



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 404.962.8702 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)

<u>Day of the week</u>	<u>Rental</u>	<u>Beverage minimum</u>	<u>Ceremony fee</u>
Sunday-Friday	\$4,500.00	\$2,500.00 (Friday/Sunday)	\$2,000.00
Saturday	\$5,500.00	\$4,500.00	\$2,000.00

*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 \$600 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 are required for all events.
- The rental includes access to the outdoor garden and courtyard.
- The rental fee includes security for 225 guests. If attendance is to exceed 225 guests, one additional officer is required for every 150 guests at a rate of \$250 each. (Additional security rules apply to Sorority/Fraternity Functions)
- 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 Event Manager will be required at a rate of \$250 each.
- Novare Events, LLC handles all of the beverage services for your guests. No outside beverages may be brought on premise. A beverage minimum of \$4,500 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.
- Ten (10) 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 ten (10) 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.

Parking:

All Events at Bishop Station require valet, please inquire for pricing for your specific event!

\$180 per valet attendant. *(for up to a 5-hr. event)*

The number of valet attendants will vary given your guest and car count. The **minimum** is 3 valet attendants, (One as a doorman and two runners) and that is \$540.00

We will base this on estimated car count and take into consideration other forms of transportation, shuttles, Uber, etc. Your final number will be decided about 2 weeks out from event.

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Beer and Wine Hosted Bar

4 Hour Open Bar - \$32.00++ Per Person; 4.5 Hour Open Bar - \$34.75++ Per Person
\$5.50++ Per Person for each additional hour

Includes:

Butler passed wine upon guest arrival for the cocktail hour

Beers –Stella Artois, Sweetwater 420, and Miller Lite

House Wines – Sycamore Lane Chardonnay, CA Donini Pinot Grigio, Sycamore Lane Cabernet, and 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 \$3.50++ Per Person

Premium Wines – Joel Gott Chardonnay, Oyster Bay Sauvignon Blanc, Bieler Rose, Hangtime Pinot Noir, Spellbound Cabernet, and Grandial Brut

Call Brand Hosted Bar

4 Hour Open Bar - \$37.50++ Per Person; 4.5 Hour Open Bar - \$41.00++ Per Person
\$7.00++ Per Person for each additional hour

Includes:

Butler passed wine upon guest arrival for the cocktail hour

Liquors – Smirnoff Vodka, Bombay Gin, Speyburn Braden Orach Scotch, Old Forester, Seagram's 7 Blend, and Don Q Rum

Beers –Stella Artois, Sweetwater 420, and Miller Lite

House Wines – Sycamore Lane Chardonnay, CA Donini Pinot Grigio, Sycamore Lane Cabernet, and 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 - \$43.50++ Per Person; 4.5 Hour Open Bar - \$47.75++ Per Person
\$8.50++ Per Person for each additional hour

Includes:

Butler passed wine upon guest arrival for the cocktail hour

Liquors – Tito's Vodka, Bustletown Vodka, El Jimador, Bombay Sapphire Gin, Glenlivet 12 year, Bulleit Bourbon, Crown Royal Blend, and Bacardi Light Rum

Beers –Stella Artois, Sweetwater 420, and Miller Lite

Premium Wines – Joel Gott Chardonnay, Oyster Bay Sauvignon Blanc, Bieler Rose, Hangtime Pinot Noir, Spellbound Cabernet, and Grandial 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:	\$10.00++ Per Drink
Premium Brand Liquor Drinks:	\$12.50++ Per Drink
Call Brand Wine:	\$9.00++ Per Glass
Premium Wine:	\$11.00++ Per Glass
Beer:	\$7.00++ Per Bottle
Non-alcoholic Beverages:	\$4.00++ Per Drink

Staff Charges:

A fee of \$225 per Bartender, \$225 per Barback, and \$225 per Busser is applicable for the above bar service options. One bartender is required for every 50-75 guests, and one barback 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 \$225 per Wine Server.

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Additions / Upgrades to Per Person Bar Packages

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

Select one from below: \$3.50++ Per Person

Old Fashioned- Bulleit Bourbon, Bitters, Sugar

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

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

Margarita- El Jimador, Triple Sec, Lime Juice, Margarita Mix

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

Tableside Wine Service and Toasts added to a Per Person Bar Package

Passed Toast with Freixenet Sparkling Wine \$4.50++ Per Person

Passed Toast with Grandial Brut \$5.50++ Per Person

Tableside House Wine Service during Dinner \$5.50++ Per Person

Tableside Premium Wine Service during Dinner \$7.00++ Per Person

Tableside Ultra-Premium Wine Service during Dinner \$8.00++ Per Person

Ultra-Premium Wines added to a Per Person Bar Package

Select (4) of the following to upgrade Premium package \$11.00++ Per Person

Select (4) of the following to upgrade Call or Beer and Wine package \$14.50++ Per Person

*La Crema Chardonnay- Sonoma Coast, Black Stallion Chardonnay- Napa,
Stoneleigh Sauvignon Blanc- New Zealand, Château Minuty Rosé- Cotes de Provence,
Cambria Pinot Noir- Santa Maria Valley, Black Stallion Cabernet Sauvignon- Napa,
Sterling Vineyards Cabernet Sauvignon- Napa Valley,
and Altocedra Ano Cero Malbec- Mendoza*

Liquor add-ons/ Upgrades to Call Brand and Premium Brand Per Person Bars:

Tito's Vodka \$3.50++ Per Person

Jameson Irish Whiskey \$4.50++ Per Person

El Jimador \$4.50++ Per Person

Don Julio Tequila \$8.00++ Per Person

Hennessy VS \$8.00++ Per Person

Whistle Pig Piggy Back \$4.50++ Per Person

Woodford Reserve \$7.00++ Per Person

Cordials: Baileys Irish Cream, Kahlua, Amaretto Disaronno and Frangelico \$7.00++ Per Person

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

Fiddler Bourbon \$3.50++ Per Person

Winterville Gin \$3.50++ Per Person

Add 2 Craft Beers to Per Person Bar Package (from list below) \$3.50++ Per Person

Add 3 Craft Beers to Per Person Bar Package (from list below) \$5.50++ Per Person

*New Realm Brewing Euphonia Pilsner; Creature Comforts Tropicalia IPA;
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
www.affairs.com

Talk of the Town

Hope Nudelman
hope@tottatl.com
www.talkofthetownatlanta.com

Bold Catering

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

Proof of the Pudding

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

Dennis Dean, A Catering Company

Adam Shoemaker
adam@dennisdeancatering.com
www.dennisdeancaterinng.com

District Events and Catering

Julia Hurwitz
julia@districtecm.com
www.districtecm.com

Endive

Stephanie Mule
stephanie@endiveatlanta.com
www.endiveatlanta.com

Three Sisters Catering

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

Fox Brothers BBQ

Katherine McIntosh
katherine@foxbrosbbq.com
www.foxbrosbbq.com

Phenomenal Food by Chef Holly

Crystal Hutchinson
crystal@phenomenalfoodbychefholly.com
www.phenomenalfoodbychefholly.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.

***Preferred Rental Company**

Atlanta Party Rentals & Plush Event Furnishings

Debbie Stawski
Debbie@AtlantaPartyRentals.com
www.atlantapartyrentals.com