



BISHOP STATION

Centrally located in Midtown, Bishop Station is a secret gem tucked away from the hustle of the city yet it boasts an unmatched city skyline view of both midtown and downtown. This historic building was originally home to Gulf Oil Company in the 1920s and has been lovingly restored to its original splendor. The venue is composed of 2 levels of open event space as well as a large outdoor courtyard.

The main room is 3,600 square feet of chic industrial space with pristine hardwood floors in a chevron pattern. The walls are antique brick with three sides of expansive windows. A tall curved pine ceiling is finished by two ornate iron chandeliers. Take the elevator or the stairs to the lower level where we have an additional 3,600 square feet of event space that includes a furnished lounge area and a beautiful built-in bar. The barn door which is original to the building and in working condition is the perfect accent that leads to the outdoors. This level is ideal for cocktail hour, dinner or even a speakeasy. The outdoor courtyard blends beautifully with the main room for a continuation of airy event space. This area is composed of historic brick pavers and an outdoor fireplace perfect for the colder months. Planters and string lights complete the look. The details at Bishop Station give this venue a crisp, clean and modern finish. Bishop Station is a great space for virtually any event.

Facility Address: 500 Bishop Street, NW, Building D, Atlanta, Georgia 30318

**Turn into Bishop Steel Works complex and head straight back past building B. The venue is at the far end on the right.

Office Address: 817 West Peachtree Street, NW, Suite 208 Atlanta, Georgia 30308

Please call 678-705-1376 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 7,200 square foot event space can comfortably accommodate the following number of guests:

Reception	300 guests
Seated Dinner	200 guests
Wedding ceremony/reception	200 guests

Facility Rental Fees

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

Day of the week	Rental	Beverage minimum	Ceremony fee
Sunday-Friday	\$4,500.00	\$2,500 (Friday/Sunday)	\$1,500.00

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

Saturday	\$5,500.00	\$4,000.00	\$1,500.00
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- 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:

15 60" round tables	8 high boys- marble top with brass tulip base
175 wood cross back chairs	5 36" round tables

- The rental fee includes access to the 100-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 \$4,000 applies to all Saturday evenings.
- There are nine approved caterers at Bishop Station. Please contact your caterer for any food service needs.
- A \$2,000 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.
- Client must obtain day of Special Event Insurance Policy and list Novare Events as additional insured. Please inquire for additional details and recommended insurance companies.

BISHOP STATION

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 for the cocktail hour

Beers –Stella Artois, Sweetwater 420 and Bud Light

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 and Pineapple Juice

Upgrade to the Premium Brand Wines for an additional \$3.00 per person++

–Z. Alexander Brown Chardonnay, Diora Rose, Black Stallion Sauvignon Blanc, 1924 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 \$12.00 ++ for unlimited non-alcoholic beverages

Butler passed wine upon guest arrival for the cocktail hour

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 and Bud Light

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 and Pineapple Juice

Premium Brand Hosted Bar

4 Hour Open Bar - \$39.50++ per guest, 4.5 Hour Open Bar - \$43.25++ per guest
\$7.50++ per guest for each additional hour
Children between 6-20 \$12.00 ++ for unlimited non-alcoholic beverages

Butler passed wine upon guest arrival for the cocktail hour

Liquors – Tito's Vodka, Bustletown Vodka, Olmeca Altos Plata Tequila, Bombay Sapphire Gin, Glenlivet 12 year, Bulleit Bourbon, Crown Royal Blend and Bacardi Light Rum

Beers –Stella Artois, Sweetwater 420 and Bud Light

Premium Wines – Z. Alexander Brown Chardonnay, Diora Rose, Black Stallion Sauvignon Blanc, 1924 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 and Pineapple Juice

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

Staff Charges:

A fee of \$200 per Bartender, \$200 per Bar Back, and \$200 per Busser is applicable for the above bar service options. One bartender is required for every 50 - 75 guests and one bar back plus one busser 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 \$200 per Wine Server.

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Craft Specialty Cocktail Upgrades to Call Brand and Premium Brand Per Person Bars during the cocktail hour:

Select one from below

\$3.00++ per guest

Sangria (White or Red)

Old Fashioned - Bulleit Bourbon, Bitters, Sugar

French 75 - Bombay Sapphire Lemon Juice, Simple Syrup, Prosecco

Ultimate Lemonade – Tito's Vodka, Elderflower Liquor, Lemonade

Margarita - Alton Plata Tequila, Triple Sec, Lime Juice, Margarita Mix

Mule - (Moscow-Bustletown Vodka, London-Bombay Sapphire Gin, Kentucky-Bulleit Bourbon) Lime Juice, Bitters, Ginger Beer

Miscellaneous Beverage Options:

Passed Toast with Freixenet Sparkling Wine

\$4.00++ per guest

Passed Toast with Pol Remy Sparkling Brut

\$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

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 to Call Brand and Premium Brand Per Person Bars:

Tito's Vodka

\$3.00++ per guest

Don Julio Tequila

\$4.00++ per guest

Olmecca Alton Plata Tequila

\$3.00++ per guest

Jameson Irish Whiskey

\$4.00++ per guest

Hennessey VS

\$4.00++ per guest

Cordials: Bailey's Irish Cream, Kahlua, Amaretto di Saronno and Frangelico

\$6.00++ per guest

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

Fiddler Bourbon

\$3.00 ++ per guest

Winterville Gin

\$3.00 ++ per guest

Substitute any 2 standard beers with two of the beers below

\$3.00++ per guest

Change all 3 of the Standard Beers

\$5.00++ per guest

New Realm Brewing Euphonia Pilsner, Creature Comforts Tropicalia IPA, Monday Night Brewing I'm On a Boat Golden Ale, Wild Heaven Emergency Drinking, White Claw Variety Pack

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.

Please note that Novare Events Venues do not serve shots of liquor.

All alcoholic beverage service is provided by Novare Events, LLC.

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Approved Caterers

Affairs to Remember

Saffold Barksdale
saffold@affairs.com
404.872.7859
www.affairs.com

Legendary Events

Michelle Lend
mlend@legendaryevents.com
404.680.7828
www.legendaryevents.com

***Bold American Catering**

Autumn M. Washington
awashington@bold-events.com
678.302.3212
www.bold-events.com

Proof of the Pudding

Janice Wilmer
jwilmer@proofpudding.com
404.898.1745
www.proofpudding.com

Dennis Dean, A Catering and Events Company

Katherine McKerrow
katherine@dennisdeancatering.com
404.475.1002
www.dennisdeancaterinn.com

District Events and Catering

Julia Hurwitz
julia@districtcm.com
888.922.8377
www.districtcm.com

Endive

Stephanie Mule
stephanie@endiveatlanta.com
404-504-9040

Three Sisters Catering

Molly Holway
molly@caterwiththreesisters.com
404.488.4565
www.caterwiththreesisters.com

Fox Brothers BBQ

404.915.1299
www.foxbrosbbq.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 \$2,000 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	678.302.3212
Tulip Blooming Creations	404.622.8828
WM Events	678.251.6363
Stylish Stems	770.596.4303

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
Papillion Visials – Rachel White	www.papillon-visuals.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

Event Insurance

Markel	www.markelinsurance.com/event
WedSafe	www.wedsafe.com
eWedInsurance	www.ewedinsurance.com

Entertainment

Bands:

Axtell Productions (Moxie)	770.441.9494
Atlanta Bands and DJ's	770.993.8688
East Coast Entertainment	404.351.2263
Event Performance	770.518.1317
Good Foot Productions	404.323.9976
<u>Sam Hill Entertainment</u>	<u>866.SAM.HILL</u>

String Quartet:

The Renaissance String Quartet	404.636.0020
Luna Strings	www.lunastrings.com
Cobalt Strings	770.500.5813

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

Quest Drapery	404.355.7311
Unique Event Elements	404.367.4700 x16

Chair Covers and Linen

I Do Linens	404.367.0010
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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
David Faal
david.faal@marriott.com
404-888-1051

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

Epicurean Atlanta

1117 West Peachtree Street
Sara Deberry
www.epicureanhotelatlanta.com
sdeberry@mainsailhotels.com
404-228-2421

Bellyard at The Interlock

1 Interlock Avenue, NW
Morgan Wolkin
www.bellyardhotel.com
mwolkin@bellyardhotel.com
470-376-5486