



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 for 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	120	200
Total Venue Capacity	13,000	1300 guests	N/A	N/A
The Lawn	10,000	Weather dependent	N/A	N/A
Indoor Ceremony			175	175

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	2,000
Saturday	5,500	4,500	2,000
Sunday	4,000	N/A	2,000

***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 \$600 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:

- 25- 72" Round Tables, 10-36" round tables that can be cocktail or hightop height, 7- gold stand highboy tables, 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 \$250 each. (Additional security rules apply to Sorority/Fraternity Functions)
- Any event with more than 300 guests, one additional Event Manager is required at a rate of \$250 each. For every 300 guests thereafter, an additional Event Manager will be required at a rate of \$250 each.
- 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.
- Ten (10) 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 refundable damage deposit is due ten (10) 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 - \$32.00++ Per Person; 4.5 Hour Open Bar - \$34.75++ Per Person
\$5.50++ Per Person for each additional hour

Includes:

Butler passed wine upon guest arrival for the cocktail hour

Beers –Stella Artois, Sweetwater 420, and Miller Lite

House Wines – Sycamore Lane Chardonnay, CA Donini Pinot Grigio, Sycamore Lane Cabernet,
and 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 \$3.50++ Per Person

Premium Wines – Joel Gott Chardonnay, Oyster Bay Sauvignon Blanc, Bieler Rose,
Hangtime Pinot Noir, Spellbound Cabernet, and Grandial Brut

Call Brand Hosted Bar

4 Hour Open Bar - \$37.50++ Per Person; 4.5 Hour Open Bar - \$41.00++ Per Person
\$7.00++ Per Person for each additional hour

Includes:

Butler passed wine upon guest arrival for the cocktail hour

Liquors – Smirnoff Vodka, Bombay Gin, Speyburn Braden Orach Scotch, Old Forester,
Seagram's 7 Blend, and Don Q Rum

Beers –Stella Artois, Sweetwater 420, and Miller Lite

House Wines – Sycamore Lane Chardonnay, CA Donini Pinot Grigio, Sycamore Lane Cabernet,
and 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 - \$43.50++ Per Person; 4.5 Hour Open Bar - \$47.75++ Per Person
\$8.50++ Per Person for each additional hour

Includes:

Butler passed wine upon guest arrival for the cocktail hour

Liquors – Tito's Vodka, Bustletown Vodka, El Jimador, Bombay Sapphire Gin, Glenlivet 12 year,
Bulleit Bourbon, Crown Royal Blend, and Bacardi Light Rum

Beers –Stella Artois, Sweetwater 420, and Miller Lite

Premium Wines – Joel Gott Chardonnay, Oyster Bay Sauvignon Blanc, Bieler Rose,
Hangtime Pinot Noir, Spellbound Cabernet, and Grandial 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:	\$10.00++ Per Drink
Premium Brand Liquor Drinks:	\$12.50++ Per Drink
Call Brand Wine:	\$9.00++ Per Glass
Premium Wine:	\$11.00++ Per Glass
Beer:	\$7.00++ Per Bottle
Non-alcoholic Beverages:	\$4.00++ Per Drink

Staff Charges:

A fee of \$225 per Bartender, \$225 per Barback, and \$225 per Beverage Server is applicable for the above bar service options. One bartender is required for every 50-75 guests, and one barback plus one beverage server 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 \$225 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-

When passed during the cocktail hour: \$3.50++ Per Person
Inquire to see if your favorite cocktail is available

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

Passed Toast with Freixenet Sparkling Wine	\$4.50++ Per Person
Passed Toast with Grandial Brut	\$5.50++ Per Person
Tablesides House Wine Service during Dinner	\$5.50++ Per Person
Tablesides Premium Wine Service during Dinner	\$7.00++ Per Person
Tablesides Ultra-Premium Wine Service during Dinner	\$8.00++ Per Person

Ultra-Premium Wines added to a Per Person Bar Package

Select (4) of the following to upgrade Premium package	\$11.00++ Per Person
Select (4) of the following to upgrade Call or Beer and Wine package	\$14.50++ Per Person

*La Crema Chardonnay- Sonoma Coast, Black Stallion Chardonnay- Napa,
Stoneleigh Sauvignon Blanc- New Zealand, 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	\$3.50++ Per Person
Jameson Irish Whiskey	\$4.50++ Per Person
El Jimador	\$4.50++ Per Person
Don Julio Tequila	\$8.00++ Per Person
Hennessy VS	\$8.00++ Per Person
Whistle Pig Piggy Back	\$4.50++ Per Person
Woodford Reserve	\$7.00++ Per Person
Cordials: Baileys Irish Cream, Kahlua, Amaretto Disaronno and Frangelico	\$7.00++ Per Person

Craft Beers and Local Spirits added to a Per Person Bar Package

Fiddler Bourbon	\$3.50++ Per Person
Winterville Gin	\$3.50++ Per Person
Add 2 Craft Beers to Per Person Bar Package (from list below)	\$3.50++ Per Person
Add 3 Craft Beers to Per Person Bar Package (from list below)	\$5.50++ Per Person

*New Realm Brewing Euphonia Pilsner; Creature Comforts Tropicalia IPA;
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.

GUARDIAN WORKS AT ECHO STREET WEST

Approved Caterers

Affairs to Remember

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

Talk of the Town

Hope Nudelman
hope@tottatl.com
www.talkofthetownatlanta.com

Bold Catering

Megan Wentz
Mwentz@bold-events.com
www.bold-events.com

District Events and Catering

Bria Welch
bria@districtcm.com
www.districtcm.com

Fox Brothers Caterer

Katherine McIntosh
katherine@foxbrosbbq.com
www.foxbrosbbq.com

Zest Atlanta Catering

Dana Harris
dana@zestatlanta.com
www.zestatlanta.com

Proof of the Pudding

Janice Wilmer
jwilmer@proofpudding.com
www.proofpudding.com

Dennis Dean, A Catering Company

Lisa Ellisor
lisa@dennisdeancatering.com
www.dennisdeancaterinng.com

Endive

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

Three Sisters Catering

Molly Holway
molly@caterwiththreesisters.com
www.threesisterscatering.com

Phenomenal Food by Chef Holly

Chef Holly
chef.holly@phenomenalfoodbychefholly.com
www.phenomenalfoodbychefholly.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.

***Preferred Rental Company**

Atlanta Party Rentals & Plush Event Furnishings

Debbie Stawski
Debbie@AtlantaPartyRentals.com
www.atlantapartyrentals.com