

## THE FOUNDRY AT PURITAN MILL

Built in 1921, The Foundry at Puritan Mill was constructed and operated by Puritan Chemical Company. Puritan soap and other cleaning products were manufactured and stored in the building until they were shipped on the neighboring Atlantic Coast Line Railroad. The site served as the Atlanta headquarters for Puritan Chemical Company until 1996. In 2000, the location was purchased by Urban Realty Partners and Weaver & Woodberry Company to be restored and converted into a mixed-use facility.

At 12,000 square feet, The Foundry is a truly dramatic and flexible event space. Original pine beams, expansive skylights, and polished concrete floors offer a backdrop with character and history, illustrating the industrial past and lively present of Atlanta's popular Westside. The spacious interior affords ample room for the installation of virtually any event—from formal weddings to high-energy social events.

Facility Address: 916 Joseph E. Lowery Boulevard **NW**, Atlanta, Georgia 30318

Office Address: 817 West Peachtree Street, NW, Suite 400 Atlanta, Georgia 30308

### 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 12,000 square foot event space can comfortably accommodate the following number of guests:

|                            |              |
|----------------------------|--------------|
| Reception                  | 1,200 guests |
| Seated Dinner              | 800 guests   |
| Theater Style              | 650 guests   |
| Wedding ceremony/reception | 350 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> |
|------------------------|---------------|-------------------------|---------------------|
| Friday                 | 4,000.00      | 2500.00                 | 1,500.00            |
| Saturday               | 5,500.00      | 5,500.00                | 1,500.00            |
| Sunday-Thursday        | 4,000.00      | *N/A                    | 1,000.00            |

\*Beverage minimums may apply depending on day of week and time of year, ask your sales rep for details.

- 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 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 room for the bride to change in.

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

## THE FOUNDRY AT PURITAN MILL

### The rental fee includes use of:

|                           |  |
|---------------------------|--|
| 25- 60" round tables      | 10 - 36" round tables (can be cocktail or high-top height) |
| 9 - 48" round tables      | 250 Fruitwood Chivari Chairs (dark brown stained wood)     |
| 4 - 8' wooden farm tables |  |

- Rental also includes 190 feet of ivory sheer drape hanging from ceiling to floor at designated points. To remove or move draping to other rigging points, there is a \$250.00 fee per 80 feet, maximum \$500.00 charge.
- The rental fee includes access to the 300-space parking lot. Daytime events are limited to 50 parking spaces.
- The Rental includes access to the outdoor Urban Garden and café lighting.
- 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 approved caterers at The Foundry. 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.

## THE FOUNDRY AT PURITAN MILL

### 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** – Tito's Vodka, Bustletown 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 \$200 per Bartender, \$200 per Barback, and \$200 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 \$200 per Wine Server.

## THE FOUNDRY AT PURITAN MILL

### 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,  
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.***

## THE FOUNDRY AT PURITAN MILL

### Approved Caterers

#### **Affairs to Remember**

Saffold Barksdale  
[saffold@affairs.com](mailto:saffold@affairs.com)  
[www.affairs.com](http://www.affairs.com)  
404.872.7859

#### **Legendary Events**

Michele Lend  
[mlend@legendaryevents.com](mailto:mlend@legendaryevents.com)  
[www.legendaryevents.com](http://www.legendaryevents.com)  
404.605.8924

#### **Bold American Catering**

Megan Wentz  
[Mwentz@bold-events.com](mailto:Mwentz@bold-events.com)  
[www.bold-events.com](http://www.bold-events.com)  
678.302.3223

#### **District Events and Catering**

Julia Hurwitz  
[julia@districtecm.com](mailto:julia@districtecm.com)  
[www.districtecm.com](http://www.districtecm.com)

#### **Fox Brothers Caterer**

Hayley Murschel  
[hayley@foxbrosbbq.com](mailto:hayley@foxbrosbbq.com)  
404.539.8609

#### **Proof of the Pudding**

Janice Wilmer  
[jwilmer@proofpudding.com](mailto:jwilmer@proofpudding.com)  
[www.proofpudding.com](http://www.proofpudding.com)  
404.898.1745

#### **Dennis Dean, A Catering Company**

Dennis Dean  
[info@dennisdeancatering.com](mailto:info@dennisdeancatering.com)  
[www.dennisdeancatering.com](http://www.dennisdeancatering.com)  
404.475.1002

#### **Endive**

Stephanie Mule'  
[stephanie@endiveatlanta.com](mailto:stephanie@endiveatlanta.com)  
[www.endiveatlanta.com](http://www.endiveatlanta.com)  
404.504.9040

#### **Three Sisters Catering**

Molly Holway  
[molly@caterwiththreesisters.com](mailto:molly@caterwiththreesisters.com)  
[www.threesisterscatering.com](http://www.threesisterscatering.com)  
404.488.4565

*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.***