



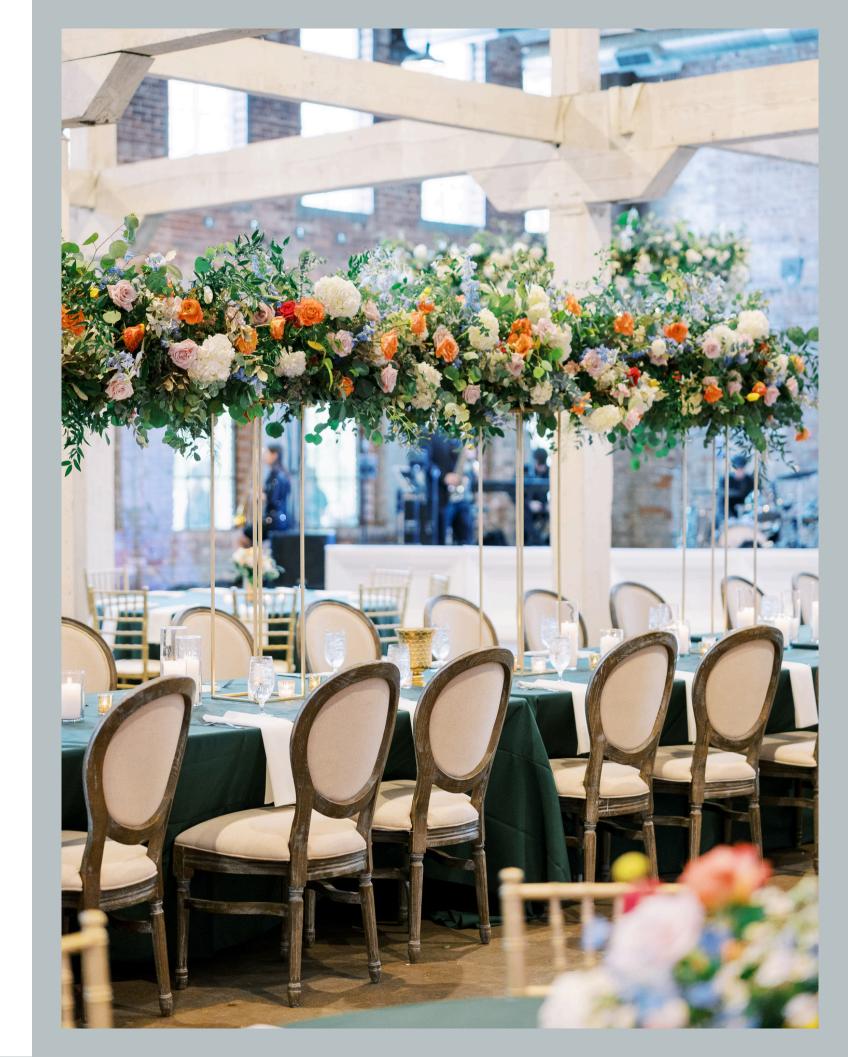
GUARDIAN WORKS AT ECHO STREET WEST

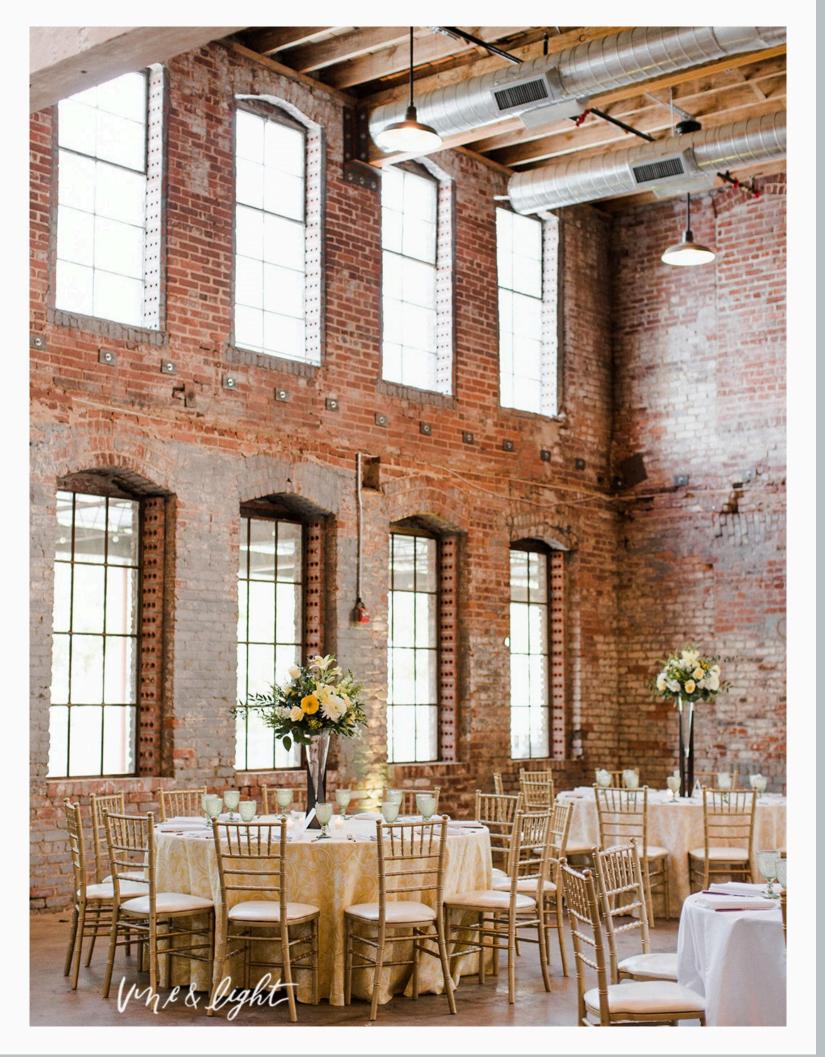
NOVARE EVENTS

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

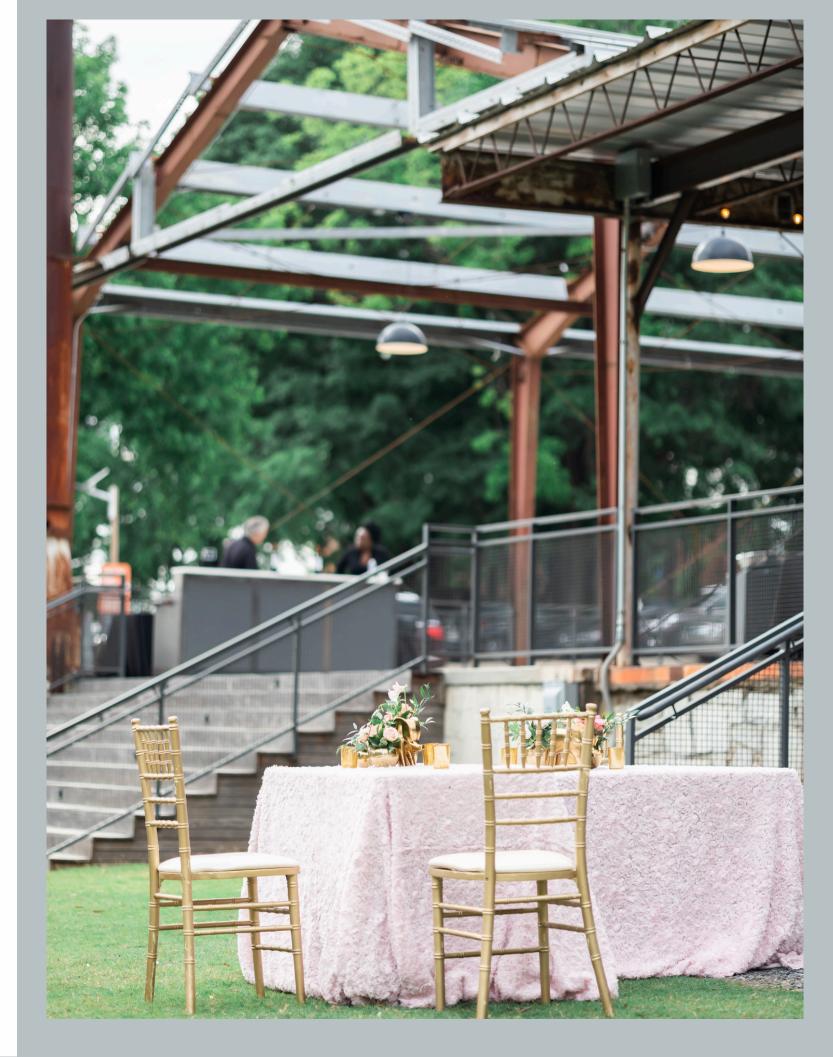
Price Breakdown	Rental	Beverage Min.	Ceremony Fee
Monday-Thursday	\$4,000	N/A	N/A
Friday	\$5,000	\$2,500	\$2,000
Saturdays & Holidays	\$5,500	\$4,500	\$2,000
Sunday	\$4,000	N/A	\$2,000

*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

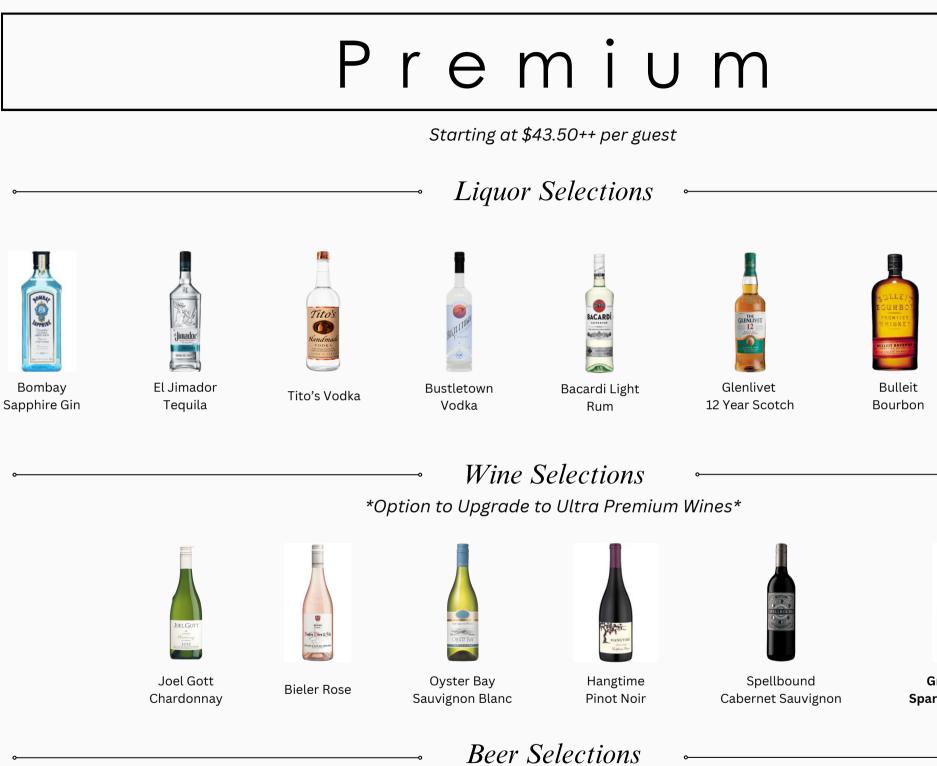




Basil Hayden Bourbon



Veuve Clicquot Champagne

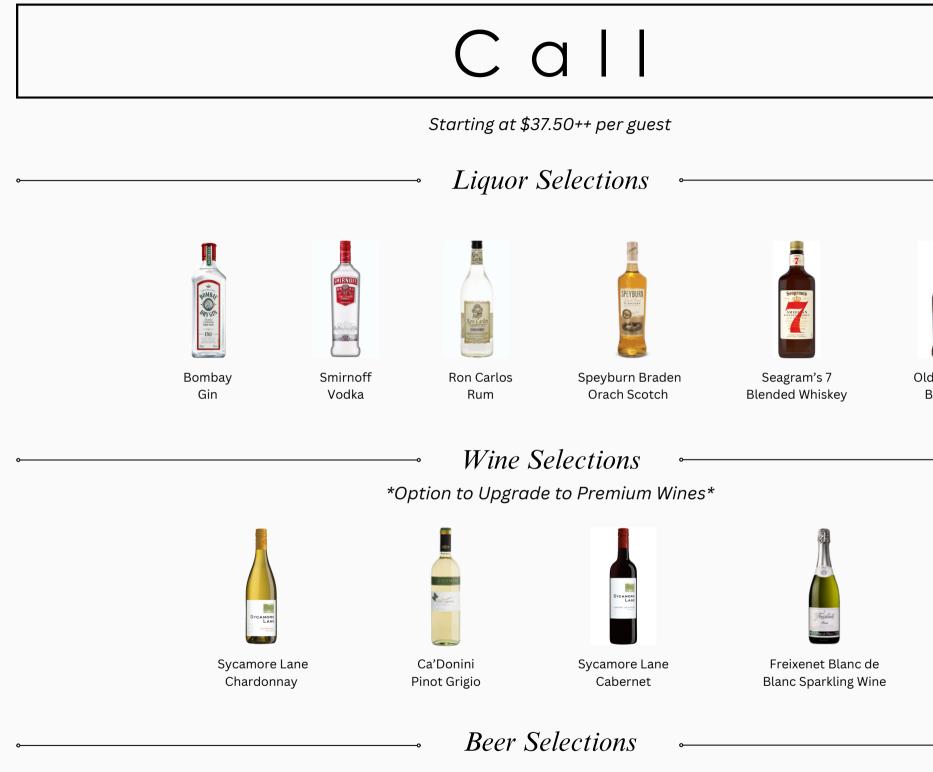


Stella Artois, Sweetwater 420, Miller Lite





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

