

Hosting an Event at The Book Cellar



951 Railroad Street, Conyers, GA

Introduction

Thank you for thinking of us to host your upcoming event. We appreciate your support; however, as our primary focus is operating a bookstore and café, we are unable to accommodate most event requests at this time. Priority is given to frequent customers of The Book Cellar.

Types of Events Allowed

We'd love to have you utilize our space! However, the bookstore does not offer rentals for events that are not one of the three listed below. Please note: we do not allow birthday parties, bridal showers, baby showers, or any other similar event.

- **Book Clubs**
- **Book Signings**
- **Photography Sessions**

Pricing

Book Club Meeting Package

Flat Rate: \$250

90-minute time slots

Scheduled during regular business hours

Book Signing Package

Flat Rate: \$1000

Morning: 10:00 AM – 12:00 PM OR Evening: 5:00 PM – 7:00 PM

Scheduled outside of regular business hours

In-Store Photoshoots

Flat Rate: \$100/hr

2-hr maximum

Scheduled outside of regular business hours

What to Expect

Book Club Meeting:

- Private Meeting Space - Reserved use of our front classroom area; Comfortable seating for up to 12 guests
- Light Refreshments - 2 charcuterie boards for sharing; Self-serve drink station (lemonade & tea)

Book Signing:

- Private Meeting Space - Reserved use of our lounge area; Seating for up to 30 guests, Standing room capacity up to 50 guests total
- Dedicated event host
- Light Refreshments - 2 charcuterie boards for sharing; Self-serve drink station (lemonade & tea)
- Set up and breakdown handled by our team

Photoshoot:

- Clients must provide their own photographer.
- Clients are liable to pay for any and all damages incurred during the duration of their shoot.
- Only 3 people are allowed in the store during a photoshoot. This number includes the photographer
- All space rentals for photography must be made a minimum of 72 hours prior and received pre-approval
- Store merchandise may not be used as props, and damages of said merchandise will result in additional fees

Food & Beverages

NO OUTSIDE FOOD OR DRINKS ARE PERMITTED. Food services, outside the provided charcuterie boards, are available for purchase through the Book Cellar upon request.

FAQs

1. How do I reserve the space?

Submit an inquiry > Confirm availability & approval of event request with management > Pay a deposit > Your booking is secured once the deposit is received.

2. Can I decorate the space?

No decorations outside of table staging decor (for book signings only) are allowed. There are to be no decorations that adhere to the walls, doors, or building structures.

3. What is your setup and cleanup policy?

We allow an additional 30 minutes prior to your event window for arrival and setup. We ask for all trash to be thrown away in the provided waste basket(s) after your event has concluded, and that the event space is returned to the condition in which you arrived.

4. Can I bring my own food and drinks?

No, at this time we do not allow any outside food, drinks, or outside catering.

5. Is alcohol allowed?

No outside alcohol is allowed, but an option for Sangria or wine may be purchased directly from The Book Cellar for an additional fee before the deposit is paid and the rental agreements are signed.

Contact

TICO HALL

IN-STORE EVENTS MANAGER

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