

## 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](mailto:info@adivineevent.com)  
770.587.9117  
[www.adivineevent.com](http://www.adivineevent.com)

#### **Affairs to Remember**

Chris McKinstry  
[Chrismc@affairs.com](mailto:Chrismc@affairs.com)  
404.872.7859  
[www.affairs.com](http://www.affairs.com)

#### **\*Bold American Catering**

Molly Irwin – Social  
[mirwin@boldamerican.com](mailto:mirwin@boldamerican.com)  
678-302-3224  
Megan Wentz – Corporate  
[Mwentz@boldamerican.com](mailto:Mwentz@boldamerican.com)  
678.302.3223

#### **Dennis Dean, A Catering Company**

Clare Dornburg  
[clare@dennisdeancatering.com](mailto:clare@dennisdeancatering.com)  
404.475.1002  
[www.dennisdeancaterinng.com](http://www.dennisdeancaterinng.com)

#### **Endive**

Julia Hurwitz  
[Julia@endiveatlanta.com](mailto:Julia@endiveatlanta.com)  
404.504.9040  
[www.endiveatlanta.com](http://www.endiveatlanta.com)

#### **Palate**

Steve Moore  
[steve@glorousevents.com](mailto:steve@glorousevents.com)  
678.205.3180  
[www.glorousevents.net](http://www.glorousevents.net)

#### **Legendary Events**

Sam Polk  
[spolk@legendaryevents.com](mailto:spolk@legendaryevents.com)  
404.350.6683  
[www.legendaryevents.com](http://www.legendaryevents.com)

#### **Proof of the Pudding**

Barbara Yontz  
[byontz@proofpudding.com](mailto:byontz@proofpudding.com)  
404.898.1759  
[www.proofpudding.com](http://www.proofpudding.com)

#### **Soiree Catering**

Kelly Walling  
[Kelly@soireecateringatlanta.com](mailto:Kelly@soireecateringatlanta.com)  
404.467.1669  
[www.soireecateringatlanta.com](http://www.soireecateringatlanta.com)

#### **Three Sisters Catering**

Kate Holway – Social  
[kate@catererwiththreesisters.com](mailto:kate@catererwiththreesisters.com)  
404.488.4565  
[www.catererwiththreesisters.com](http://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.**

## THE FOUNDRY AT PURITAN MILL

### Recommended Vendor List

#### **Florist/ Décor Company**

Bold American Events		404.815-1178
Tulip Blooming Creations		404.622.8828
Jackson Durham	Chris Macksey	404-754-6046

#### **Lighting/AV**

Active Production and Design, Inc.	Matt Clouser	404.633.3527
Magnum Productions	John Scruggins	404-872-0553

#### **Bakeries**

Classic Cheesecakes		404.233.9636
Highland Bakery		404.586.0772
The Frosted Pumpkin		770.205.7998

#### **Photography**

Decisive Moments		404.275.5684
Anna and Spencer Photography		404-357-5304
The Willetts, Caroline and Gregg		404.964.8268
Vue Photography		404.844.8568

#### **Officiants**

Rabbi Winokur		770.641.8630
Kris McDaniel, mcdaniel.kris@gmail.com		404.365.6700
Judge Hugh Robinson		770.528.2466
Rev. Msgr. Henry C. Gracz		404.521.1866
Chaplain Jeremiah O'Keefe-West		404.261.5059

#### **Entertainment**

##### **Bands:**

Axtell Productions (Moxie)		770.441.9494
Atlanta Bands and DJ's	Ted Crowder	770.993.8688
East Coast Entertainment	Mark Letalien	404.351.2263
Event Performance	Cheryl Ahlzadeh	770.518.1317
Sam Hill Entertainment	Hank Wells	866.SAM.HILL

##### **String Quartet:**

The Renaissance String Quartet		404.636.0020
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##### **Harpist:**

Catherine Rogers		404.321.6802
Sandra Harris		770.552.7428

##### **DJ's:**

Spectrum Entertainment (Lou Guzzo)		770.441.9806
Atlanta Bands and DJ's (Ted Crowder)		770.993.8688

##### **Draping**

Event Drapery		404.597.4653
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**Interactive Photography:**

Button It Up

770.664.4049

**Transportation**

*Atlantic Limousine and Transportation	Holly Adams	770.733.0751
Lovely View of Heaven (antique cars)		770.476.4155
Classy Car Limo (antique cars)		678.231.5257
Nottingham Shire & Carriage		404.622.0526
Trolley- Glenn Phillips		770.977.0810
The Georgia Tech Ramblin' Wreck	Debraca Shelton	404.894.9643

**Rentals**

*Peachtree Tents and Events	Ginnie Temple	404.574.6655
Collection Event Rentals	Lois Bourne	404.720.0085

## Preferred Hotels:

### **Marriott Courtyard Midtown**

1132 Techwood Drive  
www.atlantacyevents.com  
Tigina Hodges-Taylor  
[Tigina.hodges@marriott.com](mailto:Tigina.hodges@marriott.com)  
404-713-0933

### **Glenn Hotel**

110 Marietta Street NW  
www.glennhotel.com  
Maud Eeuwen  
Maud.eeuwen@glennhotel.com  
404-469-0592

### **Four Seasons**

75 14<sup>th</sup> Street  
Courtney Clough  
www.fourseasons.com  
Courtney.clough@fourseasons.com  
404-253-3815

### **Marriott Suites Midtown**

35 14<sup>th</sup> Street  
www.marriott.com  
Tigina Hodges-Taylor  
[Tigina.hodges@marriott.com](mailto:Tigina.hodges@marriott.com)  
404-713-0933

### **Renaissance Atlanta Midtown**

866 West Peachtree Street, NW  
www.renaissancehotels.com  
Heidi Hill  
Heidi.hill@marriott.com  
678.237.5409

### **The Ritz Carlton**

181 Peachtree Street, NE  
www.ritzcarlton.com  
Cari Compton  
cari.compton@ritzcarlton.com  
404-240-7049



## **THE FOUNDRY AT PURITAN MILL**

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

### **Traveling South on I-85**

Take the exit for 10<sup>th</sup> and 14<sup>th</sup> Streets.  
Turn right onto 10<sup>th</sup> Street.  
Travel approximately 0.8 miles to Northside Drive.  
Follow until 10<sup>th</sup> Street and turn right.  
After crossing Howell Mill turn left at the next stop sign onto Brady Street.  
At the light, turn right onto West Marietta Street.  
At the next light, make a sharp left turn onto Joseph E. Lowery Boulevard (formerly known as Ashby Street) across from the King Plow Arts Center.  
Puritan Mill is the set of buildings on the right.  
Enter the second driveway of the 916 building and park in the rear parking lot.  
Enter the set of double doors in the middle of the building from the parking lot.

### **Traveling North on I-75/I-85**

Exit 10<sup>th</sup> Street exit.  
Turn left onto 10<sup>th</sup> Street.  
After crossing Howell Mill turn left at the next stop sign onto Brady Street.  
At the light, turn right onto West Marietta Street.  
At the next light, make a sharp left turn onto Joseph E. Lowery Boulevard (formerly known as Ashby Street) across from the King Plow Arts Center.  
Puritan Mill is the set of buildings on the right.  
Enter the second driveway of the 916 building and park in the rear parking lot.  
Enter the set of double doors in the middle of the building from the parking lot.

### **Traveling South on I-75**

Exit Northside Drive.  
Turn right, traveling south on Northside Drive.  
Follow until 10<sup>th</sup> Street and turn right.  
After crossing Howell Mill turn left at the next stop sign onto Brady Street.  
At the light, turn right onto West Marietta Street.  
At the next light, make a sharp left turn onto Joseph E. Lowery Boulevard (formerly known as Ashby Street) across from the King Plow Arts Center.  
Puritan Mill is the set of buildings on the right.  
Enter the second driveway of the 916 building and park in the rear parking lot.  
Enter the set of double doors in the middle of the building from the parking lot.

### **Traveling East on I-20**

Take the exit 55A.  
Turn left onto Oak Street.  
Turn left onto Joseph E. Lowery Boulevard (formerly Ashby Street).  
After passing Jefferson Street look for Puritan Mill signage on the left and turn in the entrance for building 916.  
Park in the rear parking lot.  
Enter the set of double doors in the middle of the building from the parking lot.

### **Traveling West on I-20**

Take the exit 55A.  
Turn right onto Oak Street.  
Turn right onto Joseph E. Lowery Boulevard (formerly Ashby Street).  
After passing Jefferson Street look for Puritan Mill signage on the left and turn in the entrance for building 916.  
Park in the rear parking lot.  
Enter the set of double doors in the middle of the building from the parking lot.