

**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, condos, hotel, and office space. Guardian Works, The Event Space at Echo Street West, will be a distinctive offering in Atlanta’s events scene. The renovated 1908 brick and beam building will feature 6,000 SF of double-height conditioned interior event space, 4,000 SF of covered patio space, which spills into a 10,000 SF courtyard in front. The space will be operated by Novare Events, Atlanta’s premier events operator, and is sure to be a must-visit venue for all kinds of gatherings.*

*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 mix with modern touches of white and silver in the chairs and furnishings create a unique industrial chic vibe. Slated to open in the Spring of 2021, along with the indoor venue, including a pre-function area, and double-height main space, the venue will offer one of the largest covered outdoor event spaces in Atlanta with a 4000 square foot Patio. It will also feature 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 Lawn, perfect for firepits, Bocce ball and an area for Food Truck access.*

Facility Address: 755 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
Sunday-Thursday	3,000	N/A	500
Friday	3,500	1,500	1,000
Saturday	4,000	3,500	1,000

- 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.**

## **GUARDIAN WORKS AT ECHO STREET WEST**

### **The rental fee includes:**

- 30- 72" Round Tables, 10-36" round tables that can be cocktail or hightop height, 5-48" round tables, 8-4'x8' Estate tables
- 300 White Bellini Chairs
- Access to the 100 marked parking spaces for events 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 of \$3,500 applies to all Saturday evenings.
- 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 AT ECHO STREET WEST

### 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.

**All alcoholic beverage service is 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, 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	

### **Tableside and Toasts**

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

### **Liquor add ons/upgrades:**

Olmeca 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 4	\$5.00++ per guest
Terrapin Sound Czech Pilsner, Creature Comforts Tropicalia IPA, MNB I'm On a Boat Golden Ale,	
Wild Heaven Emergency Drinking	

### **Craft specialty cocktail, during cocktail hour, select one from below**

<b>Added to Premium or call bar</b>	\$3.00++ per guest
<b>Added to a Beer and Wine only bar</b>	\$5.00++ per guests

Sangria (white or red)  
Old Fashion-Bulleit Bourbon, Bitters, Sugar  
French 75-Bombay Sapphire lemon juice, simple syrup, prosecco  
Ultimate Lemonade-Titos Vodka, Elderflower liquor, lemonade  
Margarita-Alton Pata Tequila, trip sec, lime juice, sweet and sour  
Mule (Moscow-Ketel One, London-Bombay Sapphire Gin, Kentucky-Bulleit Bourbon) lime juice, bitters, ginger beer

### **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.

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## GUARDIAN WORKS AT ECHO STREET WEST

### Approved Caterers

#### **Affairs to Remember**

Steve Moore  
[steve@affairs.com](mailto:steve@affairs.com)  
[www.affairs.com](http://www.affairs.com)  
404.872.7859

#### **Legendary Events**

[info@legendaryevents.com](mailto:info@legendaryevents.com)  
[www.legendaryevents.com](http://www.legendaryevents.com)  
404-605-8924

#### **Bold American Catering**

Molly Irwin – Social  
[mirwin@boldamerican.com](mailto:mirwin@boldamerican.com)  
678-302-3224

Megan Wentz – Corporate

[Mwentz@boldamerican.com](mailto:Mwentz@boldamerican.com)  
678.302.3223

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

Barbara Yontz  
[byontz@proofpudding.com](mailto:byontz@proofpudding.com)  
[www.proofpudding.com](http://www.proofpudding.com)  
404-898-1759

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

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

#### **Endive**

Julia Hurwitz  
[Julia@endiveatlanta.com](mailto:Julia@endiveatlanta.com)  
[www.endiveatlanta.com](http://www.endiveatlanta.com)  
404.504.9040

#### **Three Sisters Catering**

[info@threesisterscatering.com](mailto:info@threesisterscatering.com)  
[www.catererwiththreesisters.com](http://www.catererwiththreesisters.com)

#### **Fox Brothers Caterer**

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