



Tago International Centers



❖ EVENT PLANNING

❖ EVENT HALLS

EVENT HALL SEATING & STANDING CAPACITIES:

Buckhead 45

Dunwoody 75 - 300

Midtown 45 - 65



AMENITIES & SERVICES

- ❖ Event planning
- ❖ Furniture
- ❖ Valet options
- ❖ Projectors
- ❖ Uplights
- ❖ Bar services
- ❖ Prep area
- ❖ In house or outside catering allowed
- ❖ Décor & event designers
- ❖ Private suites
- ❖ Wi-Fi
- ❖ In-House audio/visual equipment & engineers
- ❖ State of the art sound system & TV Screens
- ❖ Stage and Risers
- ❖ Tables, Chairs & Linens
- ❖ Event manager
- ❖ Full Staff
- ❖ Sheer & Velvet drapes
- ❖ Clean up crew
- ❖ Tastings



CEREMONY PACKAGES

CEREMONY ONLY \$2499

HERE COMES THE BRIDE!

Based on 2hour ceremony for 40 guests. Any additional guest would be \$25

5 hour block includes load in and load out

- ❖ Officiant
- ❖ Ceremony set up
- ❖ Cocktail tables w linens & tea light candles
- ❖ Sound System (Auxiliary Source Only)
- ❖ Gift table
- ❖ Sign in vanity
- ❖ Custom up lights
- ❖ Fresh fruits platter and cheese dip station
- ❖ Brides bouquet & grooms boutonniere
- ❖ Bride suite
- ❖ Groom suite
- ❖ White fold up chairs
- ❖ Garden photo ops (additional)
- ❖ Complimentary Parking



WEDDING RECEPTION \$119 PER PERSON

Golden Package Includes:

- ❖ Venue rental
- ❖ Menu tasting
- ❖ Buffet Dinner 1 protein, 2 sides, beverage. (Any additional protein would cost \$13 on top)
- ❖ Banquet tables, estate tables & chairs
- ❖ Floor length linen & runners
- ❖ Flowers
- ❖ Some centerpieces, candle holders with candles
- ❖ Chargers
- ❖ Bartender & wait staff
- ❖ Bridal Suite & grooms waiting room
- ❖ Champagne toast
- ❖ Custom up light
- ❖ Projectors & TV screens with slide shows
- ❖ In house sound
- ❖ In house lights
- ❖ DJ
- ❖ Venue host & management
- ❖ Garden photo ops
- ❖ Furnished lounge area
- ❖ Complimentary Parking
- ❖ Clean Up
- ❖ We do allow dual vendors & additional catering but you only get a 10% discount on your grand total.



VIP PACKAGE \$249 PP



Diamond Package Includes:

- ❖ Program manager & a team throughout the process
- ❖ Venue rental
- ❖ Menu tasting
- ❖ Ceremony
- ❖ Buffet Dinner – Appetizer, 2 protein, 2 sides, dessert.
- ❖ Top shelf beverages & Champagne toast
- ❖ Banquet table & chairs
- ❖ Floor length linen & runners
- ❖ Flowers
- ❖ Full décor centerpieces
- ❖ Chargers
- ❖ Full staff
- ❖ Wedding manager.
- ❖ Bride assistant
- ❖ Designer, bartender & wait staff
- ❖ Bridal Suite & grooms waiting room
- ❖ Make up artist
- ❖ Photographer & videographer
- ❖ Glass & silverware
- ❖ Cake
- ❖ Rehearsal dinner
- ❖ Custom Up light
- ❖ Projectors & TV screens
- ❖ In house sound & lights & DJ
- ❖ Venue host & management
- ❖ Outdoor photo ops
- ❖ Furnished lounge & garden area
- ❖ Limo or Shuttle pick up
- ❖ Valet Parking

ADD ON SERVICES & PRODUCTS

- ❖ Bar fixture \$120
- ❖ High Cocktail Tables \$8 each
- ❖ 60" Banquet Tables \$8 each
- ❖ Bar Chairs \$7 each
- ❖ Chiavari chairs \$10 each
- ❖ Stainless steel gold Chairs \$25 each
- ❖ Bartender \$150 each
- ❖ Waitress / bottle service model \$150 each
- ❖ White Leather Sectional Sofas \$99 each
- ❖ Maroon couch \$150
- ❖ Linens \$25
- ❖ In-House Sound System, lights & DJ \$650
- ❖ LED Up Lights \$28 each
- ❖ Projectors \$120 each
- ❖ Clean Up Crew Mandatory \$150
- ❖ Outside Catering (Licensed & Insured) \$450
- ❖ Live Music Sound Engineer \$350. Extra for more event time
- ❖ Transportation / Valet \$200 +
- ❖ Florist \$500+
- ❖ Celebrity appearance (Based on Budget)
- ❖ Photographer/Videographer includes editing & recap videos \$500+
- ❖ \$350 /hr. Event Time
- ❖ \$250 /hr. Setup/Load-out
- ❖ \$250 Room Manipulation
- ❖ \$250 Stage Rental
- ❖ \$500 Step & Repeat (Banner w/ Carpet)
- ❖ \$650 Photo Booth
- ❖ \$500+ DJ Services
- ❖ \$150+ Custom Gobo
- ❖ \$170+ Clean/Rehab fee mandatory
- ❖ Each Added Hour Setup/Breakdown Time \$150
- ❖ Room Manipulation \$250 and/or Stage Rental
- ❖ Custom Up lighting - \$250, professional light production \$1400+
- ❖ Step & Repeat Banner w/ Carpet \$480
- ❖ Throne Chairs \$450
- ❖ Live band
- ❖ Coat Check \$25/Hour, Minimum of 4 Hours
- ❖ Event Designer \$500
- ❖ Stylist / Make up / Hair \$400+



LINENS/TABLES/CHAIRS

The Tago International Centers can bring state of the art speakers, sound system & club lights, round tables, chairs, sectionals. If you need extras, we can assist you with renting linens, tables, chairs, LED & up lights. Rentals must be requested one week prior to the event.

FOOD & BEVERAGE

Clients are encouraged to choose in house caterers. Outside catering is allowed for a fee. All catering must possess a general liability insurance. If the catering service does not carry the liquor liability insurance, then the client must purchase a temporary coverage. When necessary, most clients purchase this coverage from Next Insurance. Alcohol can only be served by our trained venue staff. If you are a charity fundraiser, you will have to provide a valid copy of 501 © organization you represent.

**We accept only a bank issued cashiers check & cash
We are a non-smoking facility.
We are available to charitable organizations at reduced rates, subject to approval**

ADDITIONAL CLEANING

Should your event require cleaning over and above the standard service included in the rental fee, an additional cleaning fee will be charged.

SPECIAL ELECTRICAL REQUIREMENTS

20 amp outlets are available throughout our facility. For any additional electrical needs, an electrical permit will be required at a fee of \$250.00 per day. Permits must be ordered at least one week prior to your event.

AUDIO/VISUAL EQUIPMENT AND PODIUM

The Tago Center can also assist you in renting a basic sound system, which includes soundboard, speakers, player, podium, and one wired microphone. Any additional audio/visual equipment must be rented from an outside source.

INTERNET ACCESS

We encourage all clients to use our WI-FI or personal hotspot for internet access

STREET PERMITS

Street permits for unloading large deliveries are available based on availability. Permits must be submitted for approval at least two weeks prior to the event. Street permit staffing fees will apply.

COAT CHECK

Coat check attendants are available at a rate of \$25.00 per hour, per attendant. There is a 4-hour minimum.





PARKING

Valet, reserved, self parking is available at our facility. Reserved parking can be arranged, payable in advance, based on availability.

PIANO

A baby grand piano is available to rent at a flat rate of \$800.00 per event, based on availability, which includes tuning on the day of the event.

VOTIVE CANDLES

The Tago International Center does not allow wax candles to be used in the ballrooms. Votives with enclosed oil wicks may be used instead. Oil wick votive candles (including insert) are available for rental at a cost of \$3.00 each. Oil wick inserts are available for purchase at a cost of \$1.50 each.

TOURS

Schedule a free tour of our facility by texting 678 768 3717 or filling our online forms at www.tagocenter.com

AMENITIES

Full Service Catering

Private VIP Lounge

In-House Audio/Visual Equipment & Engineers

Stage and Risers, Table, Chairs & Linen

Valet Parking

Projectors

Online Event Registration

All Inclusive Packages

Branding Opportunities

Gobo's, Projectors

Website features, Social Media, Email Blast etc

OVERTIME

If access should exceed the allowed time frame, overtime charges shall apply.

CATERERS

Properly licensed and insured caterers are welcome at The Tago International Center, subject to prior approval. The following documents are required:

I. Proof of Insurance

- A. Proof of Workmen Compensation Insurance Coverage
- B. General Liability Insurance
- C. Product Liability Insurance
- D. Manufacturers and Contractors Liability Coverage
- E. Tenants Liability Coverage

II. Health Department Documents

- A. Food Service Establishment Inspection Report and Health Department Permit (most current).

III. Licenses

- A. Most current business license- State of Georgia
- B. Department of Revenue- Sales and Use of Tax Division
- C. Appropriate business licenses from local Government

REFUNDABLE DEPOSITS

We hold a credit card on file for any damages. In order to assess damages, if any, a walk-through will take place at the completion of each event's load-out.

SCHEDULE OF PAYMENT

A 50% non-refundable deposit will hold the date and the balance has to be paid 7 business days prior to the event. Any last minute cancellation shall be subject to penalties listed on your contract. We will not invoice you or send reminders. A 3% fee will be added to all credit card payments and is nonrefundable.



VENDOR POLICIES

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We accept only a bank issued cashiers check & cash

We are a non-smoking facility.

We are available to charitable organizations at reduced rates, subject to approval

VENUE POLICIES

Please read the following information carefully. Failure to do so may cost you money

NO Nails, tacks or adhesive of any kind may be used on any surface of the center. No sparklers, confetti or pyrotechnics are allowed anywhere on the premises.

LOBBY

The lobby is strictly off limits! The moving of our pre arranged décor, furniture is prohibited! The use of our reception desk has to be approved by management! All pre organized features in the facility can only be moved by staff.

SAFETY

Nothing can be hung from chandeliers or any fixtures in the venue. No slippery items or fluids can be placed on the floor

WE DO ENCOURAGE

The use of easels, posters and other creative ways to market your products, logos, or company name

CANDLES

Or other illumination must be globed and approved by the management prior to the function. No wax candles or open flames are allowed; votives with enclosed oil wicks may be used instead.

ENTERTAINMENT

Any entertainment in the center must maintain a sound level that does not exceed 100 decibels. We have an in house system that is sufficient enough for your use

FLOWERS

Plan on throwing flower petals or blowing bubbles outside the entrance to the building your guests' safety is our highest priority, so we do not allow the use of rice, birdseed, or sparklers.

DELIVERIES

We must be informed of all vendors' delivery times. This allows us to set a schedule and oversee all deliveries, which avoids possible delays in the start of your event.

VENDOR RENTALS

Any rental items you have ordered and scheduled for delivery to The Tago International Center must be accepted by you or a representative of your organization. We can only accept and sign for deliveries arranged by The Tago International Center. All rentals must be delivered and picked up within the contracted event times.

LOADING AREAS

The back door or front door ramp is used for unloading and loading only. Please be considerate and do not park your vehicle there. All deliveries and schedules must be on. Do not park in the fire or handicapped zones. Your vehicle will be towed if left unattended. Please be flexible as loading access changes frequently.

COLLECTION

We can secure items for you that need to be picked up the following morning. However, we cannot assume responsibility for these items. If additional time is needed, arrangements must be made prior to the day of your event.

Thank you for choosing The Tago International Center. We are looking forward to doing business with you for the next 10 years and beyond.

Cheers!

WWW.TAGOCENTER.COM

Atlanta, GA
(678) 768 3717

