

THE ARCHIVE

PRIVATE HIRE GUIDE

Welcome to The Archive

We appreciate your interest in hosting your private event with us. Our cocktail bar and exclusive private members' lounge boast an ambience of sophistication and intimacy, perfect for a variety of occasions. Whether you're planning an elegant soirée or an intimate celebration, we are committed to delivering a one-of-a-kind experience for you and your guests. Allow us to create unforgettable memories together in our refined and welcoming setting.

Venue Overview

Location

The Archive is conveniently located at 10 St Nicholas St, Bristol BS1 1UQ. The door is hidden around the side of the 'Asian BBQ & Hotpot Bristol', there is a camera buzzer you can press to gain access down the main stairs. Please note the venue is located underground and is not wheelchair accessible.

If you are having trouble locating the venue have no fear it is also accessible through the Library cocktail bar 6-8 St Nicholas St, Bristol BS1 1UQ. Simply press their doorbell and tell them of your booking at the Archive, and they will direct you to the correct venue.

Parking

Please note that we do not offer on-site parking, the nearest overnight parking would be in the Mercure Bristol Grand Car Park (we recommend booking via yourparkingspace.com) or at the NCP Bristol Nelson Street.

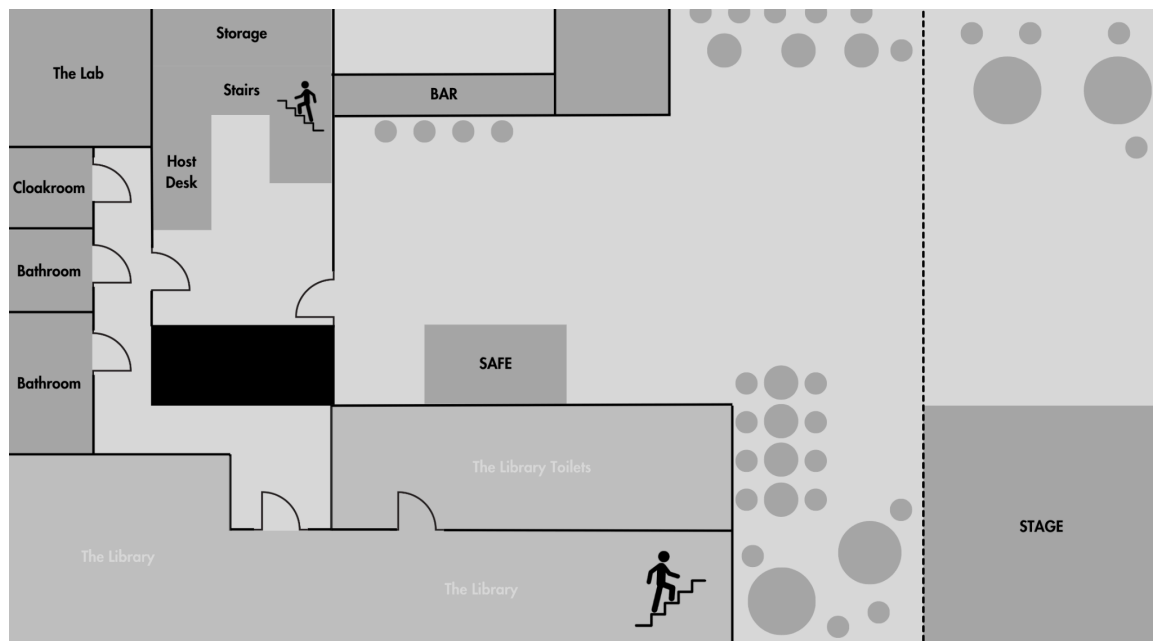
Capacity

We can accommodate 36 guests for a seated event for the entire venue space and 50 for a standing reception, ensuring a comfortable and exclusive atmosphere for your gathering.

If you would like to hire just the one area please be sure to let us know in advance and we will be able to draft up a different price guide for you.

Please note that the venue will be open to the public if one of these smaller spaces is booked, which means we will be unable to serve you food, put up any decorations or have your own playlist. Additionally, we reserve the right to refuse service if your group becomes too rowdy for the bar's atmosphere while open to the public.

To shorten wait times at the bar while open to the public I recommend choosing a welcome drinks package. [see page 7].



Smaller Event Spaces [Not available to hire on Friday-Saturday]

The Bar

Description: Bar seats and high tables/stools, as this is positioned around our service wells we cannot offer standing room in this part of the venue but it is perfect for intimate gatherings for evening cocktails, and with our bar staff directly in front of you it does boast the quickest service area.

Capacity: Seated - [8] | Standing - [N/A]

The Stage

Description: Bar seats and high tables/stools, as this is positioned around our service wells we cannot offer standing room in this part of the venue but it is perfect for intimate gatherings for evening cocktails, and with our bar staff directly in front of you it does boast the quickest service area.

Capacity: Seated - [10] | Standing - [N/A]

Bench Seating

Description: Bench seating with small circular tables, we cannot offer standing room in this part of the venue but it is perfect for slightly larger gatherings for evening cocktails.

Capacity: Seated - [6-8] | Standing - [N/A]

Cigar lounge (MEMBERS ONLY)

Description: This is a members-only room with a private bar and access to the cigar shop. It is still currently under construction, please bear with us.

Capacity: Seated - [N/A] | Standing - [N/A]

Food Packages

We suggest food be served one of two ways, canape style or buffet style. Your events coordinator will help tailor a menu to your preference. Please let any allergies or food preferences be known well ahead of time. All desserts are subject to change seasonally.

Tea, Coffee and Sandwiches

A platter of three different homemade mini loaf sandwiches and a tea or coffee per person. Do let us know if you have any preferred sandwich fillings/dietary requirements beforehand.

A trio of sandwiches is roughly priced at £10.5, depending on fillings.



Sharing Platter

A platter featuring a variety of sliced deli meats, cheeses, crackers, and an assortment of fruits and nuts.

A sharing platter is priced at £20



Charcuterie

A platter featuring a variety of deli meats, crackers, cornichons, olives, dips and an assortment of fruit and nuts.

A Charcuterie board is priced at £12

Cheese board

A platter featuring a variety of cheese, crackers, cornichons, olives, dips and an assortment of fruit and nuts.

A cheese board is priced at £10

Bar Snacks

A platter of upscale homemade bar snacks. The menu and prices are pictured below.

TBD

Bar Drinks Menu

Our menu is extensive and available to view online here:

You can also create your own personalised drinks menu by corresponding with your events coordinator and bar staff.

Drinks Packages

Choose from our fine selection of champagne and wine or why not create a signature drink for your event? We recommend going for a personalised cocktail or a glass of champagne as a welcome drink then continuing the night with a custom cocktail menu highlighting 3-5 drinks and one mocktail for guests to choose from on each table. Off menu drinks can be served but we recommend sticking to a small menu to ease wait time at the bar, especially for larger bookings.

Drinks package prices:

Package No.1	A case of 6 Delamotte	£420
Package No.2	A mix of house Red, Rose and White wines. (6 bottles)	£215
Package No.3	A custom welcome cocktail	From £12 per person
Package No.4	3 Drinks tokens are to be used towards only the drinks on the custom menu.	From £36 per person
Package No.5	A magnum bottle of Delamotte	£140
Package No.6	1 Magnum bottle + a case of 3 Delamotte	£330
Bottle service	Members only option	£? dependant on spirit + bottle service fee

If you would like to curate your own drinks menu please contact your event coordinator (see details below) who will be happy to highlight some fan favourite classics or if you prefer they can help you craft your own signature drinks.



Services and Amenities

Bathrooms, tap water, and first aid boxes are all on-site if needed. We will be sure to go through fire escape plans and meeting points at the start of the event once everyone has arrived.

Security

If you would like to hire extra security please let us know and we can provide a doorman, we may ask for a named guest list if a doorman is needed.

Personalised Decor

Customise the venue to suit your event's theme or colour scheme, creating a personalised and visually stunning atmosphere. Please let us know well in advance if you would like us to organise the decor of the event or if you would like to bring your own decor in and we can assist with setting it up before the event.

Photo wall

We offer a photo wall for rent featuring a golden glitter backdrop. You have the flexibility to include a personalised sign and choose custom-coloured balloons as optional additions.

Photography

Please note that we are unable to assist in finding photographers on your behalf. Additionally, when coordinating food arrangements, kindly include the photographer in your headcount.

Live Music

The Archive has an extensive band list to choose from, please let us know if you have any genre preference and we will try our best to accommodate. If you prefer to have a specific band or artist play, we ask that you organize this and have the band get in touch with your event coordinator to ask about parking, setup/disassembly.

Site Visits

We will ask you to schedule a site visit with us to experience the ambience and discuss your event requirements with our team.

Dedicated Staff

Event Coordinator

A dedicated event coordinator will work closely with you to ensure every detail is executed flawlessly, to contact your event coordinator please email bookings@thelibrarybristol.com. We will cover all details of your event and create an itinerary with you.

Professional Staff

Our experienced and friendly staff will be on hand to cater to your guests' needs, providing attentive and personalised service. To contact our bar staff please email bar@thelibrarybristol.com.

Pricing

PLEASE NOTE WE ASK FOR HALF THE MINIMUM SPEND UPFRONT TO SECURE YOUR BOOKING
THERE WILL BE A MANDATORY 12.5% SERVICE CHARGE ADDED TO THE BILL AT THE END OF THE EVENT

DISCOUNTS FOR MEMBERS: 10% OFF THE HIRE FEE OF YOUR SELECTED TIME/DATE

Daytime Hire: From 10:00 - 15:00

Usually offered at this time would be platters of Sandwiches tea, coffee and

	MONDAY - WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DAMAGE DEPOSIT	£500	£400	£400	£400	£400
HIRE FEE	£400	£400	£400	£400	£400
MINIMUM SPEND	£2,500	£3,000	£3,500	£3,500	£3,000

Evening Hire: From 17:00-Late

Usually offered at this time would be Cocktails, Canapes or a Buffet.

	MONDAY - WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DAMAGE DEPOSIT	£400	£400	£400	£400	£400
HIRE FEE	£500	£500	£650	£650	£500
MINIMUM SPEND	£4,500	£5,000	£8,000	£8,000	£5,000

All Day Hire: From 10:00-Late

If your hire is a later or earlier time than given above please note the prices below will not change

	MONDAY - WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
DAMAGE DEPOSIT	£400	£400	£400	£400	£400
HIRE FEE	£750	£750	£750	£750	£750
MINIMUM SPEND	£6,500	£3,960	£10,000	£10,000	£4,800

Contact Information

For inquiries and bookings, please contact:

Email: bookings@thelibrarybristol.com

Phone: 0117 363 7949

We recommend booking well in advance to secure your preferred date. The date is not secured until deposit is received.

We look forward to hosting your private event at "The Library" and creating an unforgettable experience for you and your guests. Cheers to a celebration filled with sophistication and style!

Terms & Conditions

To confirm a booking, a complete deposit (half the minimum spend), damage deposit, and hire fee are required, with payment due at least 4 weeks prior to the event. The date is not secured until the full deposit is received.

Refunds for cancellations are only applicable if made outside of 14 days before the event. Pre-ordered items are non-refundable and will be deducted from the deposit for any cancellations, even within the 14-day window. Additionally, we retain the right to refuse service, and in the event that we deem the event to be escalating beyond acceptable parameters, we reserve the right to intervene and terminate the proceedings at our discretion.

The damage deposit shall be refunded to your account one week after the event.

Respectful Behaviour:

All guests are expected to treat each other, staff, and property with courtesy and respect. | Noise Levels: Be mindful of noise levels to avoid disturbances to neighbours or other patrons. | Guest List: Only individuals on the guest list or those with prior approval are permitted to attend. | Alcohol Consumption: Abide by legal drinking age restrictions. Excessive drinking or unruly behaviour due to alcohol consumption will not be tolerated. | Smoking Policy: Adhere to designated smoking areas, if applicable. Respect non-smoking zones. | Property Damage: Any damage to the venue or its belongings is the responsibility of the person(s) involved. Should the damage surpass the deposited amount, we reserve the right to charge for the excess. | Cleanliness: Guests are expected to dispose of trash properly and maintain a clean environment. | Guest Escort Policy: If a guest needs to leave the premises for any reason, they may be required to be accompanied by a responsible person. | Security Intervention: The hosts reserve the right to intervene and, if necessary, involve security personnel. | Appropriate Attire: Dress appropriately for the occasion and venue. | Emergency Procedures: Familiarise yourself with the venue's emergency procedures and follow instructions from staff in case of an emergency. | Illegal Substances: The use or possession of illegal substances is strictly prohibited. | End Time: Respect the agreed-upon end time for the party.