 3:00pm Tuesday through Friday. The café's menu includes lunch, snacks and appetizers created and freshly prepared by our in-house chef. The café also has an extensive array of coffees and homemade desserts. Our fully stocked bar offers an excellent selection of import and domestic beers, top-rated wines and liquors. Clients and guests can unwind with a cocktail in our café after a long day of meetings without relocating to a new location.



EVENT POLICIES

CANCELLATION AND PAYMENT TERMS

- A 50% non-refundable deposit on the room charge will confirm date and officially reserve the space for your event. This will be applied to the final billing invoice.
- Payment of 50% of the cost of the estimated event total is due with signed confirmation, a minimum of 60 days prior to the event. Full payment is due 14 business days prior to the event. All accounts are subject to a delinquent payment charge of 1.5% per week.
- Any additional charges incurred the day of your event are due at the conclusion of your event.
- All deposits are nonrefundable.
- Events booked within thirty (30) of the event is payable in full at the time the contract is signed and is nonrefundable.
- If cancellation occurs within three (3) days of the event, 100% of confirmed amount is due.
- If cancellation occurs within ten (10) days of the event, 75% of confirmed amount is due.
- If guaranteed count is not provided with fourteen (14) days of event, the last guest count will be used and no decreases will be allowed after this time (See Also Menu/Bar Selections, Item 4.) Banquet charges will be based on the final guarantee or actual number of guests, whichever is greater. No credit will be made if attendance is less than the guarantee.

CHARGES AND TAXES

- Liquor is subject to an additional 3% City of Atlanta sales tax.
- Labor fees are contingent on services rendered and menu choices.
- All charges, including service and miscellaneous charges are subject to 8% sales tax as required by law.
- For organizations claiming exemption from applicable federal, state or municipal taxes, it will be the responsibility of the organization to provide a copy of the Tax Exempt Certificate before credit can be given for applicable taxes. Alcoholic beverages will remain taxable.

MENU / BAR SELECTIONS

- We do not allow outside vendors to provide food or beverage at our facility with a few exceptions: Kosher caterers, Indian or other ethnic foods caterers. All must be licensed and provide proof of insurance. Fees apply.
- To ensure the safety of all our guests and comply with local health regulations, neither patrons nor their guests shall be allowed to bring food or beverage into the Defoor Centre or removed from the premises after the event.
- We request that your final menu and beverage selections be submitted at least 30 days prior to your event. In any event, final menu and beverage selections as well as guest count must be submitted fourteen (14) days prior to the event so that a final payment can be calculated. No refunds will be made after the final payment. However, should your guest count decrease, we will be happy to advise you on additional alternatives for food and beverage to cover the amount that has been paid.

DECORATIONS

- We can provide you with chair covers at \$5 each and ties at \$3 each. Ice carvings, chocolate fountains, up-lighting and other items are available for rental.
- The Defoor Centre must approve any attachments to the walls in advance of the event and all décor must be removed at conclusion of the event.

- The use of confetti or glitter is prohibited as these items present a slip hazard. Additionally, sparklers are prohibited due to safety issues. Centerpiece must meet fire and safety codes.

FACILITY USAGE

- Events with food and beverage may rent space for up to five (5) hours. Once event hours have been planned and determined, additional fees will apply at the rate of \$200 per hour for time allowed outside of the original service agreement terms. Storage fees for leaving equipment, decorations or personal belongings before and after the event will also apply. Please check with your planner on timing.
- All events scheduled past dusk must have event security. The Defoor Centre will secure an off-duty security officer at the client’s expense. The cost per officer is \$50/hour.

SERVICE AGREEMENT:

- A Service Agreement that details selections for food and beverage, audio/visual, room setup(s), staffing requirements and other details for your event will be prepared. It also confirms full costs (including service fees, taxes, etc) and dates associated with payments. This document requires a signature and will be revised as each change and/or payment is made.

DAMAGES:

- Patron will assume full responsibility for the conduct of their guests and for any damage done to any part of the premises during the event, whether caused by Patron, contractors or guests. Events require a credit card number left on file.

ROOM RENTAL RATES:

	<u>Monday –Thursday</u>	<u>Friday and Sunday</u>	<u>Saturday</u>
Forum Gallery	\$1,500	\$3,000	\$3,500
Encore/Rhombus Gallery	\$1,000	\$2,500	\$3,000
The Bar	\$500	\$500	\$500
The Gatsby Room	\$500	\$750	\$750
The Executive Board Room	PRICES VARY		

- Room rental fees also include:
- 60” round tables dressed with your choice of linen – 20+ color options.
- 150 rich mahogany Chiavari chairs or 300 banquet chairs (additional chairs may be rented)
- Crystal and iron candelabra centerpiece, tea light candles, and other decor
- Buffet tables
- Glassware, flatware, etc.
- Set up and clean up

Our flexible and professional planners are available to take your calls at **404-591-3741** or you may email us at **events@defoorcentre.com**. The staff at the Defoor Centre looks forward to providing you and your guests the best service and atmosphere to make your event a great success!



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MENU OPTIONS

STATIONS

The Cocktail Hour

An assortment of butler-passed hors d'oeuvres

Artful Displays

Your choice of 2 of the following:

- Fresh Seasonal Fruit
- Domestic and Imported Cheeses with Crackers
- Grilled & Fresh Vegetables
- Spinach and Artichoke Dip
- Mediterranean Hummus with Artisan Breads

Choice of 2 stations:

Pasta Station

with Bowtie or Penne Pasta, Spicy Marinara and Creamy Alfredo Sauces, Vegetable Medley, Freshly Grated Parmesan Cheese, Classic Caesar Salad and Garlic Bread

Grits Bar Station

Creamy stone ground cheese grits topped with your guests' choice of: Gulf Shrimp, Andouille Sausage, Maple Cured Bacon, Shredded Cheddar, Diced Grilled Chicken and Fresh Scallions

Southern Traditions Station

Fried Chicken or Pulled Pork (Choose one meat), Southern Collard Greens, Cornbread and your choice of: Smoked Cheddar Cheese Grits or Macaroni and Cheese

Chef-Attended Carving Station

with Your Choice of: Roasted Herb-Crusted Bistro Beef or Roasted Turkey Breast accompanied by assorted Silver Dollar Rolls and Condiments, Roasted potatoes and Seasonal Vegetable Medley

Smashed Potato Station

Create your own Smashed Potato with: Roasted Garlic and Herb Smashed Potatoes
Toppings: Assorted Cheeses, Chives, Bacon, Sour Cream, Caramelized Mushrooms

\$ 45.00 per person

Plus tax and 22% service charge

PREMIUM SELECTIONS

Artful Displays

- Crab Dip with Toast Points
- Spicy Chilled Jumbo Shrimp with Cocktail Sauce
- Chocolate Fondue
- Imported & Domestic Cheese and Crackers Display

Asian Station

Teriyaki Chicken or Seared Salmon (choose one), Vegetable Fried Rice or Asian Noodles with vegetables (choose one), Ginger Soy Sauce

Chef-Attended Pasta Station

with Bowtie or Penne Pasta, Marinara and Creamy Alfredo Sauces, Grilled Chicken and Shrimp, Vegetable Medley, Parmesan Cheese, Choice of Salad and Garlic Bread

Crab Cakes Station

Served with Caper Remoulade, or Cocktail Sauce.

\$ 55.00 per person

Plus tax and 22% service charge

BUFFET MENU

Menus include hors d'oeuvres passed Butler-Style prior to dinner, your choice of one salad selection, one entrée, one vegetable and one starch selection, wedding cake, tea/water and freshly brewed coffees.

BUTLER-PASSED HORS D'OEUVRES : CHEF'S SELECTION OF ASSORTED HOT HORS D'OEUVRES

Please choose 2 items to be passed butler-style prior to dinner:

- Chicken Quesadilla
- Roasted Vegetable Tart
- Key Lime Salmon Skewers/Margarita Reduction
- Mini Red Potatoes/Gorgonzola, Bacon, Red Onion and Balsamic Glaze
- Goat Cheese & Spinach Tart
- Beef Satay
- Crabmeat Tart
- Wild Mushroom Tart
- Oven Roasted Mushroom Caps w/your choice of:
 - Baby Spinach, Spicy Italian Sausage or Seasoned Crab Meat

SALAD SERVED WITH WARM ROLLS AND BUTTER

- Classic Caesar Salad with Shaved Parmesan and Garlic Croutons
- Defoor Salad/Mixed Greens with Cucumber, Carrot and Tomato
- Baby Spinach and Sautéed Mushroom Salad

CHOOSE TWO OF THE FOLLOWING SELECTIONS:

VEGETABLES

Baby Carrots
Pesto Vegetable Medley
Broccoli au Gratin

STARCH

Rosemary and Thyme Roasted New Potatoes
Wild Rice Pilaf
Garlic-Parmesan Smashed Potatoes

ENTRÉE SELECTION:

\$38 PER PERSON

Chicken Florentine, Chicken Picatta with Lemon Caper Sauce, Chicken Marsala, Pan-Seared Chicken Breast, Baked or Seared Tilapia with Light Lemon Cream Sauce

\$45 PER PERSON

Herb Crusted Bistro Beef, Grilled Marinated Flank Steak, Oven Roasted Turkey Breast, Parmesan Crusted Pork Loin, Mojo Grilled Pork Loin

\$55 PER PERSON

Crabmeat Stuffed Chicken Breast, Tenderloin of Beef, Pecan Salmon or Grilled Salmon

PLATED DINNER MENU

BUTLER-PASSED HORS D'OEUVRES : CHEF'S SELECTION OF ASSORTED HOT HORS D'OEUVRES

Please choose 2 items to be passed butler-style prior to dinner:

- Chicken Quesadilla
- Roasted Vegetable Tart
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- Mini Red Potatoes/Gorgonzola, Bacon, Red Onion and Balsamic Glaze
- Goat Cheese & Spinach Tart
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- Crabmeat Tart
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- Oven Roasted Mushroom Caps w/your choice of:
 - Baby Spinach, Spicy Italian Sausage or Seasoned Crab Meat

SALAD SERVED WITH WARM ROLLS AND BUTTER

- Classic Caesar Salad with Shaved Parmesan and Garlic Croutons
- Defoor Salad/Mixed Greens with Cucumber, Carrot and Tomato
- Baby Spinach and Sautéed Mushroom Salad

CHOOSE TWO OF THE FOLLOWING SELECTIONS:

VEGETABLES

- Baby Carrots
- Pesto Vegetable Medley
- Broccoli au Gratin

STARCH

- Rosemary and Thyme Roasted New Potatoes
- Wild Rice Pilaf
- Garlic-Parmesan Smashed Potatoes

ENTRÉE

CHICKEN

- Chicken Saltimbocca / Sage, Prosciutto, Madeira Wine Reduction..... \$ **39**
- Tuscan Chicken / Spinach, Feta, Roasted Red Pepper..... \$ **39**
- Chicken Dijon / White wine Dijon sauce..... \$ **38**
- Chicken Wellington..... \$ **50**

BEEF

- Bistro** Beef \$ **45**
- Tenderloin of Beef \$ **50**
- Garlic and Rosemary Lamb Rack \$ **50**

SEAFOOD

- Seared Tilapia with Lemon Caper Sauce..... \$ **39**
- Defoor Signature Crab Cakes / Lump Crabmeat, Lemon Aioli..... \$ **45**
- Wasabi Salmon / Wasabi Cream Sauce \$ **40**

PORK

- Bourbon Pecan Grilled Pork Loin \$ **40**
- Parmesan Crusted Pork Tenderloin \$ **37**

Create a Surf N' Turf Plate : Additional

By adding to your beef selection: Shrimp Scampi **\$6** Salmon **\$7** Petite Lobster Tail **\$10**

ENHANCE YOUR CELEBRATION WITH

SOUP SHOOTERS

Chef's seasonal soup selections served in shot glasses and passed butler style during the cocktail hour or placed at each seat with your salad.

Examples: Warm Tomato Basil with a grilled cheese triangle garnish, Cold Strawberry Cream with a mint garnish.

\$ 2.95 per person

S'MORES STATION

Guests can cook their gourmet marshmallows (coconut, caramel swirl, chocolate chip, vanilla bean, mocha, gingerbread, etc. ~ choice of 4 flavors) table side over open flames and sandwich between their choice of chocolate, cinnamon or classic graham crackers. Hershey's bars, Cookies and Cream bars, Reese's Peanut Butter Cups and Nutella spread add to the fun!

\$ 3.95 per person

LATE-NIGHT BUFFET.

Sliders (Hamburgers, Cheeseburgers or Grilled Chicken),
Hot Dogs with Condiments (Hot Dog Cart at an additional fee)
Assorted Flatbread
Pizzas (Cheese or Pepperoni)
Chicken or Vegetable Quesadillas.
Sides: French Fries, Tater tots, Onion Rings

Choose 1 item and a side for **\$ 6.95** per person
or 2 items and a side for **\$ 8.95** per person.

Our Executive Chef will be delighted to help you customize a menu late-night snacks to suit your taste.



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BEVERAGE SERVICE OPTIONS

BEVERAGE SERVICE

The Georgia State Liquor Commission regulates the sale and service of alcoholic beverages. As a licensee, The Defoor Centre is responsible for the administration of these regulations. Therefore, The Defoor Centre must supply and serve all beverages. No alcoholic beverages may be brought onto or taken off the premises. Hosted bars are not subject to bartender fees.

HOSTED BAR (per person)

Pricing is based on the number of guests in attendance. Per person bars include hours of unlimited consumption, which is paid in full in advance. After the initial agreed hours, you may elect to extend the bar on a per-drink basis based on cash bar prices.

Super Premium brands open bar

Includes super premium brand cocktails, house wines, champagne, domestic and imported beer, soft drinks, juices, coffee and tea

..... **\$ 30.00 per person**

Premium brands open bar

Includes premium brand cocktails, house wines, champagne, domestic and imported beer, soft drinks, juices, coffee and tea

..... **\$ 27.00 per person**

Well brands open bar

Includes well brand cocktails, house wines, champagne, domestic and imported beer, soft drinks, juices, coffee

and tea..... **\$ 25.00 per person**

Beer, wine and champagne open bar

Includes house wines, champagne, domestic and imported beer, soft drinks, juices, coffee and tea

\$ 23.00 per person

Non-alcoholic open bar

Includes soft drinks, juices, coffee and tea

..... **\$ 7.50 per person**

Specialty Van Gogh Vodka martini bar is available for an additional \$ 5 per person with any 3-hour bar package. Please ask for details.

CUSTOMIZED BAR (per drink)

We will work with you to determine your budget and variety of drinks you wish to offer. An average per drink price will be determined and you will be informed of how many drinks you can pre-purchase based on your selections and budget. Bartenders will track the number of drinks served and close the customized bar when your total has been reached.

Super Premium brands may include: Crown Royal, Grey Goose, Sapphire Gin, Jack Daniels, Kettel One Citron, Makers Mark

Premium brands may include: Stolichnaya Citron, Absolut Vodka, Wild Turkey, Canadian Club, Captain Morgan, Beefeater Gin

Well brands may include: Smirnoff Vodka, Bombay Gin, Bacardi Rum, Jim Beam, Seagram's 7

House wines may include: Chardonnay, Riesling, Moscato, Sauvignon Blanc, Pinot Grigio, Cabernet Sauvignon, Merlot, Pinot Noir and Shiraz

Champagne, imported beer, domestic beer, soft drinks and cordials/liqueurs are also available as well as Champagne and fruit punch, and Champagne cocktails.

Champagne punch \$ 45.00/gallon

Fruit punch \$ 26.00/gallon

Champagne cocktails \$ 3.00/person

(Passed butler-style upon arrival)

All above pricing is subject to a minimum 20% service charge, 8% sales tax, and 3% city tax on liquor.

CASH BAR

Bar service personnel is based on one bartender per 75 guests per bartender for cash bars only. Customized and Hosted Bars are not subject to bartender fees.

Price of drinks may change depending upon changing alcohol prices. However, the bar prices of a variety of drinks will be provided within 90 days of the event upon request.