



Room6Twelve Event Center

[Room6Twelve](#) is a premium celebration venue 25 minutes west of Downtown Atlanta, with customizable package choices that include venue and entertainment.

This venue is ideal for any type of event, such as Weddings and Receptions, Baby Showers, Birthday parties, Corporate Meetings, Holiday Celebrations, Baptisms, Engagement parties and so much more. Whether you're planning a small social event, a private celebration, a large-scale conference, or a school fundraiser, our beautiful location is guaranteed to pique your visitors' interest.

We are available for rent 7 days a week, We have ample parking, and we are conveniently located on the ground level with handicap accessibility.

The venue is 3400sq. ft. with a capacity for 125 people. Our clients are welcomed to bring their own food, music and beverages, or we can recommend our preferred vendors to provide services for you.

FREQUENTLY ASKED QUESTIONS

Payment Policy

Room6Twelve does not reserve an Event Date and Event Time until Client has made a down payment of AT LEAST 25% event rental fee at time of signature of the contract. Full payment should be made no later than 30 days prior to the Event.

*ADDITIONAL THREE HUNDRED DOLLARS (\$300) SECURITY DEPOSIT IS TO BE DELIVERED NO LATER THAN 5 DAYS PRIOR TO EVENT . Your event WILL NOT be held without your SECURITY DEPOSIT being paid.

Security Deposit will be refunded the following WEEK once the Proprietor is satisfied that the Facility was left in good condition after the event and no damage or loss occurred.

FAILURE TO MAKE FULL PAYMENT AT LEAST 30 DAYS PRIOR TO AN EVENT DATE WILL RESULT IN IMMEDIATE CANCELLATION OF THE RESERVATION. ALL FUNDS RECEIVED WILL BE RETAINED.

*Bookings made within 30 DAYS of a requested date must pay 50% deposit. The other 50% has to be scheduled.

Any cancellations are subject to 0% refund AND 175.00 MOVING DATE FEE.

Presidential & Penthouse Packages comes with 10 Circle Tables and the use of all rectangle tables. Only 13 Table linens will be provided. Extra table linens are \$15.00 per.

For parties not wanting to use the last hour to clean up, we offer a cleaning service for \$350.00

Extra time is \$175.00 per hour if available and scheduled prior to the event .

Extra time scheduled for your Event the day of is \$250.00 per hour

Non Permissible items

No smoking, cooking or Open flames.

Sparklers, pyrotechnics are STRICTLY PROHIBITED. (Chaffing Dish Burners Are Acceptable)

FIRECRACKERS, EXPLOSIVES IN THE FACILITY OR WITHIN A ONE BLOCK RADIUS OF THE FACILITY

THE USE OF ANY TYPE OF GRAFFITI, CONFETTI, GLITTER, SILLY STRING are STRICTLY PROHIBITED.

THE USE OF ANY TYPE OF STAPLES, NAILS, PUSH PINS, THUMB TACKS OR SCREWS are STRICTLY PROHIBITED.

Event Parking

Free Event parking is located in the FRONT of the building in designated and marked parking spots. Parking DIRECTLY in the front of the VENUE is strictly prohibited. Cars left here will be towed at owners request. Room6Twelve is not responsible for damage or theft to vehicles.

Cancellation Policy

Please note:

postponements are considered cancellations.

We are not responsible for weather, travel, or guest/attendee circumstances, etc.

Cancellations must be made in writing or by person-to-person communication (no voicemail message).

IF FOR ANY REASON WE ARE UNABLE TO OPERATE DUE TO GOVERNMENT MANDATE (PARTICULARLY BUT NOT LIMITED TO COVID-19) POSTPONEMENT WITHIN 18 MONTHS OF THE EVENT WILL BE GRANTED AND NO CANCELLATION FEE WILL BE CHARGED. NO REFUNDS WILL BE MADE WHATSOEVER

[CHOOSE A VENUE WITH AN IN-HOUSE EVENT PLANNER](#)

If you're planning an event, such as a birthday party, baby shower, or wedding reception, you may be considering whether to work with an event planner or choose an event venue that has an in-house event planner. Here are the top qualities to look for when hiring an event planner, as well as the benefits of choosing an event venue with an in-house event planner.

Top Qualities to Look for When Hiring an Event Planner:

1. **Communication Skills:** A good event planner should be able to communicate effectively, both in writing and speaking. They should be able to listen to your ideas and provide clear and concise feedback.
2. **Attention to Detail:** Event planning requires a keen eye for detail. A good event planner should be detail-oriented and able to manage all aspects of your event.
3. **Creativity:** A good event planner should be able to come up with fresh ideas and unique solutions to make your event stand out.
4. **Organizational Skills:** A good event planner should have excellent organizational skills and be able to keep track of all the details, from vendor contracts to guest lists.
5. **Professionalism:** A good event planner should be professional in their approach to work. They should be responsive to your emails and calls, and they should be punctual and respectful of your time.

6. Experience: A good event planner should have a track record of planning successful events, preferably in the same or similar category as your event.

Benefits of Choosing an Event Venue with an In-House Event Planner:

1. Convenience: When you choose an event venue with an in-house event planner, you'll have the convenience of having everything in one place. You won't have to spend time searching for a separate event planner, and you'll have access to all the venue's resources.
2. Cost Savings: Some event venues may offer discounts or packages when you use their in-house event planner. This can help you save money on your event planning expenses.
3. Expertise: An in-house event planner is familiar with the venue's layout, services, and resources. They can provide expert guidance and suggestions that can help you create a successful event.
4. Seamless Coordination: An in-house event planner works closely with the venue's staff to ensure that everything runs smoothly on the day of the event. They can coordinate with vendors, manage timelines, and handle any unexpected issues that may arise.
5. Customization: An in-house event planner can help you customize your event to fit your vision and budget. They can offer suggestions and options that work within your preferences and constraints.

In conclusion, choosing an event venue with an in-house event planner can offer many benefits, including convenience, cost savings, expertise, seamless coordination, and customization. By considering the top qualities to look for when hiring an event planner, you can ensure that you're working with a professional who can help make your event a success.