

THE
B A L L R O O M
AT TWELVE[®]

ATLANTIC STATION...“The most exciting community and development to happen in Atlanta in decades.”

A stylish alternative to traditional ballrooms and lackluster conference centers, The Ballroom at TWELVE Atlantic Station offers guests the amenities of a full-service hotel, while maintaining the exclusivity of a boutique style property. From the hardwood floors and Venetian style plaster walls to the plasma screens and outdoor terraces, this sophisticated urban setting ensures a one of a kind event.

The Ballroom at TWELVE is approximately 6,200 square feet and can be divided into 4,000 and 2,200 square foot event spaces. Additionally, a 2,500 square foot pre-function space, two lush terraces, and a private catering kitchen are included in the facility rental.

Capacity

Banquet	500
Reception	800
Theatre Style	700

Rates (January to November)

Weekday	
Sunday-Thursday	\$2,500
Friday	\$3,500
Saturday	\$4,000
(addition of) Wedding Ceremony	\$ 500

NOTE:

- ❖ Rental prices are subject to change without notice.
- ❖ A beverage minimum applies on all Saturdays and holidays. Beverage pricing is subject to a 20% service charge and 8% sales tax. Please inquire about December and holiday rates.
- ❖ Please consult your Account Executive for December pricing and academic/prom rates.

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Policies

- ❖ Standard rental fees are based on a four (4) hour event with four (4) hours of support time. Should the event exceed the contracted time, overtime charges of \$400.00 per hour will apply.
- ❖ Your rental includes the use of The Event Space at TWELVE's 12x24 stage, plasma screen monitors, built in screens, tables and chairs:
30- 60" rounds, 15- 36" low/hi-boys, 10- 6ft. tables and 375 banquet chairs.
- ❖ The full facility rental is due with the return of the signed Rental & Service Agreement. This rental payment and all other deposits and payments are non-refundable. Checks may be made payable to "Novare Events".
- ❖ One month prior to the event date, 50% of the beverage and service charges are due. Five (5) working days prior to the event date the final payment is due.
- ❖ A \$1,500 refundable security deposit is due five (5) days prior to your event as security for any damages that may occur.
- ❖ Wireless Internet Access is available free of charge.
- ❖ Novare Events is a facility rental company. As a courtesy to our clients, we offer in-house beverage services. All other services must be provided by a licensed vendor. See our preferred list for recommendations.

Parking

- ❖ **Self Parking** is located in the Atlantic Station garage directly under TWELVE. Atlantic Station offers the first two hours of parking free. For more detailed information on parking charges, visit www.atlanticstation.com.
- ❖ **Valet Parking** is available at \$10 per car.

THE BALLROOM AT TWELVE

Beverage Service Options:

Option I: Bar Service: Hosted by the Hour

This option includes your choice of liquor, domestic and imported beer, house wine, mixers*, garnishes and glassware for a pre-determined price per person.

Example: A four (4) hour Call Brand Bar is \$28.00 per person plus 20% Service plus 8% Sales Tax.

Brands	Beer/Wine Only	Call Brands	Premium Brands
1 st Two (2) hours:	\$15.00 per person	\$18.00 per person	\$21.00 per person
Each additional hour:	\$4.00 additional	\$5.00 additional	\$6.50 additional

Martinis: Included Included
(Original Dry and Dirty, Cosmopolitans, and Sour Apple)

Cordials: \$8.00 each \$8.00 each
(Bailey's, Kahlua, Frangelico, and Amaretto)

Liquor Selections	Call Brands	Premium Brands
Vodka	Smirnoff	Ketel One
Gin	Gordon's	Bombay
Scotch	Speyburn	Chivas Regal
Bourbon	Jack Daniels	Maker's Mark
Blend	Seagram's 7	Canadian Club
Rum	Ron Carlos	Bacardi Light

*The following mixers are provided with all bar selections: Coke, Sprite, Diet Coke, ginger ale, tonic water, soda water, orange juice, cranberry juice, grapefruit juice and bottled water.

Option II: Bar Service Hosted by the Drink/Consumption

This option is based on actual consumption during the event. The price per drink is as follows:

Premium Brands:	\$7.00	Domestic Beer:	\$4.00
Call Brands:	\$6.00	(Budweiser, Budweiser Light & Amstel)	
Cordials	\$8.00	Imported Beer:	\$4.50
(Bailey's, Kahlua, Frangelico, Amaretto)		(Heineken)	
House Wine (Forestville):	\$28.00/bottle	Soft Drinks:	\$2.00
Premium Wine:	\$33.00/ bottle	Bottled Water & Juices:	\$2.50
(Château Ste. Michelle Chardonnay, Blackstone Merlot)			
House Champagne (J. Roget):	\$36.00/bottle		
Premium Champagne (Domaine Ste. Michelle):	\$42.00/bottle		

Additional Services:

Table Side Wine Service: House wine may be offered to the table at \$28.00 per bottle and will be billed on consumption. Premium wine selections, Château Ste. Michelle Chardonnay and Blackstone Merlot, are available at \$33.00 per bottle. One wine server, at \$125.00 each, will be required for every four guest tables.

Passed Champagne Toast: Champagne may be passed by our staff to your guests, offering our House Champagne, J. Roget at \$4.00 per guest or our Premium Champagne, Domaine Ste. Michelle, at \$5.00 per guest. No staff charges apply.

Staff Charges:

A fee of \$150.00 per bartender is applicable for the above bar service options. One bartender is required per 75 guests.

Additional Information:

- ❖ All above prices are subject to a 20% service charge and 8% sales tax.
- ❖ The above pricing, brands and rates are subject to availability and change.
- ❖ Beverage minimums apply in the month of December and on Saturdays
- ❖ **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.**

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Additional Beverage Service Options

- ❖ Table Side Wine Service: House wine can be offer to the table at \$28.00/bottle (plus service and tax) and can be billed on consumption.
- ❖ Upgraded premium house wine selections Chateau St. Michelle, Chardonnay and Blackstone Merlot are available at \$38.00/bottle.
- ❖ Please see your Account Executive for a wine list.
- ❖ Wine service requires additional servers at \$125 each. One server is needed for every four guest tables.
- ❖ Passed Champagne Toast: House champagne can be passed to your guests at \$5 per glass (plus service and tax) and will be billed on consumption. No staff charges apply. Upgraded champagne selections are available on a per case price.

Staff Charges

A fee of \$150.00 per bartender is applicable for the above bar service options. One bartender is required per 75 guests.

Additional Information

- ❖ 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.
- ❖ The above pricing, brands and rates are subject to availability and change.
- ❖ Beverage minimums are applicable in the month of December and on Saturdays evenings.

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Caterers

A Legendary Event
Molly Holway
Molly.Holway@legandaryevents.com
404.350.6672

Affairs to Remember
Rich Wilner
Rich@affairs.com
404.872.7859 ext. 30

Bold American Catering
Monique Joyce-Corporate
mjoyce@boldameriacn.com
678.302.3206
Jackie Sutej
jsutej@boldamerican.com
678.302.3204
www.boldamerican.com

Carole Parks Catering
Karleen Ferguson-Weddings
karleen@cparkscatering.com
Russell Wash
russell@cparkscatering.com
404.872.1999
www.cparkscatering.com

Dennis Dean, A Catering Company
Dennis Dean Retzleff
dennis@dennisdeancatering.com
404.457.1002
www.dennisdeancatering.com

Endive – A Fine Catering Company
Chef Drew Ihrig
Rhys Burhman
rhys@endiveatlanta.com
404.504.9040
www.endiveatlanta.com

Glorious Events
Diana Harris
dharris@glorousevents.net
678.205.3196
www.glorousevents.net

Audio Visual Services

Production People
Geoff Clapp
Geoff@productionpeopleinc.com
404.696.0196
www.productionpeopleinc.com

Décor – Event Design Group
Joe Quillian- Social/Weddings
jqillian@eventdesigngroup.com

Lois Bourne- Corporate
lbourne@eventdesigngroup.com