

**103 WEST**

103 West Paces Ferry Rd. NW Atlanta GA, 30305

The iconic address sets the tone.... Elegant. Traditional. Timeless. Classic.

Conveniently located in the heart of Buckhead with two separate Ballrooms with ample parking, pre function space, built in bars, great lighting, you are sure to find 103 West a great fit for your wedding, rehearsal dinner, Mitzvah, meetings, awards, holiday events and so many other corporate and social occasions.

We host events for 50 guests to up to 500 guests, full venue buyouts are welcome!

**Venue Rental Rates (2024)**

**The Buckhead Ballroom** (upstairs/main level)

<u>Day of the week</u>	<u>Rental Fee</u>	<u>Beverage Minimum Guarantee</u>
Saturday	\$5,000	\$4,000++
Friday	\$4,000	\$3,000++
Sunday - Thursday	\$3,000	\$1,500++

**The Grand Ballroom** (lower level)

<u>Day of the week</u>	<u>Rental Fee</u>	<u>Beverage Minimum Guarantee</u>
Saturday	\$5,000	\$4,000++
Friday	\$4,000	\$3,000++
Sunday - Thursday	\$3,000	\$1,500++

<b><u>The Buckhead Ballroom</u></b> <i>4,000 SQ-FT + pre-function and bar area</i>	<b><u>Ballroom Set-Up Capacities</u></b> <i>Capacity depends on your unique event elements.</i>	<b><u>The Grand Ballroom</u></b> <i>3,000 SQ-FT with a 1,000 SQ-FT pre-function area</i>
200	<b>Seated Dinner with <u>no</u> dance floor</b>	300
150	<b>Seated Dinner with a dance floor area</b>	220
250	<b>Cocktail Reception with limited seating and dance floor</b>	300
<b><u>WHOLE VENUE BUYOUT</u></b> Can accommodate up to approx. 500+ guests, inquire for rental pricing and details!		

Rental fees are based on a **four-hour event** with an additional four hours of support time (3 hours set up & 1 hour break down and load out). Additional event time may be available at a cost of \$500.00 per hour.

(Weddings!!)

Looking to host a wedding Reception *and* Ceremony:

A **wedding ceremony fee of \$2,000.00** includes an extra hour of event time, an extra hour of set up time and a 1-hour rehearsal. Rehearsals planned around other events, inquire for details. Cost for one ballroom (room flip etc) If planning to use both ballrooms, buyout info and costs to be discussed, thank you!!

## BEVERAGE PACKAGES

\*Bar packages to be finalized about 1 month before event

(Hosted/Per person = Open bar)

### Beer and Wine Hosted Bar

**4 Hour Open Bar - \$32.00++ per guest**

\$5.50++ per guest for each additional hour

**Ceremony + Reception typical bar is \$34.75 for 4.5-hour bar**

**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

(For an additional \$3.50++ per guest you can upgrade to in house Premium Brand wines)

### Call Brand Hosted Bar

**4 Hour Open Bar - \$37.50++ per guest**

\$7.00++ per guest for each additional hour

**Ceremony + Reception typical bar is \$41.00 for 4.5-hour bar**

**Liquors** – Smirnoff Vodka, Bombay Gin, Speyburn Braden Orach Scotch, Old Forester Bourbon, 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

(For an additional \$3.50++ per guest you can upgrade to in house Premium Brand wines)

### Premium Brand Hosted Bar

**4 Hour Open Bar - \$43.50++ per guest**

\$8.50++ per guest for each additional hour

**Ceremony + Reception typical bar is \$47.75 for 4.5-hour bar**

**Liquors** – Tito's Vodka, Bustletown Vodka by American Spirit Works, Bombay Sapphire Gin, Glenlivet 12-year, Bulleit Bourbon, Crown Royal, Bacardi Light Rum, EL Jimador Silver Tequila

**Beers** –Stella Artois, Sweetwater 420 and Miller Lite

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

### Ultra-Premium Brand Hosted Bar

4 Hour Open Bar - \$70.00++ Per Person;

\$12.50++ Per Person for each additional hour

**Ceremony + Reception typical bar is 74.25++ for a 4.5-hour**

**Liquors** – Grey Goose Vodka, Casamigos Blanco Tequila, Hendricks Gin, Flor de Cana Rum, Johnny Walker Black, Basil Hayden Bourbon

**Beers** –Stella Artois, Sweetwater 420, High Noon Hard Seltzer and 2 Craft Beer Options

**Premium Wines** – Langlois-Chateau Sancerre, Miraval Rose, WillaKenzie Yamhill Carlton Pinot Noir, Stags Leap Cabernet, Post & Beam Chardonnay, Veuve Clicquot Champagne

**Non-alcoholic Beverages** – Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, and Pineapple Juice

*Brands change from time to time.*

\*\*\* Typical Wedding Ceremony AND Receptions host a 4.5-hour bar!!

### **Additions and Upgrades to the Bar Selections:**

#### **Passed 'Champagne' Toast:**

Freixinet Sparkling passed	\$4.50++ per guest
Grandial Brut (French) passed	\$5.50++ per guest
Veuve Clicquot Champagne	\$15.00++ per guest

#### **Liquor add-ons: (these are **adds not substitutions**)**

Tito's Vodka	\$3.50++ per guest
Jameson Irish Whiskey	\$4.50++ per guest
El Jimador	\$4.50++ per guest
Hennessy VS	\$8.00++ per guest
Woodford Reserve	\$7.00++ per guest
Cordials: Baileys Irish Cream, Kahlua, Amaretto Disaronno and Frangelico	\$7.00++ per guest

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

Winterville Gin	\$3.50++ per guest
Add any 2 seasonally available Craft Beers	\$3.50++ per guest
Add any 3 seasonally available Craft Beers	\$5.50++ per guest

**\*\* Please contact your sales representative for a current list of available craft beer selections\*\***

[Custom ordering available! We can custom order wines, liquors and beers, please inquire and let us help you customize your bar experience!!](#)

### **Ultra-Premium Upgrades (for Premium Brand Per Person Bars Only):**

Casamigos Tequila	\$15.00++ per guest
Grey Goose Vodka	\$12.00++ per guest
Veuve Clicquot Champagne	\$18.00++ per guest
Ultra-Premium Wines (Choose 4) - Langlois-Chateau Sancerre, Miraval Rose, WillaKenzie Yamhill Carlton Pinot Noir, Stags Leap Artemis Cabernet, Post & Beam Chardonnay, Veuve Clicquot Champagne	\$21.00++ per guest

*\*For additional upgrade options to the premium bar, please contact your account executive\**

### **Table Side Wine Service during dinner:**

House Wines when added to bar package	additional \$5.50++ per guest
Premium Wines when added to bar package	additional \$7.00++ per guest
Ultra-Premium Wines when added to bar package	additional \$19.00++ per guest

- *Additional staff is needed as well for the wine service, please inquire for exact quote.*

### **All *per person* Bars include the following non-alcoholic beverages/mixers:**

Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice and Bottled Water. We also have Lime Juice, Grenadine, Vermouth, Sour Mix, Triple Sec, Ginger Beer.

We have Lemons, Limes, Oranges, Olives and Cherries. We include bar glassware and ice.

**Other Bar options:** There are other beverage options available as well such as a ‘consumption/by the drink bar’ or a cash bar, please inquire for your specific needs and additional pricing. **We also offer children’s and ‘non-alcohol’ pricing, per person is \$13.50++**

**Consumption Bar (or By the Drink) (Keeping in mind all minimums)**

Beer:	\$7.00++ per bottle
House Wine:	\$9.00++ per glass
Premium Wine:	\$11.00++ per glass
Ultra-Premium Wine:	\$15.00++ per glass
Call Brand Liquor:	\$10.00++ per drink
Premium Liquor:	\$12.50++ per drink
Ultra-Premium Liquor:	\$18++ per drink
Soft Drinks and Bottled Waters:	\$4.00++ per drink

**CASH BAR RATES VARY, please inquire**

**Service Charge and Taxes on beverages:**

++ 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.

*The Georgia State Liquor Commission regulates the sale and service of alcoholic beverages. As a licensee, Novare Events is responsible for the administration of these regulations. It is our policy therefore, that liquor, beer and wine cannot be brought into the building therefore NO OUTSIDE ALCOHOL MAY BE BROUGHT INTO VENUE; all alcohol must be provided by Novare Events. No Liquor shots.*

**Staff Charges:**

**There is a fee of \$225.00 per Bar staff person.**

Bars require bartenders, bar backs and bussers/servers, they are \$225.00 each.

We recommend 1 bartender for each 50-75 guests Please inquire for specific quotes on staffing. *Example: An event with 150 guests would be 3 bartenders, 2 bar back and 2 servers (\$1,575 staff fees)* [final staff TBD closer to event, once we have final count.](#)

**Parking:**

There is a \$500 Flat Parking fee for the lot, inquire for specific needs and valet.

**Included:**

Venue manager, support staff and security guard at venue.

Silver Chiavari chairs with ivory cushions

60” rounds

Stylish Hi-Tops (no linens needed)

## **Catering Partners:**

The following caterers are welcome/approved:

### **Buckhead Life Restaurant Group.**

Let Pano and his culinary team help create a memorable event!

#### **Affairs to Remember**

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

#### **Bold Events + Catering**

Social Mary Margaret Rentschler  
[Corporate Megan Robertson](mailto:CorporateMegan@bold-events.com)  
[www.bold-events.com](http://www.bold-events.com)

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

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

#### **Endive Fine Catering**

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

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

Autumn Washington  
[autumn@districtecm.com](mailto:autumn@districtecm.com)  
[www.districtecm.com](http://www.districtecm.com)

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

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

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

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

#### **Three Sisters Catering**

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

#### **LowCountry Catering**

Jessica Brown  
[Jessica@lowcountrycatering.com](mailto:Jessica@lowcountrycatering.com)  
[www.lowcountrycatering.com](http://www.lowcountrycatering.com)

#### **Zest Atlanta Catering**

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

\*If you choose to hire a fully licensed and insured caterer that is not on our list, they are welcome with some standard guidelines and a \$2,000 kitchen rental fee

## **Deposits and Payments:** (To Book venue/secure date)

**The full room rental fee is due with return of the signed contract/rental agreement to secure the venue for your event.**

**Your date and event are not confirmed until both are received. The rental deposit is non-refundable!**

Your contract will have a full payment schedule, there is an installment payment due approximately 6 months prior to the event and the final balance is due the week before your event.

A refundable damage deposit of \$1,500 is due prior to event as well; this deposit will be used for any damage, staff overtime or excessive cleaning needed due to actions by the client, vendors or guests. We will refund/shred this after event if none is needed.

## **Vendors:**

You will need vendors for anything we don't provide to include entertainment, decorations, flowers, rentals, audio visual, planner/coordinator, photographer etc. We are happy to send a list of recommendations.

## **Notes/Other**

Rates are higher and beverage minimums apply to Citywide Events, Holidays, Proms, & December Events. Sundays of certain holidays have Saturday rates and minimums such as Labor Day, Memorial Day, July 4<sup>th</sup> etc.

Rates are subject to change without notice

**Wedding Ceremony Rehearsals work around other booked events**

**No Liquor Shots allowed**

**NO SPARKLERS or confetti allowed, no colored smoke**

## **HOTEL/TRANSPORTATION recommendations:**

### **The St Regis Atlanta:**

88 W Paces Ferry Rd NW, Atlanta, GA 30305

### **Kimpton Sylvan Hotel:**

374 East Paces Ferry Rd NE, Atlanta, GA 30305

### **The Thompson Atlanta:**

415 East Paces Ferry Rd NE, Atlanta, GA 30305

### **The Intercontinental Buckhead:**

3315 Peachtree Rd NE, Atlanta, GA 30326

### **The Grand Hyatt:**

3300 Peachtree Rd NE, Atlanta, GA 30305

### **The Waldorf Astoria Buckhead:**

3376 Peachtree Rd NE, Atlanta, GA 30326

### **The Westin Buckhead Atlanta:**

3391 Peachtree Rd NE, Atlanta, GA 30326

### **The Whitley:**

3434 Peachtree Rd NE, Atlanta, GA 30326

## **TRANSPORTATION:**

Atlantic Limousine & Transportation is our Preferred Transportation Company and can handle all your needs from Limousines and Town Cars to Shuttles and even a specialty getaway car! [www.Atlanticlimo-ga.com](http://www.Atlanticlimo-ga.com)

## **Preferred Rental Company:**

Atlanta Party Rentals and Plush Event Furnishings

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