

# Regency elegance & modern sophistication

## SPECIAL EVENTS AT ST GEORGE'S BRISTOL

**Thank you for your interest in St George's Bristol for your special event.**

We hope that our classic Grade II\* listed auditorium, modern spacious bar, reception area and other versatile spaces throughout the venue, that all have accessibility in mind, are a perfect fit for your celebration.

We host, on average, 10 parties or dinners a year, which means that we can really get to know all of the clients that come here – you're not 'just another event' to us. We are a creative and highly experienced team that love working with hirers to ensure that your event is an unforgettable occasion

St George's Bristol is a charity, and so any income generated from private events, such as parties goes towards supporting our artistic and educational programmes, as well as maintaining our gorgeous heritage building and grounds.

*"The beautiful historic setting was amazing and it was matched by every aspect of your operation. The staff delivered the highest quality of service and were a delight to work with – nothing was too much trouble"*



South West CBI

# Your Event at St Georges Bristol

## Main Hall

- Stunning and historic auditorium for dining and dancing
- Up to 180 seated guests for the meal
- Stage and dance area for evening
- Up to an extra 100 guests for evening celebrations

## Pavilion Bar and Gardens

- Flexible space ideal for drinks receptions, quiet space or other personalised elements
- Modern design with lots of natural light
- Serene green space in the heart of the city
- Ideal for drinks receptions, lawn games, photographs

## Support

- Dedicated Event Co-ordinator to lead you through from booking to being there on the day of your event
- Pre-event meeting with suppliers at St George's to run through the plan for the day and put your minds at ease
- Pre-event wine tasting with Hospitality Manager
- Fully licensed bar with staff
- Preferential rates at local accommodation (please ask for details)

## Equipment

- Tables and chairs for up to 180 seated guests
- Microphones and in-house PA for speeches and background music
- Colour wash stage lighting in Main Hall
- Easel for seating plan
- Two cloak rails with hangers
- Up to 3 car parking spaces for guests and suppliers

**£4,320**

5pm – 12am midnight

(Inclusive of VAT April 2024 – March 2025 dates only)

# Treat yourself

We have a range of optional extras to upgrade your booking, and give your event some extra sparkle!

## Decoration

- Standard Fairy Lights (main hall only) £252
- Deluxe Fairy Lights (main hall only) £432
- Digital Plasma Screen (65in) £60
- Laptop Hire £30
- Steinway Piano (un-tuned) £120
- Decoration pack-down service £120

## Venue & Equipment

- Additional Table & Table Cloth £30/table & cloth
- High Chairs above 3 £18 per chair
- Overnight Parking (subject to availability) £18/vehicle

VAT at 20% has been included on the above items and services unless otherwise stated





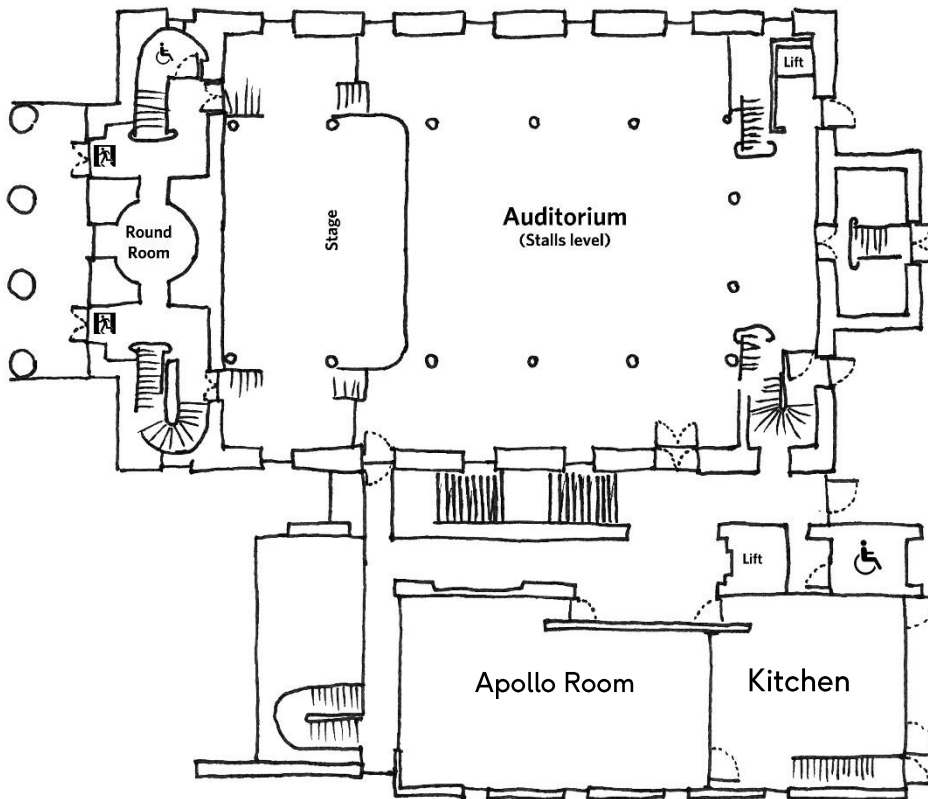
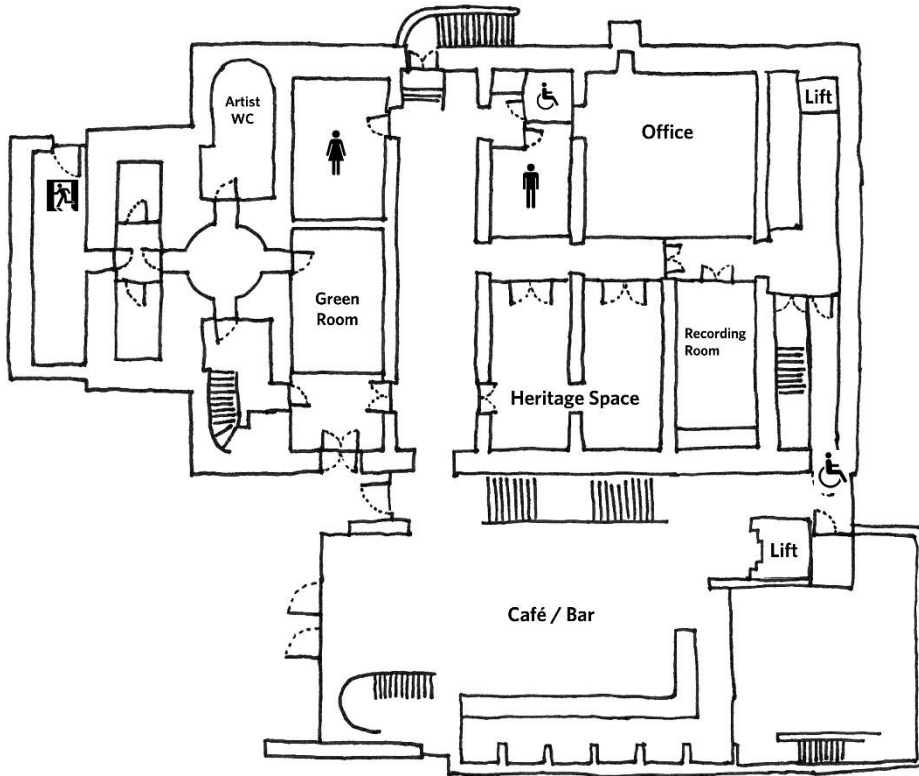
# Decorating

St George's Bristol is a Grade II\* listed building. We have hosted some spectacularly styled events in the past, from lavish drapes and dramatic floral arrangements to bunting and fairy lights (and everything in-between!). We aim to be as accommodating as possible when it comes to your decorations, but there are some restrictions on what we can do as a historic building, so please do talk to us regularly about your plans.

- Naked flames are permitted in the hall, provided they are housed in hurricane lamps, tall vases, or similar
- Smoke or haze machines are not allowed in the hall
- Helium balloons are permitted with adequate weighting
- Balloons must not contain any kind of confetti
- Hay bales can only be used outside
- Bunting and hanging paper decorations must be made from fire retardant materials, or treated with fire retardant spray
- Only natural, bio-degradable confetti, such as dried flower petals are permitted outside of the building. No plastic or foil confetti, glitter or feathers are permitted within the building.



# Floor plans



# Catering

Our recommended catering suppliers are: **Papadeli, Parsnip Mash, Square Food Foundation, Mesa Catering and Wild Pizza Company.** You will need to liaise directly with the caterers to arrange your tasting and also to confirm items such as staffing, catering equipment, table cloths and napkins.



**Katie Packham**

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**Simon MacDonnell**

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**Simon Goodman**

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0117 903 1460



**Square Food  
Foundation**

catering  
[@squarefoodfoundation.co.uk](mailto:@squarefoodfoundation.co.uk)

0117 462 2686



**Wild Pizza Co.**

**Wild Pizza Co.**

[info@wildpizza.co.uk](mailto:info@wildpizza.co.uk)

07576644060





## Drinks

Our fully stocked bar has an exciting range of wines, beers, spirits and soft drinks, all sourced from suppliers in the South West, or made right here in Bristol.



We do not offer corkage options – all drinks must be purchased via the St George's Bristol Bar. Our drinks menu is updated regularly, so please do get in touch for the most up to date version.



STEWART  
WINES

— Since 2005 —

# Booking and Planning Process

## **Pencilling your event date in our diary**

You may already have a few dates in mind for your event. When you check the availability of these dates you will be offered the opportunity to 'pencil' one or two. When you pencil a date you are essentially reserving it, there is no commitment when you do this, and it will mean that we will contact you and give you the opportunity to confirm your booking before the date is offered to anybody else. This gives you the time to coordinate other suppliers before you commit to a date.

## **Challenging a pencilled date**

We can hold pencilled dates for up to 1 month. In order to challenge your pencil the other party must be in a position to confirm straight away. If the date is challenged you will have 24 hours to either confirm your booking, or release it. If you would like to challenge a date held by another party the process is the same. We will try to give you more notice that there is some interest in the date you have pencilled before there is a challenge, if we can.

## **Confirming your date**

When you are ready to confirm your date, let us know by email. We will then update the calendar, and send you a deposit invoice and contract, which we ask for you to return as soon as possible. In order to raise your deposit invoice we will need the name, postal address, email address, and telephone number, of the person who will be paying for your venue hire.. Upon payment of invoice your booking will be confirmed.

## **Hospitality Meeting**

At St George's we offer a full range of quality products, from excellent house wines and prosecco, through to fine wines and vintage champagnes. We also offer handpicked local, organic beers and lagers and a carefully chosen spirits list. For a list of prices and to arrange your complimentary wine tasting just get in touch with our hospitality manager, Kate Cole: [Kate.Cole@stgeorgesbristol.co.uk](mailto:Kate.Cole@stgeorgesbristol.co.uk).

## **Event Pre-Meet**

This meeting is held around 2 weeks before the big day. The Event Coordinator, Hospitality Manager, Caterer and couple will run through the timings for the day and finalise any remaining details.



# Contracts

On confirmation of a date, you will be required to complete and return a Hire Agreement. A deposit invoice will also be sent, amounting to 50% venue hire charge, to be paid within 30 days of the invoice date. Final invoice of venue hire fee and additional charges will be raised 7 days prior to the event taking place, to be paid prior to the day of the event. If there are additional items that are used throughout the event these will be charged for post event.

## Cancellation

Once a date(s) has been confirmed, cancellation charges will come into effect should the date(s) be cancelled, at the following rates:

- 0 - 30 days' notice given                      100% of hire charge payable
- 31 - 90 days' notice given                      50% of hire charge payable
- 91 days and over                                      25% of hire charge payable

These charges are to cover the costs of administration and loss of potential income. If there are multiple booking dates the cancellation charges come into effect relating to the first date of the booking period.

## Cleaning & Maintenance

Our beautiful Grade II\* listed building and grounds require a high level of maintenance and we therefore entrust our clients to manage their events with common sense.

- Any fixtures or fittings (e.g. bunting) are to be removed at the end of the event as well as any temporary signage without leaving marks on walls or frames.
- Items should not be left for storage overnight unless agreed in advance with the St George's events team.
- An additional cleaning or waste removal charge of £90 may be levied if deemed appropriate by the St George's Events Team.



# Frequently Asked Questions

## **Do you offer packages?**

This is not something that we currently offer, we prefer to give you the flexibility to plan a truly bespoke day to your tastes.

## **How many people can I invite?**

The hall is ideal for between 80 and 180 dining guests, and can accommodate up to an additional 100 for evening dancing. For standing receptions we can host up to 450 people.

## **Can I set up the day before?**

When you hire St George's you are guaranteed access from 5pm until 12 midnight on the day of your booking. Access prior to that time or on the days before and after your event is dependent on other bookings.

## **Are there any restrictions on how I can decorate St George's?**

There are some restrictions due to the building being Grade II\* listed. Please get in touch to discuss your ideas and we will be able to advise you.

## **Will there be anyone to help me set up and take down my decorations?**

Unfortunately, we do not have staff available to set up decorations, so we would recommend that you ask some friends and family to come in and lend a hand. You do not have to take your decorations down, or take them away, on the day of your event (unless you want to of course!), we can usually arrange access between 9am-11am the day after your booking however if you would like to sit back and relax we can clear the venue for you with our 'pack down' service (prices outlined above). We will take down your decorations and collate them in a pre-agreed location, ready for you to pop in and pick up.

## **Can we supply our own drinks?**

No, we do not offer corkage options. Our bar prices are very reasonable, and the selection on offer is wide ranging and locally sourced. A wine tasting with our knowledgeable Hospitality Manager is complimentary, and we're confident we have wines that you'll love!

### **Can I park at St George's?**

As a city centre venue, we have very limited space for parking at St George's, however we will prioritise your needs, and endeavour to supply up to 3 parking spaces on the day. You would be responsible for allocating these parking spaces, but keep in mind to reserve spaces for your caterer, photographer and your entertainment of a band or DJ. Guests are welcome to use the parking spaces as well. St Georges Bristol require registration number and contact details of the driver for all vehicles that have been allocated the spaces prior to the event. If you're visiting for a meeting or a tour and would like a parking space, please get in touch to book a space beforehand. There are fewer spaces available during the week

The main car park gate is kept locked, and those with allocated parking spaces should contact the Duty Event Manager to gain access, vehicles are left at the owner's risk.

Overnight parking is prohibited unless previously agreed. Any unauthorised parking will be charged to the hirer at £120 per vehicle per day.

### **What time are you licensed until?**

We are licensed to play live music till 11pm, to serve alcohol and play recorded music until 11:30pm and to have guests in the building and grounds until 12 midnight.

### **I would like to use a catering company that is not one of our preferred suppliers, is this possible?**

Unfortunately, we do not allow catering which is not supplied by one of our preferred suppliers. The only exception to this is wedding cakes, which should be supplied by a professional with the appropriate food hygiene certification.

### **Can you supply a DJ or Musicians?**

We do not have any preferred entertainment suppliers as music preferences can be very subjective, so we would encourage you to choose a band or DJ that suits you and your tastes. We're happy to make suggestions of listing sites to help you start your search.

# **We hope you choose to celebrate your event with us!**