

## 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

\*Additional Rental of Indoor Courtyard Space can accommodate 1,500 guests

### 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	\$4,500.00	\$2,500.00 – Sunday Only	\$2,000.00
Friday	\$4,500.00	\$2,500.00	\$2,000.00
Saturday	\$5,500.00	\$5,500.00	\$2,000.00

- 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. A ceremony fee of \$2,000 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 100 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 \$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 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 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.
- 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.

## THE STAVE ROOM

### 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 Ron Carlos 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, Fiddler Bourbon, 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.

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

## THE STAVE ROOM

### 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	\$4.50++ 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,  
Stonleigh 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

Winterville Gin	\$3.50++ Per Person
Substitute any 2 Standard Beers with two of the Beers below	\$3.50++ Per Person
Change all 3 of the Standard Beers	\$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.***

## THE STAVE ROOM

### Approved Caterers

#### **Affairs to Remember**

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

#### **Talk of the Town**

Hope Nudelman  
[hope@tottatl.com](mailto:hope@tottatl.com)  
[www.talkofthetownatlanta.com](http://www.talkofthetownatlanta.com)

#### **Bold Catering**

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

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

Bria Welch  
[bria@districtecm.com](mailto:bria@districtecm.com)  
[www.districtecm.com](http://www.districtecm.com)

#### **Fox Brothers Caterer**

Katherine McIntosh  
[katherine@foxbrosbbq.com](mailto:katherine@foxbrosbbq.com)  
[www.foxbrosbbq.com](http://www.foxbrosbbq.com)

#### **Zest Atlanta Catering**

Dana Harris  
[dana@zestatlanta.com](mailto:dana@zestatlanta.com)  
[www.zestatlanta.com](http://www.zestatlanta.com)

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

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

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

Lisa Ellisor  
[lisa@dennisdeancatering.com](mailto:lisa@dennisdeancatering.com)  
[www.dennisdeancaterinng.com](http://www.dennisdeancaterinng.com)

#### **Endive**

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

#### **Three Sisters Catering**

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

#### **Phenomenal Food by Chef Holly**

Chef Holly  
[chef.holly@phenomenalfoodbychefholly.com](mailto:chef.holly@phenomenalfoodbychefholly.com)  
[www.phenomenalfoodbychefholly.com](http://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 Added Touch Catering is approved at The Stave Room without an outside catering fee.***

#### **\*Preferred Rental Company**

#### **Atlanta Party Rentals & Plush Event Furnishings**

Debbie Stawski  
[Debbie@AtlantaPartyRentals.com](mailto:Debbie@AtlantaPartyRentals.com)  
[www.atlantapartyrentals.com](http://www.atlantapartyrentals.com)