



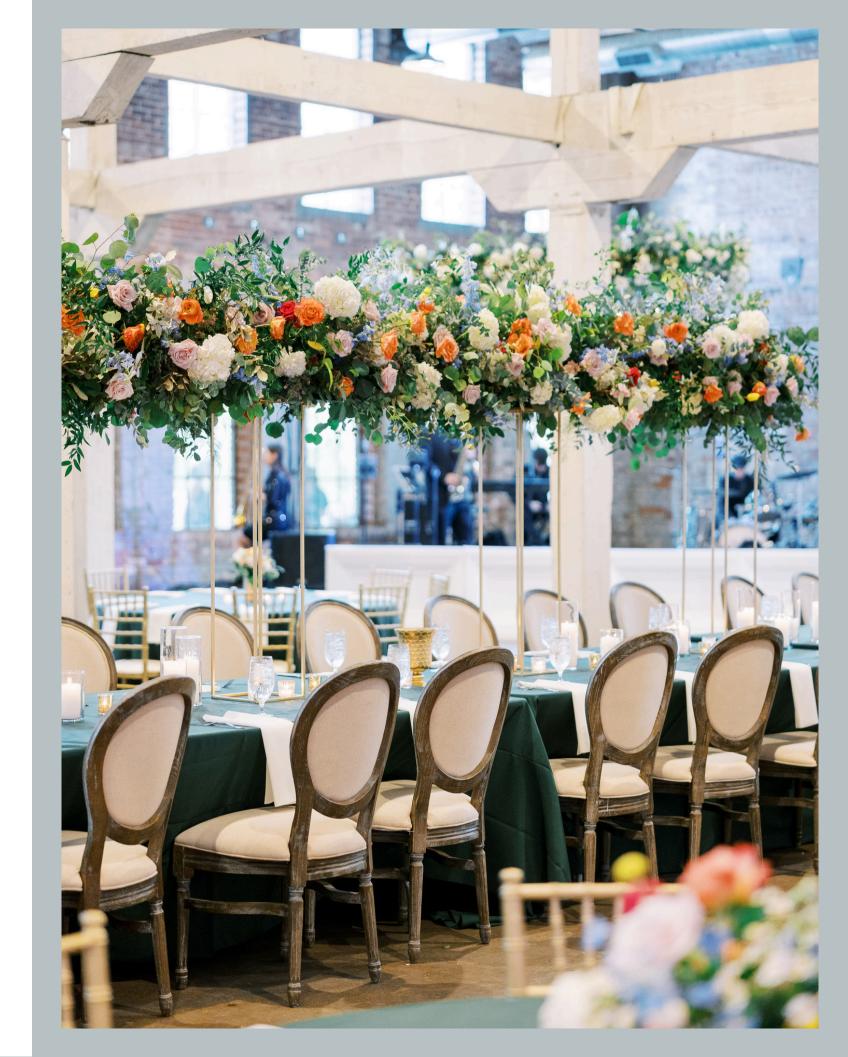
# GUARDIAN WORKS AT ECHO STREET WEST

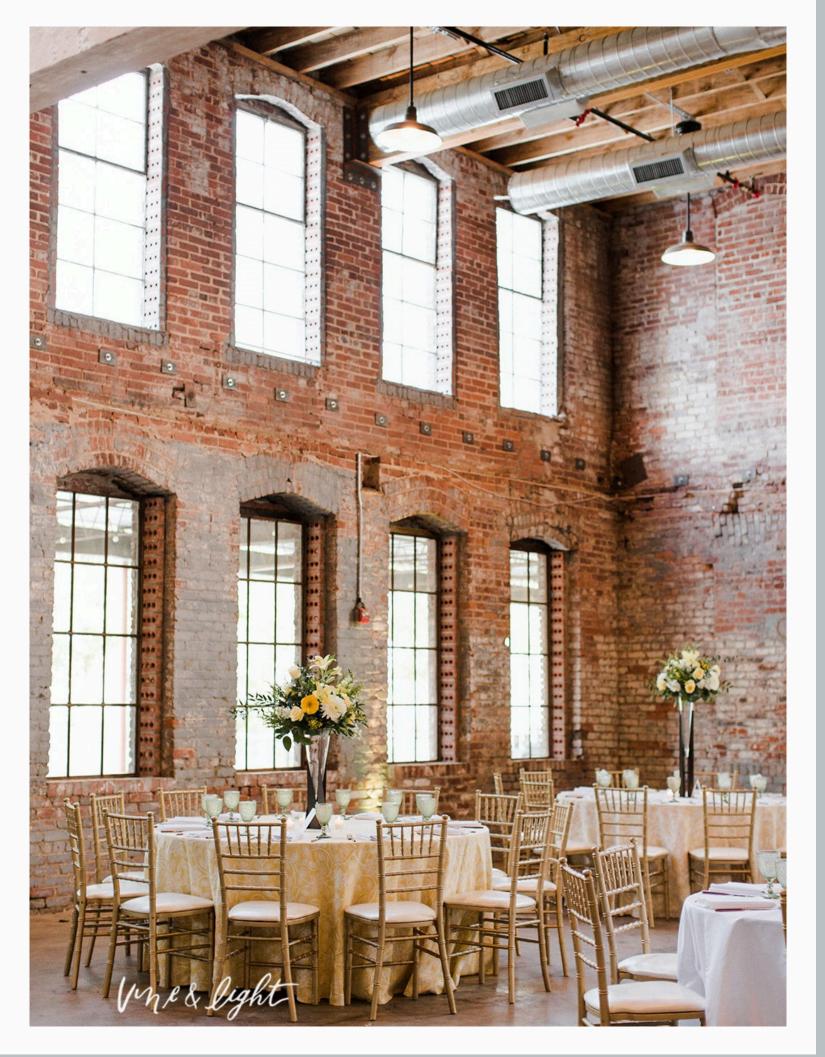
NOVARE EVENTS

### ABOUT US

Located within the vibrant 19-acre development of Echo Street West, Guardian Works is a standout venue in Atlanta's emerging Westside Beltline district.

From historic remnants of its past life as a chemical company, such as original vats and oversized scales, to the chic industrial design of metal doors and red brick walls, Guardian Works is a space brimming with character. Whether you're planning an intimate wedding or a large corporate event, Guardian Works offers the perfect blend of indoor and outdoor settings.





Housed in a meticulously restored 1908 industrial building and former perfumery, this venue features 6,000 square feet of interior space with towering 24-foot ceilings, bathed in natural light from oversized windows.

A 4,000 square-foot covered patio opens onto a sprawling 10,000 square-foot courtyard, ideal for outdoor celebrations under the stars.

Capacity	Sq/Ft	Standing/ Cocktail	Seated	Theater
Pre-Function	2,200	375	N/A	N/A
Main Interior	6,000	700	250	350
Patio	4,400	500	350	480
Indoor Ceremony	1,850	275	175	175
The Marquee	1,600	260	120	200
Total Venue	13,000	1,300	N/A	N/A
Front Lawn	10,000	Weather Dependent	N/A	N/A

### THE VENUE



# EVENT PRICING

#### Venue Rental

Your rental includes private access to all interior spaces, the patio, marquee and front lawn for the duration of your rental.

#### Additionally included:

250 Gold Chivari Chairs
4 Hours of Event Time
3 Hours of Vendor Set Up
1 Hour Break Down
Access to Parking Deck and Ample Street Parking
1 Night-Of Event Manager
2 Back of House Personnel
1 Security Personnel

#### Tables

• 25-72" Round Tables

• 4-4'x8' Estate tables

- 10 36" round tables (can be cocktail or high-top height)
- 7- gold stand highboy tables (no linens necessary)
- 6-48" round tables

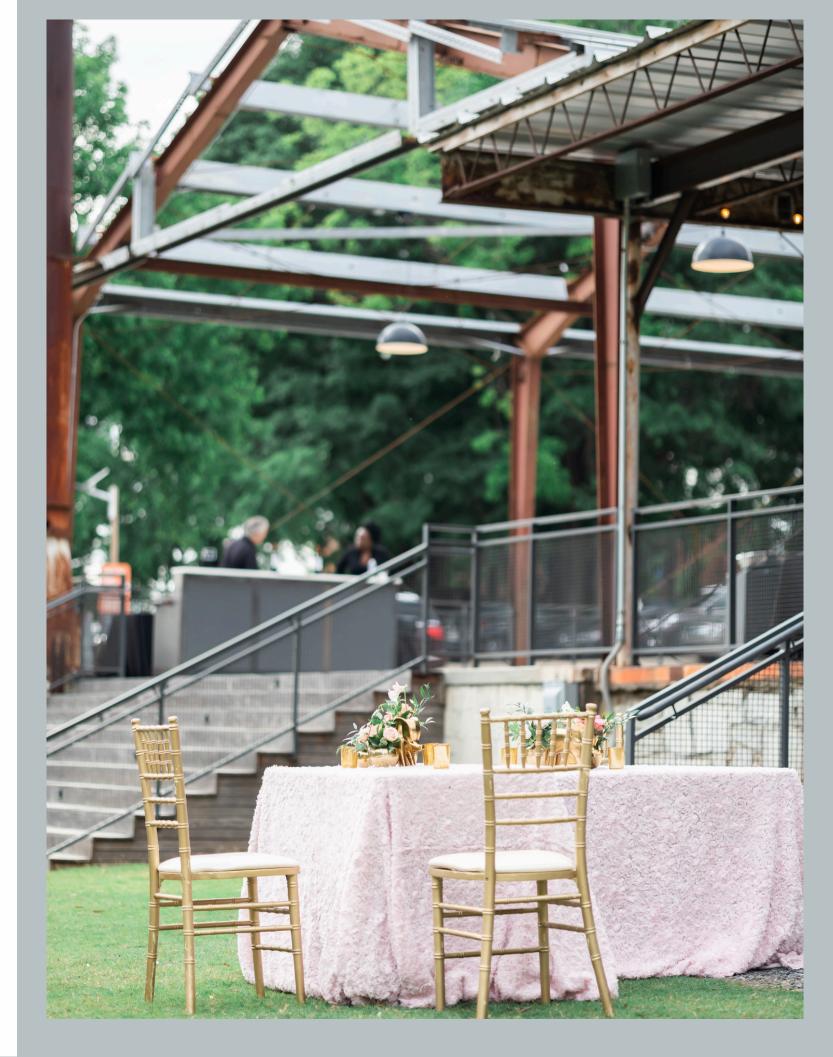
Price Breakdown	Rental	Beverage Min.	Ceremony Fee
Monday-Thursday	\$4,000	N/A	N/A
Friday	\$5,000	\$2,500	\$2,000
Saturdays & Holidays	\$5,500	\$4,500	\$2,000
Sunday	\$4,000	N/A	\$2,000

\*If you are looking to host a festival with donated product, inquire about festival rates.

#### Additional Fees

- Final bar pricing, bar staffing, taxes (liquor and sales) & service fees (22%), additional event or load-in time and potential parking or valet attendants
- If you would like to have your wedding ceremony on our lawn, there is an additional \$750 fee, which includes the use of 200 white folding chairs

\*Please inquire for holiday, prom, city-wide event, and December rates\*



### APPROVED CATERERS

Affairs to Remember Saffold Barksdale saffold@affairs.com www.affairs.com

#### Added Touch Erin Lis

erin@addedtouchcatering.com www.addedtouchcatering.com

Dennis Dean, A Catering Company Adam Shoemakers adam@dennisdeancatering.com www.dennisdeancaterinng.com

District Events & Catering Autumn Washington autumn@districtecm.com www.districtecm.com

<u>Endive – A Fine Catering Company</u> Stephanie Mule stephanie@endiveatlanta.com www.endiveatlanta.com

Fox Brothers BBQ Katherine McIntosh katherine@foxbrosbbq.com www.foxbrosbbq.com

LowCountry Catering Jessica Brown jessica@lowcountrycatering.net www.lowcountrycatering.net

#### **Bold Catering and Events**

Megan Robertson mrobertson@bold-events.com www.bold-events.com

Proof of the Pudding Janice Wilmer jwilmer@proofpudding.com www.proofpudding.com

Phenomenal Food by Chef Holly Crystal Hutchinson crystal@phenomenalfoodbychefholly.com www.phenomenalfoodbychefholly.com

Talk of the Town Hope Nudelman hope@tottatl.com www.talkofthetownatlanta.com

**Three Sisters Catering** Molly Holway molly@caterwiththreesisters.com www.caterwiththreesisters.com

Zest Atlanta Catering Dana Harris dana@zestatlanta.com www.zestatlanta.com

Here at Guardian Works, we take care of all your beverage needs by exclusively providing all bar services for your event. Ultra-Premium Brands Premium Brands Call Brands Beer and Wine Non-Alcoholic Beverages

We have several bar packages to choose from that can be edited based on your preferences, please see the following pages for more detailed information

#### Notes on Catering:

If you would like to use a caterer that is not on our approved list, then we will need a copy of their catering business license and Certificate of Liability Insurance.

There is also a \$2,000.00 kitchen use/outside catering fee and we require the use of a certified and licensed event planner.

Please be sure that your caterer can comply with our house rules and documentation requirements (see your Novare Account Executive for details) before you sign a contract with a caterer not on this 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.

### THE DRINKS

# NOVARE EVENTS

# BAR PACKAGES

Bar package pricing is based on a 4-hour serve time with the option to extend

All per person bar packages include butler passed wine upon guest arrival for cocktail hour

All packages include: Coke, Sprite, Diet Coke, Ginger Ale, Tonic Water, Soda Water, Orange Juice, Cranberry Juice, Grapefruit Juice, Pineapple Juice, Lime Juice, Ginger Beer, Bitters, Simple Syrup, Grenadine Syrup, Sour Mix

# Ultra Premium

Starting at \$70++ per guest



Stella Artois, Sweetwater 420, High Noon Hard Seltzer and 2 Craft Beer Selections

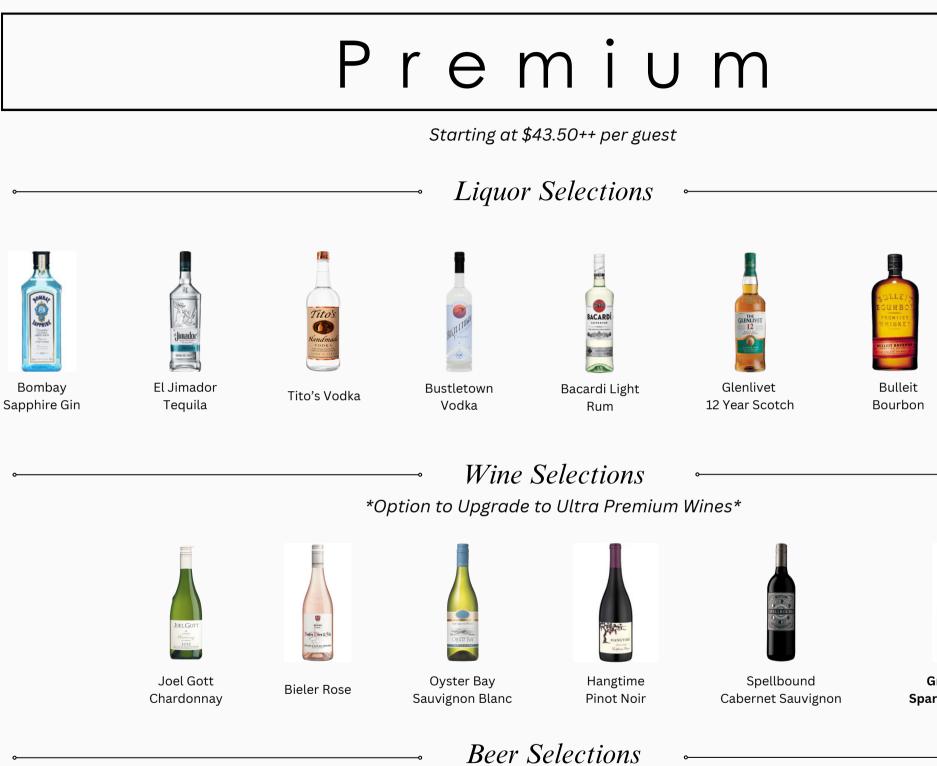




Basil Hayden Bourbon



Veuve Clicquot Champagne

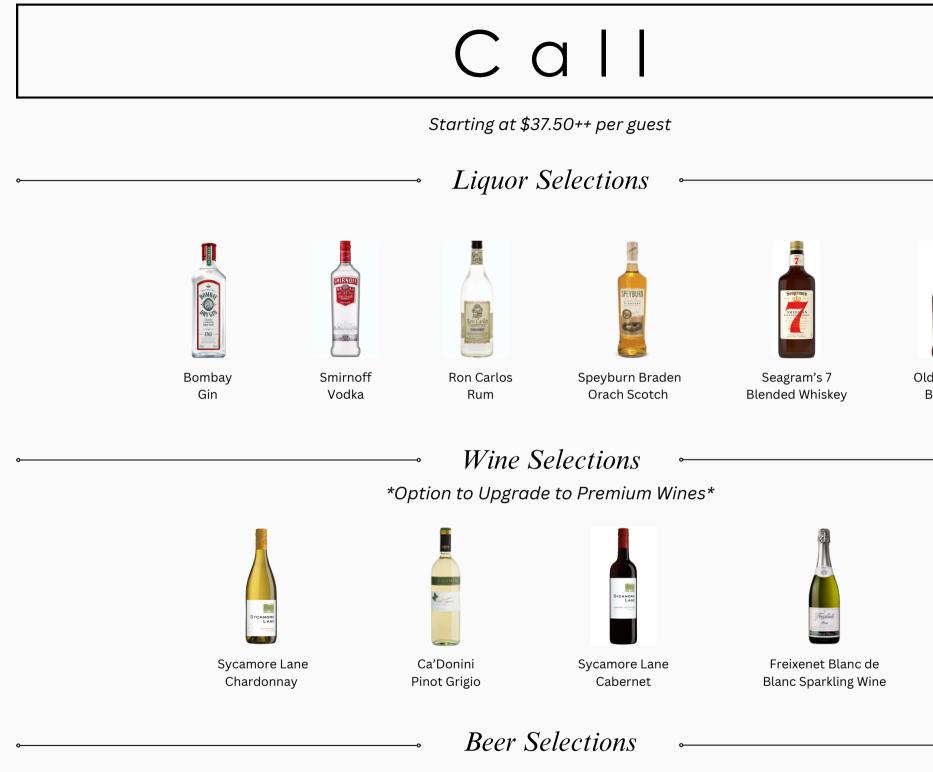


Stella Artois, Sweetwater 420, Miller Lite





Grandial Sparkling Brut



Stella Artois, Sweetwater 420, Miller Lite



Old Forester Bourbon

# Wine Beer and Starting at \$32.00++ per guest **Beer Selections** Sweetwater Stella Artois Miller Lite 420 Wine Selections Sycamore Lane Ca'Donini Sycamore Lane Freixenet Blanc de Chardonnay Pinot Grigio Cabernet Blanc Sparkling Wine Upgrades

\*\* Option to upgrade to Premium Brand wines, see Premium Package for selection\*\*



# Other Packages



Also included are Orange Juice, Cranberry Juice, Grapefruit Juice, and Pineapple Juice

۰۰	Consumption Bar Pricing	٥
Call Brand Liquor Drinks		\$10.00++
Premium Brand Liquor Drinks		\$12.50++
Ultra-Premium Liquor Drinks		\$18.00++
Call Brand Wine		\$9.00++ F
Premium Wine		\$11.00++
Ultra-Premium Wine		\$15.00++
Beer		\$7.00++ P
Non-alcoholic Beverages		\$4.00++ F

- + Per Drink
- Per Drink
- + Per Drink
- Per Glass
- + Per Glass
- + Per Glass
- Per Bottle
- Per Drink

# Bar Additions + Upgrades

*Consumption and cash bars are not eligible for add-ons or upgrades* 

#### Passed Toasts

Freixenet Sparkling Wine	\$2
Grandial Brut	\$5
Veuve Clicquot Champagne	\$1

#### **Tableside Wine Service during Dinner**

House Wines	\$5.
Premium Wines	\$7.0
Ultra-Premium Wines	\$19

#### Liquor Add-Ons/ Upgrades for Premium and Call Brand Bars

Tito's Vodka	\$3
Jameson Irish Whiskey	\$4
El Jimador	\$4
Hennessy VS	\$8
Woodford Reserve	\$7.
Cordials: Baileys Irish Cream, Kahlua, Amaretto Disaronno and Frangelico	\$7.

4.50++ Per Person 5.50++ Per Person 15.00++ Per Person

5.50++ Per Person 7.00++ Per Person 19.00++ Per Person

3.50++ Per Person 4.50++ Per Person 4.50++ Per Person 3.00++ Per Person 7.00++ Per Person 7.00++ Per Person

# Bar Additions + Upgrades

Consumption and cash bars are not eligible for add-ons or upgrades

#### <u>**Ultra-Premium Upgrades**</u> (for Premium Brand Per Person Bars Only)

Casamigos Tequila	\$15
Grey Goose Vodka	\$12
Veuve Clicquot Champagne	\$18
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	

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

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

Winterville Gin	\$3.5
Substitute any 2 Standard Beers with seasonally available craft beers	\$3.5
Substitute all 3 of the Standard Beers	\$5.5

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

#### Additional Bar Information

Staff Charges:

A fee of \$250 per Bartender, \$250 per Barback, and \$250 per Beverage Server is applicable for all 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 \$250 per Wine Server.

++ 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.

#### <u>Please note that Novare Events venues do not serve shots of liquor.</u>

L5.00++ Per Person L2.00++ Per Person L8.00++ Per Person 21.00++ Per Person

3.50++ Per Person 3.50++ Per Person 5.50++ Per Person

## Recommended Hotels

Bellyard at The Interlock 1 Interlock Avenue NW www.bellyardhotel.com Morgan Wolkin mwolkin@bellyardhotel.com

#### Four Seasons 75 14th Street NE www.fourseasons.com Chelsea Pruitt chelsea.pruitt@fourseasons.com

Renaissance Atlanta Midtown 866 West Peachtree Street NW www.renaissancehotels.com Heidi Hill Heidi.hill@marriott.com

Embassy Suites by Hilton 290 17th Street NW https://www.hilton.com/en/hotels/atllde s-embassy-suites-atlanta-midtown Marie Sellers MaSellers@heihotels.com

Kimpton Shane Hotel 1340 W Peachtree St NW www.ihg.com/kimptonhotels Jordan Baronfeld Jordan.Baronfeld@kimptonhotels.com The Ritz Carlton 181 Peachtree Street NE www.ritzcarlton.com Cari Compton cari.compton@ritzcarlton.com

AC Hotel Marriott Midtown 53 14th Street NE www.marriott.com/atlcn/ Katie Burch Katie.burch@moxyhotels.com

Canopy Atlanta Midtown 1414 West Peachtree Street NW www.atlantamidtown.canopyby hilton.com

Moxy Hotel Midtown 48 13th Street NE www.marriot.com/atlox/ Katie Burch Katie.burch@moxyhotels.com



### Recommended Vendors

#### **Photography**

Decisive Moments thedecisivemoment.com

The Willetts, Caroline and Gregg willettphoto.com

Vue Photography vuephotographyonline.com

#### Florists & Décor Companies

Alchemy Event Studio alchemyeventstudio.com

Blosm Floral and Event Design blosmdesign.com

JLD Designs jlddesignllc.com

Topher Mack with Barbara Roos tophermackatl.com

Tulip Blooming Creations bytulip.com

#### **Bakeries**

Classic Cheesecakes classiccandc.com

Highland Bakery highlandbakery.com

The Frosted Pumpkin frostedpumpkin.com

#### **Rentals**

Atlanta Party Rentals atlantapartyrentals.com

Plush Event Furnishings plusheventfurnishings.com

#### **Audio Visual**

Jaros Production jarosproduction.com

KP Productions kpshows.com

Active Production and Design activeproductionanddesign.com

#### **Officiants**

Rabbi Winokur 770.641.8630

Kris McDaniel mcdaniel.kris@gmail.com 404.365.6700

Judge Hugh Robinson 770.528.2466

Rev. Msgr. Henry C. Gracz 404.521.1866

Chaplain Jeremiah O'Keefe-West 404.261.5059

## Recommended Vendors

#### **Bands**

Atlanta Bands and DJ's atlantadj.com

East Coast Entertainment bookece.com

Event Performance eventperformance.com

Sam Hill Entertainment samhillbands.com

#### **String Quartet**

The Renaissance String Quartet 404.636.0020

#### <u>Harpist</u>

Catherine Rogers 404.321.6802

Sandra Harris 770.552.7428

#### **Event Insurance**

Markel markelinsurance.com/event

WedSafe wedsafe.com

EventSured eventsured.com

#### <u>DJ's</u>

Absolute Entertainment absolute-ent.com

Spectrum Entertainment spectrum-ent.com

Atlanta Bands and DJ's (Ted Crowder) atlantadj.com

Mix Pro DJ mixproatl.com

AMP'D Entertainment ampdentertainment.net

#### **Draping**

Quest Events 404.355.7311

#### **Transportation**

Atlantic Limousine and Transportation atlanticlimo-ga.com

Lovely View of Heaven (antique cars) 770.476.4155

Classy Car Limo (antique cars) classycarlimo.com

Nottingham Shire & Carriage carriageforhire.com

Trolley- Glenn Phillips 770.977.0810

The Georgia Tech Ramblin' Wreck 404.894.9643

# Booking Information

#### Touring

• We are able to schedule guided tours Monday-Fridays between 9:30am and 4:00pm. Inquire to schedule.

#### **Holding Dates and Payment Schedules**

- The full facility rental is due with the return of the signed contract within 7 days of receipt. The date of your event is not reserved until this payment and the signed rental agreement are received.
  - This rental payment and all other deposits and payments are nonrefundable and non-transferable.
- 6 months prior to the event, the beverage minimum is due.
- The final balance and a separate \$1,500.00 refundable damage deposit are due ten (10) days prior to your event.
- Novare Events accepts payments in the form of cash, check, credit card, or direct deposit.
  - Checks may be made payable to "Novare Events, LLC."
  - A 3 or 4% administration fee applies to all credit card transactions.
  - We recommend paying by ACH direct deposit as it is the easiest way to ensure we receive your payment and to avoid additional fees.

# Things to Keep in Mind

#### **Policies and Event Staffing Charges**

- security rules apply to Sorority/Fraternity Functions)
- Event Manager will be required at a rate of \$250 each.
- services
- Rates are subject to change without notice.

#### **Event Parking Information**

- Access to gravel parking lot and ample street parking.
- Valet services can be quoted for additional parking needs.
- Guest parking in the adjacent parking deck is \$10.00 per car

• 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

• 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

• Please inquire about available tenting, restroom attendants and coat check

# TALK TO US TODAY

Kate Zimmer 404-549-3495 <u>kzimmer@novareevents.com</u>

> 404.962.8700 novareevents.com

433 Bishop Street NW Suite B2 Atlanta, GA 30318

