

General Event Information

Caterers

- Morton's The Steakhouse 404-577-4366
- Pacific Rim Bistro 404-893-0018
- Big Kahuna 404-644-0909

Rules:

- All Events shall be coordinated through Morton's, Pacific Rim or Big Kahuna with Portman Management, LLC.
- Events are considered tentative until Portman Management, LLC receives a signed License Agreement, along with copies of any security deposits required therein.
- Portman Management, LLC reserves the right to refuse permission for any event in the common area that does not meet the building owners' approval.
- License Agreements must be received by Portman at least 1 week prior to an event.
- Signage in common areas is not permissible unless it has been pre-approved by Portman Management, LLC. If signs are placed in the common areas without prior approval, they will be removed.
- Housekeeping, HVAC & Security are scheduled through Portman Management, LLC ONLY at the request of Morton's, Pacific Rim or Big Kahuna.
- Events taking place Monday-Friday must NOT begin before 5:30pm.
- Music is allowed but cannot start before 6pm.
- All events must end at 12 Midnight.
- Events in the Lower Lobby & Atrium Lobby must not exceed 500 persons.
- Deliveries of equipment, furniture or supplies on weekdays must be made after 3:00 pm the day of the function.
- Pick up of equipment, furniture or supplies must be completed no later than 8:00 am the day after the function. Failure to comply with this rule will result in forfeiture of security deposit.
- The Facilities may not be used by any commercial bank, savings bank, savings and loan association, trust company, credit union, mortgage company or other

entity which offers the same or similar financial services (a “Financial Service Provider”) without approval of Truist Bank (the building owner).

Standard Event Fees:

Corporate Venue Fees

- 1-200 guests \$1000.00
- 200 plus guests \$2000.00

For Corporate events venue fee covers only the venue. Events of 200 plus also incur additional security & housekeeping, per 100 guests at rates shown below.

Security Deposits

1-200 guests	\$500.00
200+ guests	\$1,000.00

Everyone is required to provide a security deposit.

A copy of the Security Deposit made out to Morton’s, Pacific Rim or Big Kahuna MUST BE provided with the signed agreement to hold a date.

Security

\$52 per hour/per officer with a 4-hour minimum. 1 officer per 100 guests, plus an additional officer if alcohol is served. Security is scheduled 30 min before and after each event. We require 24-hour notice for cancelations to avoid security charges.

Housekeeping

\$25.00 per hour/per housekeeper with a 4-hour minimum on weekdays. \$35.50 per hour/per housekeeping with a 4-hour minimum on weekends. 1 housekeeper per 100 guests. Housekeeping is scheduled 30 min before and after each event.

We require 24-hour notice for cancelations to avoid security charges.

NOTE: Film, video, fashion shows, trade show venue rates not included in standard rates above.