



Convenient to Downtown, Midtown, Buckhead, Atlantic Station and the interstate, 433 Bishop is the perfect setting for both social and corporate events. Our lovely neutral palette makes us a diverse venue and ideal for your wedding ceremony and receptions, rehearsal dinners, Bar and Bat Mitzvahs, corporate events, auctions and fundraisers, team building activities and holiday parties.

The main event space is 4,000 square feet of chic industrial space with a built-in bar and the rare amenity of a display kitchen. In addition, we have a furnished lounge area that leads to a cozy courtyard where guests can view the Atlanta skyline. We also have a larger courtyard that is ideal for cocktail hour, seated dinners and outdoor activities. AV capabilities are part of the package at 433 Bishop. We have a flat screen TV that can loop photos, logos or be used for a presentation. Sound is wired throughout the facility as well. 433 Bishop is a great space for virtually any event.

Facility Address: 433 Bishop Street, NW, Suite C, Atlanta, Georgia 30318
Office Address: 817 West Peachtree Street, NW, Suite 208 Atlanta, Georgia 30308
Please call 678-974-5404 to schedule a site visit or delivery.

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 4,000 square foot event space can comfortably accommodate the following number of guests:

Reception	225 guests
Seated Dinner	150 guests
Wedding ceremony/reception	150 guests

Facility Rental Fees

(Facility fees may vary depending on time of the year, beverage minimums also may apply)

<u>Day of the week</u>	<u>Rental</u>	<u>Beverage minimum</u>	<u>Ceremony fee</u>
Sunday-Friday	\$2,500.00	*N/A	\$1000.00
Saturday	\$3,500.00	\$2,500.00	\$1000.00

*Beverage minimums may apply depending on day of week and time of year, ask your sales rep for details.

- Rental fees are based on a four-hour event with four hours of support time. Additional access time is available at \$400 per hour. An additional fee may apply to event time after midnight. The ceremony fee 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 room for the bride to change in.

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- The rental fee includes use of:

6– 60” round tables	8 – high boy tables
5 – 48” round tables	125 white chivari chairs
200 white acrylic chairs	lounge furniture
3 farm tables	10 - 6’ tables
5 - 36” round tables	
- The rental fee includes access to the 55-space parking lot. Valet services may be required for any event exceeding 150 guests.
- The rental includes access to the outdoor garden and courtyard.
- The rental fee includes security for 225 guests. (Additional security rules apply to Sorority/Fraternity Functions at a rate of \$210 per officer.)
- Novare Events, LLC handles all of the beverage services for your guests. No outside beverages may be brought on premise. A beverage minimum of \$2,500 applies to all Saturday evenings.
- There are nine approved caterers at 433 Bishop. Please contact your caterer for any food service needs.
- A \$1,000 outside catering fee applies to any caterer selected who is not on our approved list.
- Please inquire about available valet, tenting, restroom attendants and coat check services.
- Rates are subject to change without notice.
- Please inquire about high demand rates for Citywide Events, Holidays, Proms, & December Events

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.
- Five (5) working 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 security deposit is due five (5) 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.

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Beer and Wine Hosted Bar

4 Hour Open Bar - \$29.00++ per guest, 4.5 Hour Open Bar - \$31.50++ per guest
\$5.00++ per guest for each additional hour

Children between 6-20 \$10.00 ++ for unlimited non-alcoholic beverages

Includes:

Butler passed wine upon guest arrival

Beers –Stella Artois, Sweetwater 420, Bud Light, and Yuengling

House Wines – Sycamore Lane Chardonnay, Twisted Pinot Grigio, Sycamore Lane Cabernet Sauvignon, 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, Pineapple Juice and Bottled Water

Premium Wines additional \$3.00 per person++

– *Toad Hollow Chardonnay, Toad Hollow Rose, Z. Alexander Brown Sauvignon Blanc, Z. Alexander Brown Pinot Noir, 1924 Cabernet Sauvignon, Pol Remy Sparkling Brut*

Call Brand Hosted Bar

4 Hour Open Bar - \$34.00++ per guest, 4.5 Hour Open Bar - \$37.00++ per guest
\$6.00++ per guest for each additional hour

Children between 6-20 \$10.00 ++ for unlimited non-alcoholic beverages

Includes:

Butler passed wine upon guest arrival

Liquors – Smirnoff Vodka, Bombay Gin, Speyburn Braden Orach Scotch, Jim Beam Bourbon, George Dickel Whiskey, Seagram's 7 Blend and Ron Carlos Rum

Beers –Stella Artois, Sweetwater 420, Bud Light, and Yuengling

House Wines – Sycamore Lane Chardonnay, Twisted Pinot Grigio, Sycamore Lane Cabernet, 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, Pineapple Juice and Bottled Water

Premium Brand Hosted Bar

4 Hour Open Bar - \$39.00++ per guest, 4.5 Hour Open Bar - \$42.50++ per guest
\$7.00++ per guest for each additional hour

Children between 6-20 \$10.00 ++ for unlimited non-alcoholic beverages

Includes:

Butler passed wine upon guest arrival

Liquors – Ketel One Vodka, Bombay Sapphire Gin, Glenlivet 12 year, Bulleit Bourbon, Crown Royal Blend, American Spirit Whiskey, and Bacardi Light Rum

Beers –Stella Artois, Sweetwater 420, Bud Light, and Yuengling

Premium Wines – Toad Hollow Chardonnay, Toad Hollow Rose, Z. Alexander Brown Sauvignon Blanc, Z. Alexander Brown Pinot Noir, 1924 Cabernet Sauvignon, Pol Remy Sparkling Brut

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

Consumption Bar Pricing:

Call Brand Liquor Drinks:	\$9.00++ per drink
Premium Brand Liquor Drinks:	\$11.00++ per drink
House Wine:	\$8.00++ per glass
Premium Wine:	\$10.00++ per glass
Beer:	\$6.00++ per bottle
Non-alcoholic Beverages:	\$3.00++ per drink

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Miscellaneous Beverage Options:

Passed Toast with Freixenet Sparkling Wine	\$4.00++ per guest
Passed Toast with Stellina di Notte Prosecco	\$5.00++ per guest
Tablesides House Wine Service during Dinner	\$5.00++ per guest
Tablesides Premium Wine Service during Dinner	\$6.00++ per guest
Tablesides Ultra-Premium Wine Service during Dinner	\$7.00++ per guest

Additions / Upgrades to Per Person Bar Packages

Ultra-premium wines

Select (4) of the following to upgrade Premium package	\$10++ per guest
Select (4) of the following to upgrade Call or Beer and Wine package	\$13++ per guest
La Crema Chardonnay Sonoma Coast, Black Stallion Chardonnay, Napa	
Outer Sounds Sauvignon Blanc Marlborough, Château Minuty Rosé Cotes de Provence	
Wine by Joe Pinot Noir, Oregon, Cambria Pinot Noir Santa Maria Valley,	
Black Stallion Cabernet Sauvignon Napa, Sterling Vineyards Napa Valley Cabernet Sauvignon,	
Altocedra Ano Cero Malbec	

Liquor add ons/upgrades:

Olmecca Alton Plata Tequila	\$2.00++ per guest
Don Julio Tequila	\$4.00++ per guest
Jameson Irish Whiskey	\$3.00++ per guest
Hennessey VS	\$4.00++ per guest
Titos on the Call brand bar	\$2.00++ per guest

Cordials: Bailey's, Kahlua, Amaretto di Saronno and Frangelico \$6.00++ per guest

Craft Beers:

Substitute any 2 of listed beers with two of the below beers for	\$2.00++ per guest
Change all 4	\$5.00++ per guest
Terrapin Sound Czech Pilsner, Creature Comforts Tropicalia IPA, MNB I'm On a Boat Golden Ale,	
Wild Heaven Emergency Drinking	

Craft specialty cocktail, during cocktail hour, select one from below

Sangria (white or red)	\$3.00++ per guest
Old Fashion-Bulleit Bourbon, Bitters, Sugar	
French 75-Bombay Sapphire lemon juice, simple syrup, prosecco	
Ultimate Lemonade-Titos Vodka, Elderflower liquor, lemonade	
Margarita-Alton Pata Tequila, trip sec, lime juice, sweet and sour	
Mule (Moscow-Ketel One, London-Bombay Sapphire Gin, Kentucky-Bulleit Bourbon) lime juice, bitters, ginger beer	

Staff Charges:

A fee of \$150 per Bartender, \$150 per Bar Back, and \$150 per Busser is applicable for the above bar service options. One bartender is required for every 75 guests and one bar back plus one busser are required for every two bartenders.

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.

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Approved Caterers

Affairs to Remember

Saffold Barksdale
saffold@affairs.com
404.872.7859

www.affairs.com

***Bold American Catering**

Caroline Wattrick – Social
cwattrick@bold-events.com
678.302.3204
Jacqui Carlyle – Corporate
jcarlyle@bold-events.com
678.302.3265

Dennis Dean, A Catering and Events Company

404.475.1002
www.dennisdeancaterinng.com

Endive

Julia Hurwitz
Julia@endiveatlanta.com
404-504-9040

Fox Brothers BBQ

404.915.1299
www.foxbrosbbq.com

Legendary Events

Danielle Smith

dsmith@legendaryevents.com
404.350.1496
www.legendaryevents.com

Proof of the Pudding

Barbara Yontz
byontz@proofpudding.com
404.898.1759
www.proofpudding.com

Soiree Catering and Events

Kelly Walling
Kelly@soireecateringatlanta.com
404.467.1669
www.soireecateringatlanta.com

Three Sisters Catering

Katie Rosenberg
katie@caterwiththreesisters.com
404.488.4565
www.caterwiththreesisters.com

If you would like to use a caterer that is not on our approved list, we require a copy of their business license and proof of insurance. There is also a \$1,000 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 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.

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Recommended Vendor List

Florist/ Décor Company

Bold Events – Staci Rosales	404.961.7853
Tulip Blooming Creations	404.622.8828
WM Events	678.251.6363
Alchemy Event Studio	678.895.8429

Lighting/AV

Active Production and Design, Inc.	404.633.3527
Magnum Productions, John	404.872.0553

Bakeries

Classic Cheesecakes	404.233.9636
Highland Bakery	404.586.0772
The Frosted Pumpkin	770.205.7998

Photography

Ben Vigil Photography	877.236.8444
Anna and Spencer Photography	404.357.5304
The Willetts, Caroline and Gregg	404.964.8268
6 of 4 Photography	888.366.6634

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

Entertainment

Bands:

Axtell Productions (Moxie)		770.441.9494
Atlanta Bands and DJ's	Ted Crowder	770.993.8688
East Coast Entertainment	Mark Letalien	404.351.2263
Event Performance	Cheryl Ahlzadeh	770.518.1317
Good Foot Productions	Sarah Turner	404.323.9976
<u>Sam Hill Entertainment</u>	<u>Hank Wells</u>	<u>866.SAM.HILL</u>

String Quartet:

The Renaissance String Quartet		404.636.0020
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Harpist:

Catherine Rogers		404.321.6802
Sandra Harris		770.552.7428

DJ's:

Absolute Entertainment		404.355.5541
Spectrum Entertainment (Lou Guzzo)		770.441.9806
Atlanta Bands and DJ's (Ted Crowder)		770.993.8688

Draping

Event Drapery		404.597.4653
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Chair Covers and Linen

Graceful Tables (Dee Lane Eades)		770.993.7375
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Transportation

Atlantic Limousine and Transportation	Holly Adams	770.733.0751
Lovely View of Heaven (antique cars)		770.476.4155
Classy Car Limo (antique cars)		678.231.5257
Nottingham Shire & Carriage		404.622.0526
Trolley- Glenn Phillips		770.977.0810
The Georgia Tech Ramblin' Wreck	Debraca Shelton	404.894.9643

Rentals

*Atlanta Party Rentals		404.425.9966
Collection Event Rentals	Lois Bourne	404.720.0085

Preferred Hotels:

Marriott Courtyard Midtown

1132 Techwood Drive
www.atlantacyevents.com
Tigina Hodges-Taylor
Tigina.hodges@marriott.com
404-713-0933

Marriott Suites Midtown

35 14th Street
www.marriott.com
Tigina Hodges-Taylor
Tigina.hodges@marriott.com
404-713-0933

Glenn Hotel

110 Marietta Street NW
www.glennhotel.com
Maud Eeuwen
Maud.eeuwen@glennhotel.com
404-469-0592

Renaissance Atlanta Midtown

866 West Peachtree Street, NW
www.renaissancehotels.com
Heidi Hill
Heidi.hill@marriott.com
678.237.5409

Four Seasons

75 14th Street
Courtney Clough
www.fourseasons.com
Courtney.clough@fourseasons.com
404-253-3815

The Ritz Carlton

181 Peachtree Street, NE
www.ritzcarlton.com
Hayley Hylander
Hayley.hylander@ritzcarlton.com
404-348-5609

The Loews Hotel

1065 Peachtree Street, NE
Jay Heiskell
www.loewshotel.com/atlanta
jheiskell@loewshotels.com
404-745-5712

The Hampton Inn

244 North Avenue
Sheryl Newman
Sheryl.newman@hilton.com
404-881-0881