



When is the Millennium Gate Museum available for private events?

The Millennium Gate Museum (The Gate) is available 7 days a week between the hours of 8:00am and 12:00am (midnight). We contract only one event at a time therefore your event is completely private.

What types of events can be held at the museum?

The museum welcomes any events including corporation, non-profit organizations, fundraisers, social, and weddings. Our staff is flexible to the style and design of an event and is happy to work with any group to make their event successful.

Where can I hold a private event at the Museum?

The museum offers a variety of event spaces for different size events including the Oval Lawn, the Museum Gallery (1st floor), the Upper Terrace, the Rhodes-Robinson Room (5th Floor), and the Rooftop at The Gate (6th floor). You can select one space or do a complete buyout of the whole museum and monument! Check our website for specific details on each event space.

What are your rental fees?

Rates range from \$750 to \$4000 depending on day of the week, event space, number of guests, and duration of event.

What is included in the facility rental fee?

Basic rental fee includes use of designated space for the contracted time, use of the museum's kitchen, and a museum staff representative during the course of the event. All equipment such as tables, chairs, linens, audio-visual, tents, etc may be rented by outside vendors (see preferred vendor list).

When are fees and deposits due?

A non refundable deposit is required to confirm a booking, with the remainder due 30 days prior to the event. Additionally, we collect a damage deposit of \$500 which is refundable within 30 days of the conclusion of an event as long as there is no minor damages to our property or equipment.

Can I purchase extra time for my event?

Yes. Additional time may be purchased at the rate of \$500 per hour.

Is there a neighborhood sound ordinance?

Yes. City of Atlanta enforces a 10:00 pm sound ordinance. Events must end at 10pm.

Can any caterer be used for my event?

The museum has preferred caterers. Should a caterer be selected not on the preferred list, a \$750 additional fee will be charged to the group. Outside caterers must be licensed and insured, providing the museum with a certificate of liability insurance and health department permit.

When can I visit the Millennium Gate to view the space?

We invite you to visit our space Monday - Friday between 10:00 am to 5:00 pm. Please make an appointment for your desired time so that we may give you our undivided attention during your site tour.

When can I set up, and how much time do I have for tear down?

The rental period is for a total of 9 hours. This usually includes approximately 3.5 hours set-up time, 4 hours for the event, and 1.5 hours for cleanup/tear down. Additional time can be purchased upon request.

Are bands and DJ's allowed at Millennium Gate?

Yes. Bands/DJ must provide their sound and lighting equipment. The Atlantic Station noise ordinances states that music must stop by 10:00 pm.

What about wedding or specialty cakes?

Yes, specialty cakes such as wedding, birthday or anniversary cakes may be brought into the Millennium Gate at no additional charge. If being placed inside the museum, a protective floor covering must be used.

What can be thrown at my wedding?

Artificial flowers, rice, glitter, and/or confetti are not allowed to be thrown inside or outside. Real flower petals, sparklers and bubbles may be used outside.

What about a rehearsal time for my wedding?

We will accommodate a 1 hour rehearsal time prior to your wedding. You must book this at least 2 weeks in advance. You may have to work around another booked event.

Are candles allowed?

Candles are allowed as long as the flame is covered/contained by a votive or other suitable enclosure.

What optional equipment is available?

The museum has the following equipment on site – 100 white plastic folding chairs, (2) 8' tables, (2) 6' tables, (15) 60" rounds, 8 highboy tables, small speaker and microphone, podium, and a projector and screen. These items can be rented a minimal set-up fees.

Does the Millennium Gate have any photography requirements?

You are welcome to take pictures in/around the venue during your allotted event time. If another time is requested, we will try to accommodate you but cannot guarantee it, and hourly fees will apply. But we love photos! Please feel free to share your photos with us after your event.

May I hold a date while I make a decision?

We are pleased to hold a date on a tentative hold while you are making a decision. Should another group be interested in your date, we will contact you and give you 24 hours notice to confirm your decision. A signed agreement and deposit reserves the date for you.

Do you offer any discounts?

Our prices are non-negotiable, but we do offer a small discount for qualified charitable and veteran organizations.

What forms of payment do you accept?

We accept online payments through our automated system.

Do you require insurance?

Yes. The renter must demonstrate public liability coverage of at least \$1,000,000.00 for the day of the event, with "The National Monument Foundation" named as an additional insured. The certificate must be provided not later than 30 days prior to your event. To obtain this insurance, we recommend contacting the holder of your homeowner's insurance, as they typically do not charge additional. If that is not an option, we recommend obtaining the insurance through companies such as www.theeventhelper.com or www.wedsafe.com

What are my parking options?

Both complimentary street parking and the parking deck at Atlantic Station are available and only a short walk to the Museum. Pre-paying for the parking deck along with valet are both available options which must be arranged in advance.

Do you require security?

For events with over 100 guests, the Museum recommends 1 security guard per 100 guests.