

Summerour Studio

Summerour Studio is an old world refurbished factory overlooking Atlantic Station with a great skyline view! Summerour blends the past and present perfectly. Renowned architect Keith Summerour of Summerour and Associates updated the building in 2005 after it was the long-time home to Preston Rose Printing; the building has been in operation since the 1920's. The 8,000+ square feet of space is wide open with great windows to capture the view. As you arrive to Summerour you enter through arches into a beautiful courtyard that rivals the Villas of Tuscany. The main event space has many wonderful details that reinforce the architectural background of this building, such as the original wood barrel vaulted ceiling and a hand carved Michael Angelo replica staircase. The upstairs Mezzanine adds an additional 2,000 square feet of space that captures the sweeping city views and overlooks the gorgeous courtyard.

Convenient to Downtown, Midtown, Buckhead, Atlantic Station and the interstate, this is the perfect setting for both social and corporate events. Consider Summerour Studio for your wedding ceremony and receptions, rehearsal dinners, Bar and Bat Mitzvah's, corporate events, auctions and fundraisers, and holiday parties.

The capacity for events varies based on the style and type of event, seating requirements, dancing area, outdoor spaces desired, audio visual needs etc. The main event space is a 60' X 140' room with beautiful lighting and a built-in kitchen. The outdoor courtyard has beautiful gardens with wonderful lighting. We host events from 75 guests to up to 400.

Summerour Studio is located at 409 Bishop Street NW, Atlanta Georgia 30318

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

Venue Rental Rates:

<u>Saturday</u>	<u>\$6,000</u>	<i>Plus a \$4,500++ Beverage minimum</i>
<u>Friday</u>	<u>\$5,000</u>	<i>Plus a \$2,500++ Beverage minimum</i>
<u>Sunday</u>	<u>\$4,500</u>	<i>Plus a \$1,500++ Beverage Minimum</i>
<u>Mon-Thursday</u>	<u>\$4,000</u>	<i>No Beverage Minimum, see rates</i>

Rental fees are based on a **four hour event** with four hours of support time (3 hours set up & 1 hour break down and load out). *Additional event time may be available at a cost of \$400.00 per hour.*

A wedding **ceremony fee of \$1,500.00** includes an extra hour of event time, an extra hour of set up time and a 1-hour rehearsal. **Rehearsals planned around other events, inquire for details.**
(Ceremony + Reception = 10 hr. rental, 4 hr. set up, 5 hr. event and 1 hr. load for vendors)

**Some parking restrictions may limit certain event or the number of guests, please inquire!*

Summerour Studio

****\$4,500.00++ beverage minimum applies to Saturdays**

****\$2,500++ beverage minimum applies to Fridays**

\$1,500++ Beverage Minimum for Sundays

(Some holidays, city wide events and in December there are beverage minimums, inquire for details)

Beer and Wine Hosted Bar

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

\$4.00++ per guest for each additional hour (**\$28 for 4.5-hour bar**)

Beers –Stella Artois, Sweetwater 420, and Bud Light

House Wines – Sycamore Lane Chardonnay, Sycamore Lane Pinot Noir, Twisted Pinot Grigio
(Cabernet seasonally or upon request)

For an additional \$3.00++ per guest the following Premium Brand wines will be available:

Premium Wines – Noble Vines Sauvignon Blanc - New Zealand, Noble Vines Chardonnay, Irony Pinot
Noir, Irony Cabernet Sauvignon

Call Brand Hosted Bar

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

\$5.00++ per guest for each additional hour (**\$33.50 for 4.5-hour bar**)

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

Beers –Stella Artois, Sweetwater 420 and Bud Light

House Wines – Sycamore Lane Chardonnay, Sycamore Lane Pinot Noir, Twisted Pinot Grigio
(Cabernet seasonally or upon request)

For an additional \$3.00++ per guest the following Premium Brand wines will be available:

Premium Wines – Noble Vines Sauvignon Blanc - New Zealand, Noble Vines Chardonnay, Irony Pinot
Noir, Irony Cabernet Sauvignon

Premium Brand Hosted Bar

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

\$6.50++ per guest for each additional hour (**\$40.25 for 4.5-hour bar**)

Liquors – Ketel One + Tito’s Vodka, Bombay Gin, Glenlivet 12 year, Bulleit Bourbon,
Crown Royal Blend, and Bacardi Light Rum

Beers –Stella Artois, Sweetwater 420 and Bud Light

Premium Wines – Noble Vines Sauvignon Blanc - New Zealand, Noble Vines Chardonnay, Irony Pinot
Noir, Irony Cabernet Sauvignon

***** Wedding Ceremony AND Receptions are typically a 4.5-hour bar!!**

Next page for more Beverage Information.....

Summerour Studio

Additions/Upgrades:

Champagne on the bar:

Freixinet Sparkling added to bar at \$1.00++ per guest

Stellina di Notte Prosecco added to the bar at \$2.00++ per guest

Passed Champagne Toast:

Freixinet Sparkling passed for at \$4.00++ per guest

Stellina di Notte Prosecco, at \$5.00++ per guest

Table Side Wine Service:

House Wines when added to bar package at additional \$4.00++ per guest

Premium Wines when added to bar package at additional \$5.00++ per guest

- Additional staff needed as well for the wine service, please inquire for exact quote.

Upgraded Wine list available, please inquire!!

Staff Charges:

There is a fee of \$150.00 per Bar staff person.

Bars require bartenders, bar backs and bussers/servers, they are **\$150.00 each**.

We recommend 1 bartender for each 50-75 guests

Please inquire for specific quotes on staffing; *an example is: An event with 150 guests would be 2 or 3 bartenders, 1 or 2 bar back and 2 servers (\$750-\$1,050 staff fees)*

Other Bar options:

There are other beverage options available as well such as a 'consumption/by the drink bar' or a cash bar, please inquire for your specific needs and additional pricing

Consumption Bar (or By the Drink) (Keeping in mind all minimums)

Beer:	\$5.00++ per bottle
House Wine:	\$7.00++ per glass
Premium Wine:	\$8.00++ per glass
Call Brand Liquor:	\$7.00++ per drink
Premium Liquor:	\$8.00++ per drink
Soft Drinks and Bottled Waters:	\$2.50++ per drink

Summerour Studio

General Bar Notes:

All per person Bars include the following non-alcoholic beverages/mixers:

Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice and Bottled Water as well as garnishes, glassware and ice

Service Charge and Taxes:

++ denotes that all beverages are subject to a 22% service charge and 8.9% sales tax applied to beverage and service charges. An additional 3% sales tax applies to all liquor charges.

Parking:

All Events at Summerour require valet, please inquire for pricing for your specific event!

\$165 per valet attendant. *(for up to a 5 hr. event)*

The number of valet attendants will vary given your guest and car count. The *minimum* (not the average) is 3 valet attendants, (One as a doorman and two runners) and that is \$495.00

We will base this on estimated car count and take into consideration other forms of transportation, shuttles, Uber, etc. Your final number will be decided about 2 weeks out from event.

Table and Chair Inventory/What is included in rental:

10 – 60” round tables (seats 8-10 guests)

10 – Hi boy tables (high tables typical for standing around)

16 – Wooden Farm House tables (7’ long X 30” wide)

Single farm table seats 6-8, double farm table seats 10 guests (other options possible)

250 Gold Chiavari ballroom chairs with ivory cushions

Café/Market lights strung throughout main space + in courtyard

Summerour provides a venue manager and a security guard at all events

You would hire *outside vendors* (for things that **we do not provide**): flowers and décor, drape, wedding coordinators, linens, band, stage, audio visual needs etc. Summerour can offer many vendor recommendations as well, please inquire!

Summerour Studio

Catering:

Summerour and Bold- Events have partnered and Bold-Events is the exclusive caterer at Summerour on Saturdays*.

Bold Events www.Bold-Events.com

For weddings and social events:
Michelle Segura MSegura@Bold-Events.com
Michelle Direct Phone: 678-302-3260

For corporate events:
Kelley Bowden, Kbowden@Bold-Events.com
Kelley Direct Phone: 678-302-3213

Bold American is part of Fifth Group Restaurants and offers a wide variety of menu selections including some offerings from their wonderful restaurants such as South City Kitchen, Ecco, La Tavola, Lure and more!
Please contact Bold Events directly for menus, prices and all details.

The following caterers are welcome/approved for Sunday thru Friday events, *we do not allow for 'off the list' or 'outside catering'* at Summerour, thank you for choosing a trusted partner.

Sunday thru Friday Catering options:

Affairs to Remember www.Affairs.com
A Legendary Event www.LegendaryEvents.com
Bold-Events www.Bold-Events.com
Dennis Dean www.DennisDeanCatering.com
Endive www.EndiveAtlanta.com
Palate www.PalateATL.com
Proof of the Pudding www.ProofPudding.com
Soiree www.SoireeCateringAtlanta.com
Three Sisters www.ThreeSistersCatering.com

**Bold-Catering is Exclusive on Saturdays and Sunday Holidays and other peak times, inquire for details. Reminder, no outside catering allowed.*

Decorating and other Vendors:

There is not an exclusive list for other vendors; We are happy to refer many wonderful vendors for flowers and décor, entertainment, planning and coordination, photography etc. to help make your event seamless!

Summerour Studio

General Notes:

Deposits and Payment Policies

The full room rental fee is due with return of the signed contract/rental agreement to secure the venue for your event.

Your date and event are not confirmed until both are received. The rental deposit is non-refundable!

Approximately 90 days prior to the event, the beverage and service fees are due with the final payments due week of the event typically.

A refundable security deposit of \$1500 is due thirty days prior as well; this deposit will be used for any damage, staff overtime or excessive cleaning needed due to actions by the client, vendors or guests.

The Georgia State Liquor Commission

Will regulates the sale and service of alcoholic beverages. As a licensee, Novare Events is responsible for the administration of these regulations. It is our policy therefore, that liquor, beer and wine cannot be brought into the building therefore NO OUTSIDE ALCOHOL MAY BE BROUGHT INTO VENUE; all alcohol must be provided by Novare Events.

Notes/Other

Please inquire for non-profit rates; limitations may apply

Rates are higher and beverage minimums apply to Citywide Events, Holidays, Proms, & December Events.

Rates are subject to change without notice

Wedding Ceremony Rehearsals work around other booked events

Sundays of certain holidays have Saturday rates and minimums such as Labor Day and Memorial Day

NO SPARKLERS or confetti allowed

Summerour contact and addresses:

Monica Zanger 404-962-8708 MZanger@Novareevents.com

Summerour: 409 Bishop St NW Atlanta GA 30318 (physical venue address)

817 West Peachtree St NW Suite 400 Atlanta GA 30308 mailing address

Summerour Studio

Local Hotel and Transportation Contacts:

The Loews Hotel

1065 Peachtree Street NE
Atlanta, GA 30309
404-745-5712 (office)
Jay Heiskell jheiskell@loewshotels.com

W Midtown

188 14th St NE Atlanta, GA 30361
(404) 892-6000

The Four Seasons

75 14th Street
Courtney.Clough@FourSeasons.com
www.fourseasons.com
404-253-3815 direct

Marriott Suites Midtown, Renaissance, Courtyard & other Marriott properties in the midtown area

Tigina Taylor, tigina.hodges@marriott.com
www.marriott.com Direct 404-713-0933

TWELVE Hotel & ResidencesSM ATLANTIC STATION[®]

361 17th Street, NW
www.twelvehotels.com 404-961-1220 or 418-1242 direct
Adrienne Warren Awarren@twelvehotels.com

Hampton Inn

244 North Ave Atlanta GA 30313
404-881-0881
Lynn.Yost2@hilton.com

(Shuttles provided by Courtyard and Hampton Inn, see hotels for details)

Atlantic Limousine & Transportation is our Preferred Transportation Company and can handle all your needs from Limousines and Town Cars to Shuttles and even a specialty getaway car!
www.Atlanticlimo-ga.com

Thank you for your interest in Summerour Studio!!!!

Thank you for your interest in Summerour Studio and Novare Events!

Please feel free to contact me with any questions, this is a just a guide to answer some frequently asked questions.

How to book the space/secure my date?

The full rental deposit is due along with the signed contract is due to book the space. \$6,500 is due with a signed contract to book a Saturday event. Other fees such as ceremony fee, bar minimum, staffing, etc. are due closer to the event typically an installment about 90 days out from event date and final payment due the week of the event. There will be a full payment schedule on the contract

Can I bring in my own alcohol?

No, all alcohol needs to come from Summerour/Novare Events; you cannot bring in your own.

How much will the bar cost?

We have a \$4,500.00 beverage minimum on Saturday nights and certain other holidays (such as the Sunday of Memorial and Labor Day) and a \$2,500 beverage minimum on Fridays and \$1,500 minimum on Sundays; we do not have a minimum on other nights of the week. The sales kit has full bar pricing and options, we can assist in getting you a bar estimate for your event.

How do we finalize all the plans?

We do a final 'walk thru' with you and your vendors. Typically, your caterer, florist, planner/coordinator and any other vendors that may want/need to come. This meeting typically lasts 45-60 minutes and we go thru the time line of the day, the layout of the room, answer any questions you have and it is a great way for all the vendors to get on the same page and things really come together at that meeting. We typically do this meeting 1 month prior to your event.

When are final selections and final guest count due?

After the 'walk thru' I will send you a 'BEO' (Banquet Event Order) or details sheet with all items discussed as it relates to Summerour, bar selections, vendors, time line, staffing, valet info, final guest count, payments, charges and balance due.

How many valets to do I need and do I pay for that?

Yes you pay for valet. You pay for the valet staff and they are \$165 each for up to a 5 hour event. We will together as your event gets closer to try and estimate how many cars we need to park and from there we will determine how many valets you need. We take into consideration shuttles, trolley, Ubers etc. Our minimum is 3 valets, but more are needed based on number of anticipated cars...(as a rule, each valet can handle approx. 12 cars, so if we are going to park about 50 cars +-, we will need about 4 valets or \$660.00) We will finalize this about 2 weeks before your event.

Can I host my wedding ceremony at Summerour?

Definitely! We host wedding ceremonies on site, we can handle about 265 guests for indoor ceremony and reception and about 115+- guests for a courtyard/outdoor ceremony.

For indoor ceremonies, typically the ceremony is at the front end of the main space by the grand staircase (facing the stairs or facing a drape backdrop that you may bring). After the ceremony the guests move out to the lobby, courtyard and upstairs mezzanine for cocktail hour while we flip the room. The room will be set as much as it can behind the drape so the flip is mainly moving chairs and adjusting some tables as needed.

Does Summerour provide drape to separate the room for the ceremony?

No, we do not provide the drape but can recommend some decorators and vendors to help with that.

When can we host a ceremony rehearsal?

Rehearsals work around events. Your rehearsal will be scheduled closer to your event date and we will work together to find a time but please note we cannot guarantee times as we host events and rehearsals do work around events. We can talk in more detail.

Is there a rain plan for the cocktail hour?

The upstairs Mezzanine is a great place for cocktail hour!

What forms of payment do you accept?

There is a link at the bottom of our web site www.NovareEvents.com that you can make a payment from, there are two options there, a no fee debit transfer and a credit card options, (fees apply 3% fee on Visa and MasterCard and a 4% fee on AMEX) or we accept checks as well.

Checks can be made out to **Novare Events** and mailed **to my attention** to:

Novare Events, Attn: Monica Zanger
817 West Peachtree St NW
Suite 400
Atlanta GA 30308

My contact information is:

Monica Zanger

404-962-8708

MZanger@NovareEvents.com

The physical address of **Summerour Studio is 409 Bishop St NW Atlanta GA 30318**

Please let me know anything I can answer or do for you as you work on the planning of your event and I am thrilled that you are considering or have chosen Summerour and I look forward to working with you. Thank you, Monica.