

## THE STAVE ROOM AT AMERICAN SPIRIT WORKS

Facility Address: 199 Armour Drive, Atlanta, GA 30324

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

The Stave Room, housed in American Spirit Works, is located in the trendy Sweetwater Design District, nestled under I-85 between Buckhead and Midtown. American Spirit works includes our neighbors, a fully functioning Whiskey distillery, a covered breezeway overlooking the distillery, a 3000-square foot courtyard with retractable sunroof and our 10,500 square foot event space. The Interior space, with its 18-foot ceiling and polished concrete floors, boasts a refined yet rustic interior with warm urban charm.

### 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 10,500-square foot event space can comfortably accommodate the following number of guests:

Reception	1,000 guests
Seated Dinner	550 guests
Theater Style	550 guests
Wedding ceremony/reception	400 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>			
Sunday-Friday	\$4,000.00	N/A	\$1,000.00
Saturday	\$5,500.00	\$5,000.00	\$1,500.00

- 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. A ceremony fee of \$1,500 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 bridal changing room.

- The Courtyard space can be rented, upon availability, in conjunction with The Stave room for an additional \$1,500.00. This is common use area for the building and strict guidelines do apply.

## **THE STAVE ROOM**

### **The rental fee includes use of:**

- 10-Farm Tables (8 ft x 35"), 20-60" round tables, 6-30" Farm-style High Top Tables,
- 4-Farm-style 36" round cocktail tables, 7-48" round tables, 10-6' rectangle tables
- 250 cross-back driftwood chairs, 24 Tolex Bar Stools
- The rental fee includes access to the 120 marked parking spaces for evening events and ample street parking. Valet services may be required for any event exceeding 400 guests. Daytime Events has limited parking options.
- The rental fee includes 130 feet of draping from the ceiling.
- 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 \$5,500 applies to all Saturday evenings.
- There are ten approved caterers at ASW. 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 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 STAVE ROOM

### **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, Twisted 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 Sprit 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, Irony 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

## THE STAVE ROOM

### **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

\$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.**