

THE STAVE ROOM AT AMERICAN SPIRIT WORKS

Facility Address: 199 Armour Drive, Atlanta, GA 30324

Office Address: 817 West Peachtree Street, NW, Suite 208 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-Thursday	\$4,000.00	N/A	\$1,000.00
Friday	\$4,000.00	\$2,500.00	\$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 Indoor 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 \$5,000 applies to all Saturday evenings.
- There are eight 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.
- Stave Room has a 16x24 stage available for rent. Rental fee is \$500.00 and includes set up and dismantle.
- Please inquire about available tenting, restroom attendants and coat check services.
- Please inquire about high demand rates for Citywide Events, Holidays, Proms and & December events
- 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 - \$29.00++ per guest, 4.5 Hour Open Bar - \$31.50++ per guest
\$5.00++ 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, Twisted Pinot Grigio, Sycamore Lane Cabernet, Freixenet Blanc de Blanc Sparkling Wine

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

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

Premium Wines – Noble Vines 242 Sauvignon Blanc; Noble Vines 446 Chardonnay; Irony Pinot Noir, Irony Cabernet Sauvignon; Stellina di Notte Prosecco

Call Brand Hosted Bar

4 Hour Open Bar - \$34.00++ per guest 4.5 Hour Open Bar - \$37.00++ per guest
\$6.00++ per guest for each additional hour

Includes:

Butler passed wine upon guest arrival

Liquors – Smirnoff Vodka, Bombay Gin, Speyburn Braden Orach Scotch, Jim Beam Bourbon, George Dickel Whiskey, Seagram's 7 Blend, and Ron Carlos Rum

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

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

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

Premium Brand Hosted Bar

4 Hour Open Bar - \$39.00++ per guest 4.5 Hour Open Bar - \$42.50++ per guest
\$7.00++ per guest for each additional hour

Includes:

Butler passed wine upon guest arrival

Liquors – Ketel One Vodka, Titos Vodka, Bombay Sapphire 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 – Toad Hollow Chardonnay; Toad Hollow Rosé; Z. Alexander Brown Sauvignon Blanc; Z. Alexander Brown Pinot Noir; 1924 Cabernet Sauvignon; Pol Remy Sparkling Brut

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

Consumption Bar Pricing:

Call Brand Liquor Drinks:	\$9.00++ per drink
Premium Brand Liquor Drinks:	\$11.00++ per drink
House Wine:	\$8.00++ per glass
Premium Wine:	\$10.00++ per glass
Beer:	\$6.00++ per bottle
Nonalcoholic Beverages:	\$3.00++ per drink

Additional Information:

++ 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.

Additions / Upgrades to Per person bar packages

Ultra-premium wines

Select (4) of the following to upgrade Premium package	\$10++ per guest
Select (4) of the following to upgrade Call or Beer and Wine package	\$13++ per guest
La Crema Chardonnay Sonoma Coast, Black Stallion Chardonnay, Napa	
Outer Sounds Sauvignon Blanc Marlborough, Château Minuty Rosé Cotes de Provence	
Wine by Joe Pinot Noir, Oregon, Cambria Pinot Noir Santa Maria Valley,	
Black Stallion Cabernet Sauvignon Napa, Sterling Vineyards Napa Valley Cabernet Sauvignon,	
Altocedra Ano Cero Malbec	

Tablesides and Toasts

Passed Toast with Freixenet Sparkling Wine	\$4.00++ per guest
Passed Toast with Pol Remy Sparkling Brut	\$5.00++ per guest
Tablesides House Wine Service during Dinner	\$5.00++ per guest
Tablesides Premium Wine Service during Dinner	\$6.00++ per guest
Tablesides Ultra-Premium Wine Service during Dinner	\$7.00++ per guest

Liquor add ons/upgrades:

Olmecca Altos Plata Tequila	\$2.00++ per guest
Don Julio Tequila	\$4.00++ per guest
Jameson Irish Whiskey	\$3.00++ per guest
Hennessey VS	\$4.00++ per guest
Titos on the Call brand bar	\$2.00++ per guest
Cordials: Bailey's, Kahlua, Amaretto di Saronno and Frangelico	\$6.00++ per guest

Craft Beers:

Substitute any 2 of listed beers with two of the below beers for	\$2.00++ per guest
Change all 3	\$5.00++ per guest
Terrapin Sound Czech Pilsner, Creature Comforts Tropicalia IPA, MNB I'm On a Boat Golden Ale,	
Wild Heaven Emergency Drinking	

Additional Information:

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Bar Staffing, we recommend 1 bartender for every 75 guests and 1 busser and 1 barback for every 2 bartenders. Each staff is \$150.00.

All alcoholic beverage service is provided by Novare Events, LLC.

THE STAVE ROOM
Approved Caterers

Affairs to Remember
Saffold Barksdale
saffold@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, Catering and Events
Katherine McKerrow
katherine@dennisdeancatering.com
404-475-1002

Endive
Julia Hurtwitz
julia@endiveatlanta.com
404-504-9040
www.endiveatlanta.com

Fox Brothers Caterer
Katherine McIntosh
404.660.8646
Katherine@foxbrosbbq.com

Legendary Events
Danielle Smith
Dsmith@legendaryevents.com
404-350.1496

Proof of the Pudding
Barbara Yontz
byontz@proofpudding.com
404-898-1759
www.proofpudding.com

Soiree Catering and Events
Kelly Lassiter
kelly@soireecateringatlanta.com
404-467-1669
www.soireecateringatlanta.com

Three Sisters Catering
Kate Holway
kate@caterwithtreesisters.com
404-488-4565
www.cateringwiththreesisters.com

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 Bhojanic and Added Touch Catering are approved at The Stave Room without an outside catering fee.

THE STAVE ROOM

Recommended Vendor List

Florist/ Décor Company

Topher Mack with Barbara Roos	404.583.7984
Alchemy Event Studio	678.895.8429
Tulip Blooming Creations	404.622.8828
Unique Floral Expressions	404.626.8097

Lighting/AV

*Active Production and Design, Inc.	Matt Clouser	404.633.3527
Kagan Entertainment	Jason Kagan	770.826.8263

Chalkboard Artist

Bash Atlanta	Payge Kikly	770.653.8173
Hi Note	Erin Palermo	404.642.6730
Blue Heron Studio	Sydney Compeau	706.767.3097

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
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

*preferred company

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

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

Party Tables 404.471.1616

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

Atlanta Party Rentals 404.425.9996

Plush Event Furnishings 404.425.9966

Crush Event Rentals 678.341.9165

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Preferred Hotels:

Marriott Courtyard Midtown

1132 Techwood Drive
www.atlantacyevents.com
Tigina Hodges-Taylor
Tigina.hodges@marriott.com
404-713-0933

AC Hotel Marriott-Buckhead

3600 Wieuca Rd NE
Marriott.com/atlac
Mandi Tishman
Mandi.tishman@interstatehotels.com
470-231-3030

Four Seasons

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

Marriott Suites Midtown

35 14th Street
www.marriott.com
Danielle Scott
Danielle.scott@marriott.com
866.877.7741

Renaissance Atlanta Midtown

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

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199 Armour Drive, Atlanta, GA 30324

FROM 1-75 SOUTHBOUND

MERGE LEFT ONTO I-85N/GA 403N VIA EXIT 251
IN .6MI MERGE ONTO GA 13N VIA EXIT 86 TOWARD BUFORD HWY
IN .1MI TAKE MONROE DRIVE EXIT TOWARD PIEDMONT RD SOUTH
IN .1MI TURN RIGHT ONTO MONROE DR
TURN RIGHT AT TRAFFIC LIGHT ONTO ARMOUR DRIVE AND CONTINUE UNDER THE
BRIDGE
KEEP RIGHT ON ARMOUR DRIVE AT THE FORK (AT ATLANTIC LIGHTING)
ASW WILL BE ON YOUR LEFT JUST PAST ATLANTA TRACK CLUB

FROM GA 400 SOUTHBOUND

TAKE SIDNEY MARCUS BLVD EXIT 1B
KEEP LEFT TO TAKE RAMP TOWARD LENOX RD/1-85
TURN LEFT ONTO SIDNEY MARCUS BLVD NE
TAKE GA-13S RAMP
TAKE ARMOUR DRIVE EXIT TOWARD MONROE DRIVE
TURN RIGHT ONTO ARMOUR DRIVE
KEEP RIGHT ON ARMOUR DRIVE AT THE FORK (AT ATLANTIC LIGHTING)
ASW WILL BE ON YOUR LEFT JUST PAST ATLANTA TRACK CLUB

FROM 1-85 SOUTHBOUND

MERGE ONTO GA-13S VIA EXIT 86 TOWARD PEACHTREE ST
TAKE THE AROMOUR DRIVE EXIT TOWARD MONROE DRIVE
TURN RIGHT ONTO ARMOUR DRIVE
KEEP RIGHT ON ARMOUR DRIVE AT THE FORK (AT ATLANTIC LIGHTING)
ASW WILL BE ON YOUR LEFT JUST PAST ATLANTA TRACK CLUB