



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. 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

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	175 guests
Wedding ceremony/reception	175 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	\$3,000.00	\$1,000.00	\$2,000.00
Saturday	\$4,000.00	\$3,000.00	\$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:

- 6-60" Round Tables, (5) 48" Round Tables, (8) High boy tables, (3) Farm Tables, (5) 36" Round tables, (200) White Acrylic Chairs, (10) 6' Tables, Built in Bar, Lounge Grouping Seating Area
- Access to 55-parking spaces. Valet services can be quoted for additional parking needs.
- The rental fee includes access to the outdoor garden and courtyard with café lights.
- The rental fee includes an indoor courtyard with lounge grouping and built in bar.
- The rental fee includes an in-house sound system and flat screen.
- 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 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 the beverage services for your guests. No outside beverages may be brought on premise. A beverage minimum applies, see chart of previous page.
- There are approved caterers at 433 Bishop. 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.
- Please inquire about high demand rates for Citywide Events, Holidays, Proms and & December events.
- Rates are subject to change without notice.

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 refundable damage 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.

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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
Children between 6-20 \$13.50 ++ for unlimited non-alcoholic beverages

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
Children between 6-20 \$13.50 ++ for unlimited non-alcoholic beverages

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 Ron Carlos 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
Children between 6-20 \$13.50 ++ for unlimited non-alcoholic beverages

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 Beverage Server is applicable for the above 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 \$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-

When passed during the cocktail hour: \$3.50++ Per Person

Inquire to see if your favorite cocktail is available

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

***Bold Catering**

Michelle Harrison
mharrison@bold-events.com
www.bold-events.com

Dennis Dean, A Catering Company

Adam Shoemakers & Lisa Ellisor
info@dennisdeancatering.com
www.dennisdeancaterinng.com

Endive

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

Fox Brothers BBQ

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

Zest Atlanta Catering

Dana Harris
dana@zestatlanta.com
www.zestatlanta.com

Talk of the Town

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

Proof of the Pudding

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

District Events and Catering

Bria Welch
bria@districtecm.com
www.districtecm.com

Three Sisters Catering

Molly Holway
molly@caterwiththreesisters.com
www.caterwiththreesisters.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

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Recommended Vendor List

Florist/ Décor Company

Bold Events

www.bold-events.com

Tulip Blooming Creations

www.bytulip.com

WM Events

www.wmevents.com

Alchemy Event Studio

www.alchemyeventstudio.com

Lighting/AV

Active Production and Design, Inc.

www.activeproductionanddesign.com

Jaros Production

Ever Clavel

www.jarosproduction.com

KP Productions

Jason Kagen

www.kpshows.com

Draping

Quest Events

www.questevents.com

Bakeries

Classic Cheesecakes

www.classiccandc.com

Highland Bakery

www.highlandbakery.com

The Frosted Pumpkin

www.frostedpumpkin.com

Photography

Ben Vigil Photography

www.benvigil.com

Anna and Spencer Photography

www.annaandspencer.com

The Willetts, Caroline and Gregg

www.willettphoto.com

6 of Four Photography

www.6offour.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

EventSured

www.eventsured.com

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Entertainment

Bands:

Axtell Productions (Moxie)	www.axtellproductions.com
Atlanta Bands and DJ's	www.atlantadj.com
East Coast Entertainment	www.bookece.com
Event Performance	www.eventperformance.com
Good Foot Productions	www.goodfootpro.com
Sam Hill Entertainment	www.samhillbands.com

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	www.absolute-ent.com
Spectrum Entertainment (Lou Guzzo)	www.spectrum-ent.com
Atlanta Bands and DJ's (Ted Crowder)	www.atlantadj.com
Mix Pro DJ	http://www.mixproatl.com/
AMP'D Entertainment	https://ampdentertainment.net/

Transportation

Atlantic Limousine and Transportation	Holly Adams	www.atlanticlimo-ga.com
Lovely View of Heaven (antique cars)		770.476.4155
Classy Car Limo (antique cars)		www.classycarlimo.com
Nottingham Shire & Carriage		www.carriageforhire.com
Trolley- Glenn Phillips		770.977.0810
The Georgia Tech Ramblin' Wreck	Debraca Shelton	404.894.9643

Chair Covers and Linen

Graceful Tables (Dee Lane Eades)	www.partyslate.com/event-pros/graceful-tables
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Rentals

*Atlanta Party Rentals		www.atlantapartyrentals.com
Collection Event Rentals	Lois Bourne	www.collectionfurnishings.com

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Preferred Hotels

Marriott Courtyard Midtown

1132 Techwood Drive
www.atlantacyeevents.com
Tigina Hodges-Taylor
Tigina.hodges@marriott.com

Marriott Suites Midtown

35 14th Street
www.marriott.com
David Faal
david.faal@marriott.com

Glenn Hotel

110 Marietta Street NW
www.glennhotel.com
Maud Eeuwen
Maud.eeuwen@glennhotel.com

Renaissance Atlanta Midtown

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

Four Seasons

75 14th Street NE
www.fourseasons.com
Courtney Clough
Courtney.clough@fourseasons.com

The Ritz Carlton

181 Peachtree Street NE
www.ritzcarlton.com
Hayley Hylander
Hayley.hylander@ritzcarlton.com

The Loews Hotel

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

The Hampton Inn

244 North Avenue
www.hamptoninn3.hilton.com
Sheryl Newman
Sheryl.newman@hilton.com

Epicurean Atlanta

1117 West Peachtree Street
www.epicureanhotelatlanta.com
Sara Deberry
sdeberry@mainsailhotels.com

Bellyard at The Interlock

1 Interlock Avenue NW
www.bellyardhotel.com
Morgan Wolkin
mwolkin@bellyardhotel.com