

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 \$5,500 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.
- 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 Bottled Water

For an additional \$3.00++ per quest 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, American Spirit 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, Bottled 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, Fiddler Unison Bourbon 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; Stellina di Notte Prosecco

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

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

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, 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

Tablesides and Toasts

Passed Toast with Freixenet Sparkling Wine \$4.00++ per guest
Passed Toast with Stellina di Notte Prosecco \$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:

Olmeca Alton 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 4 \$5.00++ per guest
New Realm Brewing Euphonia Pilsner, Creature Comforts Tropicalia IPA, MNB Han Brolo, Wild Heaven
Emergency Drinking

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 50-75 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 8.9% sales tax applied to beverage and service charges. An additional 3% sales tax applies to all liquor charges.

All alcoholic beverage service are 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
Molly Holway
molly@caterwithtreesisters.com
404-488-4565
www.threesisterscatering.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.