

COZE

AN INTIMATE EVENT SPACE

CAPACITY

100 standing. 50 theater style*. 40 seated meal*. 20 meeting/team building.

*Additional tables and chairs are required.

DAY RATES

Monday – Thursday **\$75 per hour** (\$150 deposit)

2 hour minimum.

Friday - Sunday **\$400** (\$200 deposit)

4 hours total: 1 hour load in. 2 hour event time. 1 hour load out.

\$125 per additional hour.

EVENING RATES

Sunday – Thursday **\$500** (\$300 deposit)

5 hours total: 1 hour load in. 3 hour event time. 1 hour load out.

\$125 per additional hour.

Friday **\$875** (\$400 deposit)

7 hours total: 2 hour load in. 4 hour event time. 1 hour load out.

\$150 per additional hour.

Saturday **\$1050** (\$400 deposit)

7 hours total: 2 hour load in. 4 hour event time. 1 hour load out.

\$150 per additional hour.

Daytime load out by 5pm. Evening load in after 5pm. Latest evening load out by 2am.

SITE VISIT APPOINTMENTS

Tuesday and Thursday 12pm - 4pm (by appointment) and Saturday Open Viewing

(one hour). To schedule an appointment or book an event, visit www.cozeatlanta.com



VENUE RENTAL INCLUDES

STAFF

Venue Coordinator

Security Officer (Evening events only)

Bartender (Events serving alcohol. Additional fee required.)

Cleaning Service

TABLES

5 - 29 inch square Cocktail Tables

3 - 6 foot rectangle Tables

1 - 42 inch round Cake Table

Tables do not include linen.

CHAIRS

20 - White Chairs

4 - Barstools

Minimal Lounge Furniture

ROOMS

Catering Prep Space with Refrigerator + Microwave

Dressing Room with Coat Rack

Tasting Room with Credenza + Cake Table

1 – Loft Lounge Area

1 – Rear Lounge Area

AUDIO VISUAL

Complimentary Wireless Internet

In House Sound System (iPod use only)

1 – Television with DVD Player



elope
Atlanta

1 Hour Elopement
Wedding Officiant
Personalized Ceremony
Filing of Marriage License
Up to 8 guests

\$350 Monday - Thursday
\$425 Friday - Sunday

Rules of Engagement:
Come dressed to elope
Cake & beverages permitted
Photographers welcomed
Bring marriage license + id
Mon - Fri: 11am - 1pm - 3pm
Sat - Sun: 10am

elope to cozeatlanta.com for details

COZE VENDOR LIST

Need help planning your party? Check out the vendors we think are just fabulous!

AUDIO VISUAL	Premier Audio Services	404.593.0727
BALLOONS & DECOR	Divine Celebrations	678.462.1242
	It's Your Party	678.613.2234
CAKE & DESSERTS	Apple Butter Bakery	678.476.0902
	Desserts On Delicious	770.617.5910
	My Fair Sweets	404.228.3681
CATERERS	AJ's Catering	678.773.3458
	Bridge Catering	404.223.1582
	Epicurean Catering	404.351.6560
DISC JOCKEY	DJ Spontaneous	678.653.1045
	DJ Team	770.547.4514
	DJ Tron	404.291.1392
DRAPES	Geri Sims	404.558.1300
EVENT PLANNER	AJ Events	770.742.9259
FLOWERS	Edge Design Group	404.321.3491
	Floral Matters	404.840.3664
HOOKAH*	Caterpillars Doorway	404.590.5221
INVITATIONS	Papered Wonders	678.384.1500
LIGHTING & GOBOS	Premier Audio Services	404.593.0727
MAKEUP	Beauty Architect	404.423.0882
PHOTOGRAPHER	Images by N'neka	678.551.2933
RENTALS	Luxe Rentals	678.907.5893
	Peachtree Tents & Events	404.574.6655
	Sweet Seats	770.876.1079
WEDDING OFFICIANT	Wright Now Weddings	678.520.8701

*Exclusive Vendor

POLICIES AND PROCEDURES

BEVERAGES + FOOD

- Outside beverage and food are permitted. We do not offer or permit cash bar or food services.
- Client is responsible for food, beverages, plates, silverware, cups, ice, straws, napkins & linen.
- Coze Bartender required for all events serving alcoholic beverages (beer, wine, champagne, liquor, etc.) **\$100 service fee**
- Bartender service includes: shakers, wine/beer opener, juice pitchers, ice bowl and buckets.
- NO alcoholic favors or "BYOB" Bring Your Own Bottle permitted at Coze.
- All alcohol must be delivered to the bar during LOAD IN time only.
- No cooking allowed on site. Chafers with sternos for warming are permitted.
- Client is responsible to clear plates, cups, and trash during the event.

CANCELLATION

- Events cancelled MORE than 60 days from event date, 50% of the deposit ONLY is refundable. Other monies NON refundable.
- Events cancelled LESS than 60 days from event date, deposit + other monies paid are NON refundable.
- Events may be postponed ONE TIME with transferrable deposit. The event must take place within 60 days of original event date.

DECOR

- Decor must be approved by management prior to event.
- NO taping or tacking to walls, confetti or glitter, animals or tapered candles/exposed flames. Weighted balloons permitted.

DEPOSIT + PAYMENTS

- Deposit is due to reserve date. Events are held **24** hours, pending deposit. No deposit, Event will be cancelled *without notice*.
- Deposit is applied towards final balance. Final balance is due **5** days prior to event date.
- Credit/debit cards, money orders, and checks accepted. Make checks payable to Coze.
- No checks accepted less than 7 days from event date. \$50 return check fee.

LIABILITY

- Coze is not liable for and cannot assume responsibility for damage or loss of property in reserved areas and outside the venue prior to, during, or following your event.
- We appreciate the premises being restored to the original condition following conclusion of your event. In the event, that any property of Coze is damaged by the client, its agents, employees, or any person admitted to the space reserved by client, the client will reimburse Coze for all damages or unusual cleanup fees.
- Caterers and client assumes liability for food served on Coze premises or transported from premises by client and/or guests.
- Coze is not liable in the event guests become ill due to food or drink consumption.

MUSIC

- DJs and live bands are welcome. They must provide their own speakers and equipment. Music ends at close of "event time"
- Coze house system is complimentary for client iPod or computer playlist only. Sound levels are restricted. Please inquire.
- DJs are recommended for some evening events, due to nightclub music levels located below our venue. Please inquire.

POLICIES

- For the safety of our staff, clients, and guests; policies and procedures are subject to change at management's discretion.

PUBLIC EVENTS

- Coze is a PRIVATE event space. No pre sold ticketed, promoted or pay at the door events. Events that violate this policy will be cancelled. 501c3 organization events are permitted.
- Use of the Coze brand for marketing purposes must be approved by management BEFORE public distribution. Coze has the right to deny any materials deemed inappropriate.

SMOKING

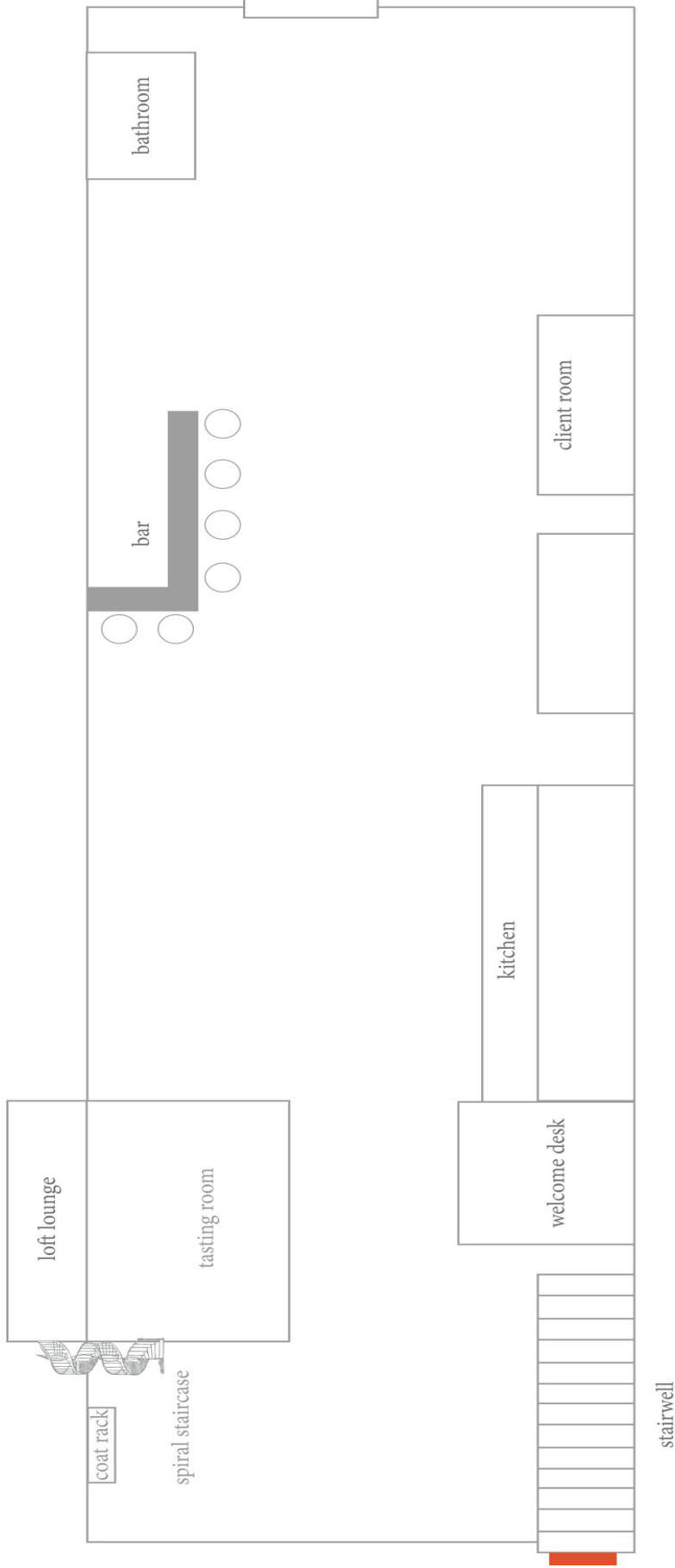
- NO smoking allowed inside Coze Event Space. No exceptions.
- Electronic hookah permitted through our exclusive vendor Caterpillars Doorway 404.590.5221

VENDORS

- Outside vendors are welcome.
- Equipment and rentals must be delivered prior to and picked up at close of the event.

COZE

AN INTIMATE EVENT SPACE



2000 square feet

FLOOR PLAN

404.908.8169 or events@cozeatlanta.com
www.cozeatlanta.com

255 Trinity Avenue SW . Suite A . Atlanta, Georgia 30303

DIRECTIONS

I-75/I-85 SOUTH toward ATLANTA... Take Martin Luther King Jr [Exit 248A].... Keep to your LEFT at the fork... Make a LEFT on Washington Street SW... Make a RIGHT onto Trinity Avenue... Coze is located in the building to your RIGHT after Forsyth Street... Look for the **ORANGE** door. 255 Trinity Avenue SW, Atlanta, Georgia 30303

I-75/I-85 NORTH toward ATLANTA... Take Central Avenue [Exit 246] towards Downtown/Ga Dome... Make a slight RIGHT onto Central Avenue SW... Make a LEFT onto Trinity Avenue... Coze is located in the building to your RIGHT after Forsyth Street... Look for the **ORANGE** door. 255 Trinity Avenue SW, Atlanta, Georgia 30303

I-20 WEST toward ATLANTA... Take Windsor/Spring Street [Exit 56B]... Turn RIGHT onto Ted Turner Drive... Stay straight on Ted Turner Drive... Come to second light... Turn RIGHT onto Trinity Avenue.... Coze is located in the building to your immediate left... Look for the **ORANGE** door. 255 Trinity Avenue SW, Atlanta, Georgia 30303

I- 20 EAST toward ATLANTA... Take Windsor Street [Exit 56B]... Turn LEFT onto Ted Turner Drive... Stay straight on Ted Turner Drive... Come to second light... Turn RIGHT onto Trinity Avenue.... Coze is located in the building to your immediate left... Look for the **ORANGE** door. 255 Trinity Avenue SW, Atlanta, Georgia 30303

PARKING

Parking is available across the street and on each side of the building. Rates: \$4 day. \$5 after 4pm. Exact cash or credit cards. Parking rates are subject to increase for Georgia Dome and city wide events.

255 Trinity Avenue SW, Suite A : Atlanta, Georgia 30303

www.cozeatlanta.com : 404.908.8169

