

THE FOUNDRY AT PURITAN MILL

Built in 1921, The Foundry at Puritan Mill was constructed and operated by Puritan Chemical Company. Puritan soap and other cleaning products were manufactured and stored in the building until they were shipped on the neighboring Atlantic Coast Line Railroad. The site served as the Atlanta headquarters for Puritan Chemical Company until 1996. In 2000, the location was purchased by Urban Realty Partners and Weaver & Woodberry Company to be restored and converted into a mixed-use facility.

At 12,000 square feet, The Foundry is a truly dramatic and flexible event space. Original pine beams, expansive skylights, and polished concrete floors offer a backdrop with character and history, illustrating the industrial past and lively present of Atlanta's popular Westside. The spacious interior affords ample room for the installation of virtually any event—from formal weddings to high-energy social events.

Facility Address: 916 Joseph E. Lowery Boulevard **NW**, Atlanta, Georgia 30318

Office Address: 817 West Peachtree Street, NW, Suite 400 Atlanta, Georgia 30308

Capacity

The maximum capacity of the space may vary from below due to seating requirements, dance floor size, catering needs and audio/visual needs. The 12,000 square foot event space can comfortably accommodate the following number of guests:

Reception	1,200 guests
Seated Dinner	800 guests
Theater Style	650 guests
Wedding ceremony/reception	350 guests

Facility Rental Fees

(Facility fees may vary depending on time of the year, beverage minimums also may apply)

<u>Day of the week</u>	<u>Rental</u>	<u>Beverage minimum</u>	<u>Ceremony fee</u>
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Sunday-Friday	\$4,000.00	*N/A	\$1,000.00
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*Beverage minimums may apply depending on day of week and time of year, ask your sales rep for details.

Saturday	\$5,000.00	\$5,000.00	\$1,500.00
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- Rental fees are based on a four-hour event with four hours of support time. Additional access time is available at \$400 per hour. An additional fee may apply to event time after midnight. The ceremony fee gives an extra hour of event time, an extra hour of load-in time, a one-hour rehearsal the day before (based on venue availability) and a room for the bride to change in.

THE FOUNDRY AT PURITAN MILL

The rental fee includes use of:

25- 60" round tables	10 - 36" round tables (can be cocktail or high-top height)
9 - 48" round tables	250 Fruitwood Chivari Chairs (dark brown stained wood)
4 - 8' wooden farm tables	

- Rental also includes 190 feet of ivory sheer drape hanging from ceiling to floor at designated points. To remove or move draping to other rigging points, there is a \$250.00 fee per 80 feet, maximum \$500.00 charge.
- The rental fee includes access to the 300-space parking lot. Valet services may be required for any event exceeding 400 guests. Daytime events are limited to 50 parking spaces.
- The Rental includes access to the outdoor Urban Garden and café lighting.
- The rental fee includes security for 300 guests. If attendance is to exceed 300 guests, one additional officer is required for every 150 guests at a rate of \$210 each. (Additional security rules apply to Sorority/Fraternity Functions)
- Novare Events, LLC handles all of the beverage services for your guests. No outside beverages may be brought on premise. A beverage minimum of \$5,000 applies to all Saturday evenings.
- There are approved caterers at The Foundry. Please contact your caterer for any food service needs.
- A \$2,000 outside catering fee applies to any caterer selected who is not on our approved list.
- Please inquire about available valet, tenting, restroom attendants and coat check services.
- Rates for December, proms, and non-profit organizations vary from standard rates, please request more information.
- Rates are subject to change without notice.

Deposits & Payments Policies

DEPOSITS & PAYMENT POLICIES

- The rental fee is due with the return of the signed rental agreement. The date of the event is not reserved until this payment and the signed rental agreement are received. The rental fee is non-refundable.
- Six (6) months prior to the event date, the beverage minimum is due.
- Five (5) working days prior to the event date, the final payment is due. The final payment must be made with a credit card or certified check.
- A \$1,500 security deposit is due five (5) days prior to your event as security for any damages that may occur.
- Novare Events accepts payments in the form of cash, check or credit card. Checks may be made payable to "Novare Events, LLC." A 3 or 4% administration fee applies to all credit card transactions.

The Foundry at Puritan Mill

Beer and Wine Hosted Bar

4 Hour Open Bar - \$26.00++ per guest

\$4.00++ per guest for each additional hour

Children between ages 6-20 \$10.00++ for unlimited non-alcoholic beverages

Includes:

Butler passed wine upon guest arrival

Beers –Stella Artois, Sweetwater 420, Bud Light, and Yuengling

House Wines – Sycamore Lane Chardonnay, Sycamore Lane Pinot Grigio, Sycamore Lane Cabernet Sauvignon, Freixenet Sparkling Wine

Non-alcoholic Beverages – Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, and Bottled Water

Premium Wines, \$3.00 additional per person –

Noble Vine 242 Sauvignon Blanc, Noble Vines 44Chardonnay, Noble Vines 446 Pinot Noir, Irony Cabernet Sauvignon, Stellina Di Notte Prosecco

Call Brand Hosted Bar

4 Hour Open Bar - \$31.00++ per guest

\$5.00++ per guest for each additional hour

Children between ages 6-20 \$10.00++ for unlimited non-alcoholic beverages

Includes:

Butler passed wine upon guest arrival

Liquors – Smirnoff Vodka, Gordon's Gin, Johnnie Walker Red Scotch, Jack Daniel's Bourbon, Seagram's 7 Blend, American Spirit Whiskey and Ron Carlos Rum

Beers –Stella Artois, Sweetwater 420, Bud Light, and Yuengling

House Wines – Sycamore Lane Chardonnay, Sycamore Lane Pinot Grigio, Sycamore Lane Cabernet, Freixenet Sparkling Wine

Non-alcoholic Beverages – Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, and Bottled Water

Premium Brand Hosted Bar

4 Hour Open Bar - \$37.00++ per guest

\$6.50++ per guest for each additional hour

Children between ages 6-20 \$10.00++ for unlimited non-alcoholic beverages

Includes:

Butler passed wine upon guest arrival

Liquors – Ketel One Vodka, Bombay Gin, Glenlivet 12 year, Bulleit Bourbon, Crown Royal Blend, American Spirit Whiskey, and Bacardi Light Rum

Beers –Stella Artois, Sweetwater 420, Bud Light, and Yuengling

Premium Wines – Noble Vines 242 Sauvignon Blanc, Noble Vines 446 Chardonnay, Noble Vines 446 Pinot Noir,

Irony Cabernet Sauvignon – Lodi, Stellina Di Notte Prosecco

Non-alcoholic Beverages – Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, and Bottled Water

Upgraded wines options

Select (4) of the following to upgrade Premium package for \$10

Select (4) of the following to upgrade Call package for \$13

Wine service with dinner, added to package at 7.00 per person

La Crema Chardonnay Sonoma Coast, Raeburn Chardonnay Russian River Valley, Matura Sauvignon Blanc Marlborough, Château Minuty Rosé Cotes de Provence

R. Stuart & Co. Love, Oregon Pinot Noir Oregon, Cambria Pinot Noir Santa Maria Valley, Black Stallion Cabernet Sauvignon Napa, Sterling Vineyards Napa Valley Cabernet Sauvignon, Gérard Bertrand Kosmos Red Blend Languedoc-Roussillon

Please note to keep up with the ever-changing wine market, options may change based on availability

The Foundry at Puritan Mill

Consumption Bar Pricing:

Call Brand Liquor Drinks:	\$7.00++ per drink
Premium Brand Liquor Drinks:	\$8.00++ per drink
House Wine:	\$7.00++ per glass
Premium Wine:	\$8.00++ per glass
Beer:	\$5.00++ per bottle
Non-alcoholic Beverages:	\$2.50++ per drink

Miscellaneous Beverage Options:

Passed Toast with Freixenet Sparkling Wine	\$4.00++ per guest
Passed Toast with Stellina Di Notte Prosecco	\$5.00++ per guest
Noble Vines 515 Vine Select Rose	\$2.00++ per guest
Tablesides House Wine Service during Dinner added to pp bar package	\$4.00++ per guest
Tablesides Premium Wine Service during Dinner added to pp bar package	\$5.00++ per guest
Cordials: Bailey's, Kahlua, Amaretto di Saronno & Frangelico	\$9.00++ per guest

Ask about our local craft beer upgrades

Staff Charges:

A fee of \$150 per Bartender, \$150 per Bar Back, and \$150 per Busser is applicable for the above bar service options. One bartender is required for every 75 guests and one bar back plus one busser are required for every two bartenders.

Additional Information:

++ denotes that all beverages are subject to a 22% service charge and 8% sales tax applied to beverage and service charges. An additional 3% sales tax applies to all liquor charges.

All alcoholic beverage service for the events at The Stave Room is provided by Novare Events, LLC.

THE FOUNDRY AT PURITAN MILL

Approved Caterers

A Divine Event

info@adivineevent.com
770.587.9117
www.adivineevent.com

Affairs to Remember

Chris McKinstry
Chrismc@affairs.com
404.872.7859
www.affairs.com

***Bold American Catering**

Molly Irwin – Social
mirwin@boldamerican.com
678-302-3224
Megan Wentz – Corporate
Mwentz@boldamerican.com
678.302.3223

Dennis Dean, A Catering Company

Clare Dornburg
clare@dennisdeancatering.com
404.475.1002
www.dennisdeancatering.com

Endive

Julia Hurwitz
Julia@endiveatlanta.com
404.504.9040
www.endiveatlanta.com

Palate

Steve Moore
steve@glorousevents.com
678.205.3180
www.glorousevents.net

Legendary Events

Sam Polk
spolk@legandaryevents.com
404.350.6683
www.legandaryevents.com

Proof of the Pudding

Barbara Yontz
byontz@proofpudding.com
404.898.1759
www.proofpudding.com

Soiree Catering

Kelly Walling
Kelly@soireecateringatlanta.com
404.467.1669
www.soireecateringatlanta.com

Three Sisters Catering

Kate Holway – Social
kate@catererwiththreesisters.com
404.488.4565
www.catererwiththreesisters.com

***\$1,000 room rental discount will be offered if our preferred caterer, Bold American Catering, is used**

If you would like to use a caterer that is not on our approved list, we will need a copy of their business license and proof of insurance. There is also a \$2,000 kitchen use/outside catering fee. Please be sure that your caterer can comply with our house rules (see your Account Manager for details) before you sign a contract with a caterer that is not on our approved list.

Please note many of our approved caterers are happy to work with a variety of different Ethnic restaurants and caterers to provide specialty cuisine for your event.