



THE ROOFTOP AT CRABAPPLE MARKET

FAQs

Location and Accessibility:

The RoofTop is located at Crabapple Market in the heart of Milton, GA. Address: 12630 Crabapple Rd., Suite 340, Milton, 30004. It is situated on the 3rd floor directly above Savi Provisions and Simply Bliss Nail Salon. There are stairs to the space beside Savi and an elevator located between PT Solutions and Knuckies Hoagies which is available for those with physical disabilities and for taking items up to the space.

Parking:

There is ample parking located in the two level parking garage and in the "Grove" lots in front of The RoofTop. Extra parking is available on the east side of the retail center in the Lecom Trace parking lot to the right of The Green, and in the East Parking lot behind Crabapple Dental and Indigo Home & Design. We do not allow parking directly on behind the businesses to keep those spaces for our patrons. Parking for your event will be determined by day of the week, along with the time of the event and will be determined on an individual basis.

Capacity:

The permitted amount of people allowed at The RoofTop for an event is **120**, which includes any catering and bartending staff.

- For a sit-down dinner, we recommend no more than **60** people.
- We reserve the right to approve the number of attendees at any given event.

Technology:

- Large screen smart tv with Bluetooth or plug in capability to computer for slideshows/presentations
- Sonos speakers
- No PA system available

Music:

Music is allowed with either a DJ or a live band. No amplified music is allowed on the patio per the City of Milton's restrictions. **Music must end 11PM per city of Milton ordinance.**

Teen Party Rules:

- No alcohol at all (even for adults that are present).
- Must hire an off-duty Milton police officer.
- No more than **60** people in attendance.





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Furnishings:

Interior space: Six counter height tables and 36 chairs, including an additional 6 bar height chairs. Two “living room” seating areas with a leather couch, 4 chairs and coffee table on one side, and 4 chairs and coffee table on the other side.

Patio: Four highboy tables with 16 chairs, one sectional sofa, one sofa and two chairs, two coffee tables

Patio: Louvered roof

Catering Kitchen: refrigerator, 2 microwaves, 2 warming drawers, dishwasher, Supplies (trash bags, paper towels, toilet paper). There is no ice maker so you will have to provide all your own ice. All garbage must be removed at the end of the event and deposited in the dumpsters directly across from the elevator.

Dumbwaiter: Located beside the stairs to venue for delivering items to third floor. Training is provided in advance if you would like to use this during your event. Any furniture needs, other than what is in the space, will need to be rented and delivered. If you cannot be on hand for the delivery of furniture, a concierge fee will be charged. There is no storage for unused furniture. The tables and chairs may be moved, but we ask that the “living room” areas remain where they are currently unless given express permission to move them.

Preferred Vendor List:

Caterers:

- Three Sisters
- Spiced Right Ribhouse
- Talk of the Town
- Resto L'Antoinette
- Olde Blind Dog
- Tres Lunas
- Milton's Cuisine & Cocktails
- New York Butcher Shop

Alcohol Providers:

- Resto L'Antoinette
- Olde Bind Dog
- Milton's Cuisine & Cocktails
- Top Job
- Tres Lunas

Alcohol:

- Alcohol providers must submit a Catered Event Permit to the City of Milton.
- **You may not bring in your own alcohol.** It must be provided by a state licensed business and served by a licensed bartender.
- **No alcohol is allowed at any event which is primarily for underage attendees. i.e. Sweet Sixteen Party/High School Graduation Party.**





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Pricing :

RENTAL FEES

- **Monday - Thursday Rental**
Half Day (4 Hours): \$800
Full Day (5-8 hours): \$1200
- **Friday, Saturday & Sunday Rental**
All Day: \$1400

DEPOSIT

Refundable Deposit: Half of Rental Fee

****All pricing includes a \$300 cleaning fee****

Fees:

Reservation process:

- Complete event questionnaire, return
- Once your event is approved, a license agreement for use of the venue is issued
- Fees due with license agreement – refundable deposit and ½ rental fee
- Seven Days prior to the event – ½ rental fee
- Date cannot be confirmed/reserved until the fees and executed license agreement are received.

Booking is on a first-come first-served basis.

Insurance Requirements:

1. **Certificate of Insurance is required from your food caterer and alcohol provider.**
2. **Liability insurance provided by your company or by an individual**

From our license agreement:

- Commercial general liability insurance in the amount of at least \$2,000,000.00 combined single limit and, if alcoholic beverages will be sold or consumed in the License Area, liquor liability coverage with a limit of not less than \$1,000,000.00
- Event insurance is provided by Lara Wallace if you do not have liability insurance (contact info below)

Lara Wallace - Wallace Insurance Services
lara@wallaceinsuranceservices.com 626-864-2290

