

# The FAIRMONT

A Novare Events Venue

**Facility Address:** 1429 Fairmont Avenue, Atlanta, GA 30318

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

The Fairmont, located on Fairmont Avenue, off Huff Road, is the newest event venue on the stylish Westside. A warehouse space, transformed into a modern, industrial venue with 20-foot ceilings and stunning clerestory windows surrounding the space. Think Hollywood Glam meets industrial chic! A sleek pre-function space with built in bar, sparkling chandeliers, three lounge groupings, polished concrete floors and a wall of windows is perfect for cocktail hour. Multiple sets of frosted French doors lead into a 15000-event space. Lush draping, included in the venue, soften and shrink the space and can provide a beautiful ceremony setting for up to 300 guests.

## **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 19,000-square foot event space can comfortably accommodate the following number of guests:

Reception	2,500 guests
Seated Dinner	900 guests
Wedding ceremony/reception	400 guests

***Fairmont can be arranged in multiple configurations to accommodate events from 150 – 2,500 guests.***

## **Facility Rental Fees**

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

<b>Day of the week</b>	<b>Rental</b>	<b>Beverage minimum</b>	<b>Ceremony Fee</b>
Sunday-Friday	\$5,000.00	N/A	\$1,000.00
Saturday	\$6,000.00	\$6,000.00	\$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.

**Please inquire about high demand rates for Citywide Events, Holidays, Proms and December Events.**

## The FAIRMONT

### **Rental Includes**

- 33 72" Round Tables, 10 Estate tables (4'x8'), 10 36" table (high or cocktail), 10x Marble top high top tables, 5 48" round tables and 300 White Bellini Chairs.
- Lounge groupings including 3 sofas, 2 ottomans and 6 chairs.
- Access to the 210 (evening) 125 (daytime) marked parking spaces and ample street parking. Valet services can be quoted for additional parking needs.
- 125 feet of draping from the ceiling
- 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)

### **Additional information**

- Novare Events, LLC handles all beverage services for your guests. No outside beverages may be brought on premise. A beverage minimum of \$6,000 applies to all Saturday evenings.
- There are nine approved caterers at Fairmont. 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.

### **Deposit and Payment Policy**

- 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.

### **AV and WiFi**

- Active Production and Design is the exclusive AV company for The Fairmont. Please contact them directly at 404-633-3527 for all your AV needs.
- If an outside AV / Production company is used a 1000.00 fee is required along with a \$65 per hour Project Manager Fee. This does not apply to DJs and Bands brought in for social events.
- Discounted staging may be rented directly through The Fairmont or Through Active Productions for 500.00 for up to a 12' x 24' adjustable stage with skirting.
- 1 GB of password protected wireless internet is available for use at 250.00 per event.

## The FAIRMONT

### Per Person Bar Pricing

#### Beer and Wine Hosted Bar

4 Hour Open Bar - \$26.00++ per guest  
\$4.00++ per guest for each additional hour

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, Irony 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

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

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

#### 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, Matua 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 FAIRMONT

### **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
Tablesides House Wine Service during Dinner added to per person bar package	\$4.00++ per guest
Tablesides Premium Wine Service during Dinner added to per person bar package	\$5.00++ per guest
Tablesides Upgraded Premium Wine Service during dinner added to per person	\$7.00++ 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 is required for every two bartenders.

### **Additional Information**

++ denotes that all beverages are subject to a 22% service charge and 8.5% 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 FAIRMONT  
Approved Caterers**

Affairs to Remember  
Saffold Barksdale  
[Saffold@affairs.com](mailto:Saffold@affairs.com)  
404-872-7859  
[www.affairs.com](http://www.affairs.com)

Bold Catering & Design  
Kate Weber  
404-815-1178  
[kweber@bold-events.com](mailto:kweber@bold-events.com)

\*Dennis Dean, Catering and Events  
Annie Duncan  
[annie@dennisdeancatering.com](mailto:annie@dennisdeancatering.com)  
404-475-1002

Endive  
Julia Hurtwitz  
[julia@endiveatlanta.com](mailto:julia@endiveatlanta.com)  
404-504-9040  
[www.endiveatlanta.com](http://www.endiveatlanta.com)

Legendary Events  
[info@legendryevents.com](mailto:info@legendryevents.com)  
404-869-8858

Palate  
Steve Moore  
[sales@palateatl.com](mailto:sales@palateatl.com)  
770-455-FOOD  
[www.palateatl.com](http://www.palateatl.com)

Proof of the Pudding  
Millie Phillips  
[mphillips@proofpudding.com](mailto:mphillips@proofpudding.com)  
404-898-1757  
[www.proofpudding.com](http://www.proofpudding.com)

Soiree Catering and Events  
Kelly Lassiter  
[kelly@soireecateringatlanta.com](mailto:kelly@soireecateringatlanta.com)  
404-467-1699  
[www.soireecateringatlanta.com](http://www.soireecateringatlanta.com)

Three Sisters Catering  
Kate Holway  
[kate@caterwithtreesisters.com](mailto:kate@caterwithtreesisters.com)  
404-488-4565  
[www.cateringwiththreesisters.com](http://www.cateringwiththreesisters.com)

**\*\$1,000.00 room rental discount if our preferred caterer, Dennis Dean 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 FAIRMONT

### Recommended Vendor List

#### **Florist and Décor Company**

Bold American Events	Steve Bales	404-696-4737
Tulip Blooming Creations	Heather or Eva	404.622.8828
Alchemy Event Studio	Kate and Amy	678-895-8429
WM Events		678-662-2570

#### **Exclusive Lighting/AV**

Active Production and Design, Inc.	Matt Clouser	404.633.3527
------------------------------------	--------------	--------------

#### **Bakeries**

Classic Cheesecakes		404.233.9636
Highland Bakery		404.586.0772
The Frosted Pumpkin		770.205.7998
Barrett's Baked Goods		678.699.1753

#### **Photography**

Decisive Moments		404.275.5684
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 and DJs**

Absolute Entertainments		404-355-5541
East Coast Entertainment		404.351.2263
Event Performance		770.518.1317
Sam Hill Entertainment		866.SAM.HILL

##### **String Quartet**

The Renaissance String Quartet		404.636.0020
--------------------------------	--	--------------

##### **Harpist**

Catherine Rogers		404.321.6802
Sandra Harris		770.552.7428

##### **Linen and Drapery**

Party Tables, Inc.	Sanders Hulseay	404-803-8111
--------------------	-----------------	--------------

##### **Draping**

Event Drapery		404.597.4653
---------------	--	--------------

**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		404.894.9643

**Rentals**

Peachtree Tents and Events		404.574.6655
Collection Event Rentals	Lois Bourne	404.720.0085
Crush Event Rentals		678.447.2550

## The FAIRMONT

### **Preferred Hotels**

Marriott Courtyard Midtown  
1132 Techwood Drive  
[www.atlantacyeevents.com](http://www.atlantacyeevents.com)

404-713-0933

Four Seasons  
75 14PthP Street  
Courtney Clough  
[www.fourseasons.com](http://www.fourseasons.com)  
[Courtney.clough@fourseasons.com](mailto:Courtney.clough@fourseasons.com)  
404-253-3815

Marriott Suites Midtown  
35 14th Street  
[www.marriott.com](http://www.marriott.com)

Renaissance Atlanta Midtown  
866 West Peachtree Street, NW  
[www.renaissancehotels.com](http://www.renaissancehotels.com)  
678.237.5409

The Ritz Carlton  
181 Peachtree Street, NE  
[www.ritzcarlton.com](http://www.ritzcarlton.com)

404-240-7049

Glenn Hotel  
110 Marietta Street NW  
[www.glennhotel.com](http://www.glennhotel.com)  
404-469-0592



## The FAIRMONT DRIVING DIRECTIONS

### **For I85 South**

Head southwest on I-85 S  
Take exit 84 toward 14th Street/10th Street  
Turn right onto 14th St NW  
Turn right onto Howell Mill Rd  
Turn left onto Huff Rd NW  
Turn right onto Fairmont Ave NW  
Destination will be on the right

### **For I75 South**

Take exit 252 for Howell Mill Rd  
Turn right onto Howell Mill Rd  
Turn right onto Huff Rd NW  
Turn right onto Fairmont Ave NW  
Destination will be on the right

### **For I85 and I75 North**

Take exit 250 toward Tenth St/Fourteenth St/Georgia Tech  
Merge onto Williams St NW  
Turn left onto 14th St NW  
Turn right onto Howell Mill Rd  
Turn left onto Huff Rd NW  
Turn right onto Fairmont Ave NW  
Destination will be on the right