

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

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 – Toad Hollow Chardonnay; Toad Hollow Rosé; Z. Alexander Brown Sauvignon Blanc; Z. Alexander Brown Pinot Noir; 1924 Cabernet Sauvignon; Pol Remy Sparkling Brut

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 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 and Water

Premium Brand Hosted Bar

4 Hour Open Bar - \$39.50++ per guest 4.5 Hour Open Bar - \$43.25++ per guest
\$7.50++ 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, Altos Plata Tequila, Crown Royal Blend, Fiddler Bourbon 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 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

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.

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

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Additions / Upgrades to Per person bar packages

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
Olmecca 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.

THE STAVE ROOM
Approved Caterers

Affairs to Remember

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

Legendary Events

Michele Lend
mlend@legendaryevents.com
www.legendaryevents.com
404-680-7828

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

Dennis Dean
info@dennisdeancatering.com
www.dennisdeancatering.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 Bhojanic and Added Touch Catering are approved at The Stave Room without an outside catering fee.