



GUARDIAN WORKS AT ECHO STREET WEST

*Echo Street West is a 19-acre development along the new Westside Beltline created by Lincoln Property Company. The development, a multiuse space, is set to include an open-air bar and dining experience, apartments, hotel, and office space. **Guardian Works, The Event Space at Echo Street West**, is a distinctive offering in Atlanta's events scene. The renovated 1908 brick and beam building features 6,000 SF and 24' high interior event space, with an abundance of natural light, 5,000 SF of covered patio space, which spills into a 10,000 SF fenced lawn in front. With a history of being both a chemical company (Guardian Chemical Company) and a perfumery, some of the original equipment such as oversized scales, large vats and signage remain, adding additional character to the restored location. Original red brick, concrete floors, metal sliding doors, double storied glass painted windows create a unique industrial vibe.*

The indoor venue, including a lovely pre-function area also offers one of the largest covered outdoor event spaces in Atlanta with a 5,000 square foot patio and an open-air Marquee which will be ideal of ceremonies and intimate outdoor dinners. The Patio and Marquee open to 10,000 square feet of fenced Lawn.

Facility Address: 775 Echo Street NW, Atlanta, Georgia 30318

Office Address: 817 West Peachtree Street, NW, Suite 208 Atlanta, Georgia 30308

Capacity

Capacity of the space may vary from below due to seating requirements, dance floor size, catering needs and audio/visual needs. The event space can comfortably accommodate the following number of guests:

	Square footage	Standing/cocktail	seated	Theater
Pre-function	2,200	375 guests	N/A	N/A
Main Interior	6,000	700 guests	250	350
The Patio	4,400	500 guests	350	480
The Marquee	1,600	260 guests	144	200
Total Venue Capacity	13,000	1300 guests	N/A	N/A
The Lawn	10,000	Weather dependent	N/A	N/A

Facility Rental Fees

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

Day of the week	Rental	Beverage minimum	Ceremony fee*
Mon-Thursday	4,000	N/A	N/A
Friday	4,500	2,500	1,000
Saturday	5,500	4,500	1,500
Sunday	4,000	N/A	1,000

***Ceremony on Lawn additional rental, \$750.00, which includes 200 white folding chairs.**

- 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. The ceremony fee allows for 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 room for the bride to change in.

Please ask about rates for Festivals, Citywide Events, Holidays, Proms and December Events.



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The rental fee includes:

- 25- 72" Round Tables, 10-36" round tables that can be cocktail or hightop height, 6-48" round tables, 4-4'x8' Estate tables
- 250 Gold Chivari Chairs
- White folding chairs may be rented at 4.00 per chair.
- Access to parking lot and ample street parking. Valet services can be quoted for additional parking needs.
- 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 the beverage services for your guests. No outside beverages may be brought on premise. A beverage minimum applies, see chart of previous page.
- There are approved caterers at Guardian Works. 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 valet, 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.

GUARDIAN WORKS

Beer and Wine Hosted Bar

4 Hour Open Bar - \$29.00++ Per Person; 4.5 Hour Open Bar - \$31.50++ Per Person
\$5.00++ Per Person for each additional hour

Includes:

Butler passed wine upon guest arrival for the cocktail hour

Beers –Stella Artois, Sweetwater 420, and Bud Light

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

UPGRADE to the Premium Brand wines for an additional \$3.00++ Per Person

Premium Wines – Z. Alexander Brown Chardonnay; Diora Rosé; Black Stallion Sauvignon Blanc; 1924 Pinot Noir; 1924 Cabernet Sauvignon; Pol Remy Sparkling Brut

Call Brand Hosted Bar

4 Hour Open Bar - \$34.00++ Per Person; 4.5 Hour Open Bar - \$37.00++ Per Person
\$6.00++ Per Person for each additional hour

Butler passed wine upon guest arrival for the cocktail hour

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 and Bud Light

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

Premium Brand Hosted Bar

4 Hour Open Bar - \$39.50++ Per Person; 4.5 Hour Open Bar - \$43.25++ Per Person
\$7.50++ Per Person for each additional hour

Butler passed wine upon guest arrival for the cocktail hour

Liquors – Ketel One Vodka, Tito's Vodka, Olmeca Altos Plata Tequila, Bombay Sapphire Gin, Glenlivet 12 year, Bulleit Bourbon, Crown Royal Blend, and Bacardi Light Rum

Beers –Stella Artois, Sweetwater 420, and Bud Light

Premium Wines – Z. Alexander Brown Chardonnay; Diora Rosé; Black Stallion Sauvignon Blanc; 1924 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

Consumption Bar Pricing:

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

Staff Charges:

A fee of \$175 per Bartender, \$175 per Barback, and \$175 per Busser is applicable for the above bar service options. One bartender is required for every 50-75 guests, and one barback plus one busser are required for every two bartenders. Should table-side wine-service be added, one (1) Wine Server is required for every four (4) guest tables. The fee is \$150 per Wine Server.

GUARDIAN WORKS

Additions / Upgrades to Per Person Bar Packages

Craft Specialty Cocktail Upgrades to Call Brand and Premium Brand Per Person Bars during the cocktail hour-

Select one from below: \$3.00++ Per Person

Sangria (White or Red)
Old Fashioned- Bulleit Bourbon, Bitters, Sugar
French 75- Bombay Sapphire Lemon Juice, Simple Syrup, Prosecco
Ultimate Lemonade- Tito's Vodka, Elderflower Liquor, Lemonade
Margarita- Alton Plata Tequila, Triple Sec, Lime Juice, Margarita Mix
Mule- (Moscow- Ketel One Vodka, London-Bombay Sapphire Gin, Kentucky-Bulleit Bourbon) Lime Juice, Bitters, Ginger Beer

Tablesides Wine Service and Toasts added to a Per Person Bar Package

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

Ultra-Premium Wines added to a Per Person Bar Package

Select (4) of the following to upgrade Premium package \$10.00++ Per Person
Select (4) of the following to upgrade Call or Beer and Wine package \$13.00++ Per Person

*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 Cabernet Sauvignon- Napa Valley,
and Altocedra Ano Cero Malbec- Mendoza*

Liquor add-ons/ Upgrades to Call Brand and Premium Brand Per Person Bars:

Tito's Vodka \$3.00++ Per Person
Jameson Irish Whiskey \$4.00++ Per Person
Olmeca Altos Plata Tequila \$4.00++ Per Person
Don Julio Tequila \$7.00++ Per Person
Hennessy VS \$7.00++ Per Person
Cordials: Baileys Irish Cream, Kahlua, Amaretto Disaronno and Frangelico \$6.00++ Per Person

Craft Beers added to a Per Person Bar Package

Substitute any 2 Standard Beers with two of the Beers below \$3.00++ Per Person
Change all 3 of the Standard Beers \$5.00++ Per Person
New Realm Brewing Euphonia Pilsner; Creature Comforts Tropicalia IPA; Monday Night Brewing I'm On a Boat Golden Ale; Wild Heaven Emergency Drinking; White Claw Variety Pack

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.

Please note that Novare Events Venues do not serve shots of liquor.

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

Approved Caterers

Affairs to Remember

Saffold Barksdale
saffold@affairs.com
www.affairs.com
404.872.7859

Legendary Events

info@legendaryevents.com
www.legendaryevents.com
404-605-8924

Bold American Catering

Molly Irwin – Social
mirwin@bold-events.com
www.bold-events.com
678-302-3224

Megan Wentz – Corporate

Mwentz@bold-events.com
678.302.3223

District Events and Catering

Julia Hurwitz
julia@districtecm.com
www.districtecm.com

Proof of the Pudding

Barbara Yontz
byontz@proofpudding.com
www.proofpudding.com
404-898-1759

Dennis Dean, A Catering Company

info@dennisdeancatering.com
www.dennisdeancaterinng.com
404.475.1002

Endive

Stephanie Mule'
stephanie@endiveatlanta.com
www.endiveatlanta.com
404.504.9040

Three Sisters Catering

molly@caterwiththreesisters.com
www.threesisterscatering.com
404-488-4565

Fox Brothers Caterer

Hayley Murschel
404.539.8609
hayley@foxbrosbbq.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 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.