

WEDDING GUIDE

For Inquiries Please Contact: weddings@thebellhouseny.com

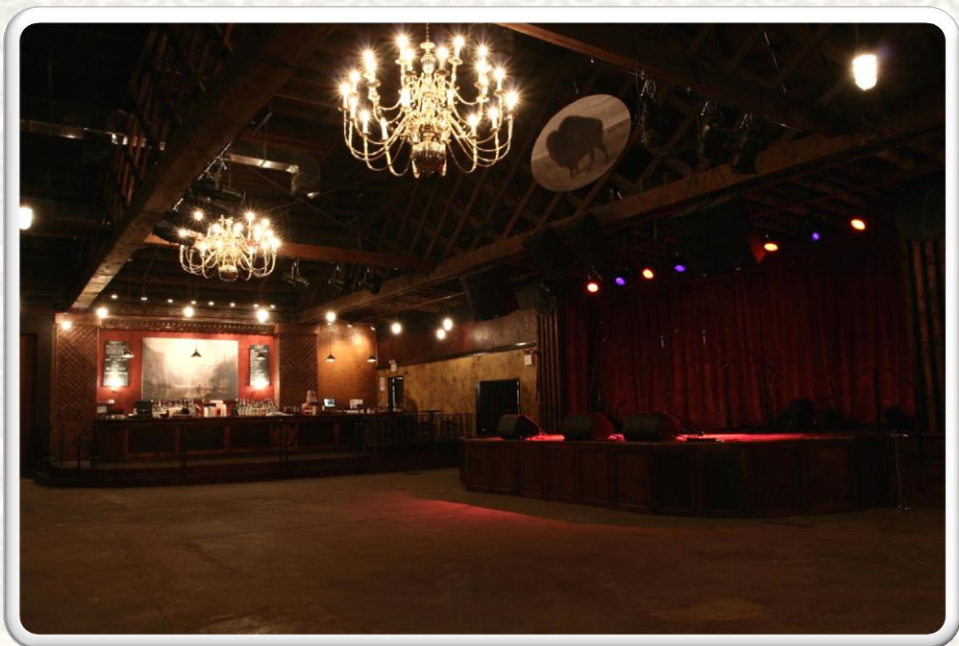
THANKS FOR INQUIRING ABOUT HOSTING YOUR WEDDING AT THE BELL HOUSE

ABOUT THE BELL HOUSE

In the shadow of the famous Kentile Floors sign and nestled squarely between Park Slope and Carroll Gardens, The Bell House is a brand new 8,000 square foot facility with separate performance space and lounge. Crafted out of a 1920's printing factory and featuring an 88 foot long, 25 foot high magnificent wooden barrel vault ceiling, The Bell House has quickly become a major hub for arts and performance in Brownstone Brooklyn.

THE NEIGHBORHOOD

The Bell House is located in what has long been a quiet stronghold for artists and musicians. The Gowanus neighborhood, with its early twentieth century red brick warehouses, has been a haven for artists seeking space for creative endeavors. The Bell House is thrilled to be a part of 7th Street, a block made up of numerous artist work spaces, galleries and businesses including Gowanus Studio Space and the Pace Paper Studio. Three quick blocks from the F, R and G trains and within walking distance of Park Slope, Carroll Gardens, and Boerum Hill.

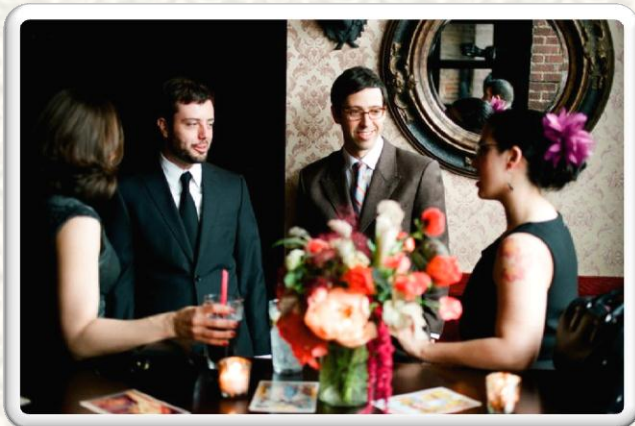


THE WEDDING

The Bell House believes that the neighborhood you live in, work in and play in reflects your life and personality. We believe that our unique space provides a one-of-a-kind backdrop to weddings that strive to be different. And we treat these events with the care and attention they deserve. Our affordable rates give couples flexibility and an opportunity to turn this special occasion into a truly unique, personal experience.



SPACES AVAILABLE FOR YOUR WEDDING AT THE BELL HOUSE



FRONT LOUNGE

Located directly in the front of the building, the Front Lounge of The Bell House retains a warm and intimate character while still comfortably accommodating up to 150 people. This space features a gorgeous 26' oak bar serving handcrafted and local beers and a full wine and liquor selection. Groups large and small can lounge on vintage furniture and mingle in soft lighting showcased through large windows allowing sunlight in the day and starry views at night.



THE MAIN EVENT HALL

The Main Room at The Bell House boasts 25 foot wooden arched ceilings, a 450 square foot stage, and unobstructed views of the stage from any part of the room, making it an ideal space for weddings and celebrations of all kinds. This space easily accommodates 400 standing, 200-250 seated theater style, or 100-140 seated at round banquet tables. Guests can also enjoy birds-eye views from the raised platform of the beautiful 30' wooden bar along the West wall. This space can be combined with use of the Front Lounge to accommodate up to 550 guests for standing events.

RATES

Rates below are for an 8.5 hour rental which includes 2.5 hours of set-up time, a 5 hour premium open bar including any beer, wine, or premium liquor we stock (no shots) with a champagne toast, and 1 hour of clean-up.

MONDAY-THURSDAY (JANUARY, FEBRUARY, JULY, AUGUST)

8.5 hour rental can be any time. Clean-up hour must begin by 3am.

GUESTS	PRICE
100 OR LESS	\$5,000
150 AND UNDER	\$5,500
151-200	\$6,250

SUNDAY (JANUARY, FEBRUARY, JULY, AUGUST)

8.5 hour rental can be any time between 11am and 4am. Clean-up hour must begin by 3am.

GUESTS	PRICE
100 OR LESS	\$6,000
150 OR UNDER	\$6,500
151-200	\$7,250

DAYTIME SATURDAY (JANUARY, FEBRUARY, JULY, AUGUST)

8.5 hour rental can be any time between 10am and 630pm. Clean-up hour must begin by 5:30pm.

GUESTS	PRICE
100 OR LESS	\$8,000
150 AND UNDER	\$9,000
151-200	\$10,000

NIGHT FRIDAY/SATURDAY (JANUARY, FEBRUARY, JULY, AUG.)

8.5 hour rental can be any time between 2pm and 4am. Clean-up hour must begin by 3am.

GUESTS	PRICE
100 OR LESS	\$11,000
150 AND UNDER	\$12,000
151-200	\$13,000

MONDAY-THURSDAY (MARCH – JUNE, SEPTEMBER – DECEMBER)

8.5 hour rental can be any time. Clean-up hour must begin by 3am.

GUESTS	PRICE
100 OR LESS	\$6,000
150 AND UNDER	\$6,500
151-200	\$7,250

SUNDAY (MARCH – JUNE, SEPTEMBER – DECEMBER)

8.5 hour rental can be any time between 11am and 4am. Clean-up hour must begin by 3am.

GUESTS	PRICE
100 OR LESS	\$8,000
150 AND UNDER	\$9,000
151-200	\$10,000

DAYTIME SATURDAY (MARCH – JUNE, SEPTEMBER – DECEMBER)

8.5 hour rental can be any time between 10am and 6:30pm. Clean-up hour must begin by 5:30pm.

GUESTS	PRICE
100 OR LESS	\$11,000
150 AND UNDER	\$12,000
151-200	\$13,000

NIGHT FRIDAY/SATURDAY (MARCH – JUNE, SEPTEMBER – DEC.)

8.5 hour rental can be any time between 10am and 6:30pm. Clean-up hour must begin by 5:30pm.

GUESTS	PRICE
100 OR LESS	\$15,000
150 AND UNDER	\$17,500
151-200	\$20,000

Please note that rates do not include an 18% gratuity or 8.875% sales tax.

RATE IS INCLUSIVE OF THE FOLLOWING

- ❖ 8.5 hour rental period with private use of entire building from load-in to load-out
- ❖ 5 hour Premium Open Bar with unlimited liquor, beer, wine and a champagne toast
- ❖ Bar staff (1 Bartender per 50 people)
- ❖ Bar Back
- ❖ Manager
- ❖ Doorperson (for guest check-in)
- ❖ Sound/Lights/Tech Person
- ❖ Glassware from bar (pint and champagne glasses as ordered from bar)

RATE DOES NOT INCLUDE

- ❖ Tables
- ❖ Chairs
- ❖ Linens
- ❖ Flowers & Decorations
- ❖ Catering or related services (setup, planning, waiters, etc.)
- ❖ Drink servers/Bussers (passing service, table cleanup)
- ❖ Cleanup (We clean barware and take out trash. Cleanup of tables, chairs & decorations is the responsibility of the renter.)
- ❖ Glassware or ceramics needed for table settings or coffee service

CAPACITY

Performance Space: For seated receptions with round tables our capacity is 100 – 140 depending on the size of table. For seated events with theater style or other non-traditional seating our capacity is 200 - 250. For cocktail parties and standing events with room to dance our capacity is 300. Standing room only capacity is 450. Your caterer will know what size table would work best, given the space size and your guest list.

Front Lounge: The front lounge is situated in a way that is mainly suitable for cocktail parties and standing events, with a general capacity of 150.

ROCK N ROLL WEDDINGS

A live band is obviously a great addition to any wedding and The Bell House is the perfect venue for this type of event. Performers can include either a band that we suggest or one that you provide. We can also suggest other out-of-the-ordinary ideas as well, from karaoke to live band karaoke to game shows like The Newlywed Game. Additional fees for coordination of packages may apply. Please contact us for more details

PARKING

There is plenty of street parking on 7th Street and nearby streets on evenings and weekends. There is also the option of hiring a valet service. See Vendor Recommendations for more info.

DEPOSITS & CANCELLATION POLICY

We require a deposit of 25% to secure the space for your event. Deposits are payable by cash, check, or credit card. Balance of contract is due 30 days prior to the event date. Cash is preferred for the gratuity portion of the bill. If cancellation is given 60 or more days prior, a refund less \$500 will be issued. Cancellation must be given in writing. Date of receipt of written notice is date of cancellation

CATERING RECOMMENDATIONS

Naturally Delicious

718-237-3727

www.naturallydelicious.com

Red Table Catering

917-553-5944 or 917-749-3639

www.redtablecatering.com

Great Performances

212-337-6058

www.greatperformances.com

Frankies 457

718-403-0033 x13

www.frankiesspuntino.com

The Cleaver Company

212-741-9174

<http://www.cleaverco.com>

EVENT PLANNING RECOMMENDATIONS

DPK Design & Event Planning

718-789-7280

dpkdesign@earthlink.net • [Flickr](#)

Blue Canary Events

703-980-4473

<http://www.bluecanaryevents.com>

PHOTOGRAPHER/VIDEOGRAPHER RECOMMENDATIONS

Roberto Falck

718-230-0718

www.robertofalck.com

Pureland Weddings

908-773-3185

www.purelandweddings.com

Zieff Photography

888-353-4248

www.zieffphoto.com

Kelly Guenther

347-683-1867

www.nycweddingphotographer.com

Seth David Cohen Videography

212-627-5222

www.sethdavidcohen.com

Hello Super 8

213-675-0465

www.hellosuper8.com

FLORAL RECOMMENDATIONS

James Weir Floral

718-624-0270

www.jamesweirflorist.com

Zuzu's Petals

728-638-0918

www.zuzuspetsalsbrooklyn.com

TABLE & CHAIR RENTAL RECOMMENDATIONS

Ace Party Rentals

718-445-2600

www.acepartyrental.com

All Affairs

877-839-0948

www.allaffairs.com

Party Rental, Ltd

888-774-4776

www.partyrentalltd.com

Classic Party Rentals

212-752-7661

www.classicpartyrentals.com

WEDDING BAND RECOMMENDATIONS

The Engagements

www.TheEngagements.com

Michael Arenella &

His Dreamland Orchestra

www.dreamlandorchestra.com

The Lascivious Biddies

www.biddiesmusic.com

WEDDING OFFICIANTS RECOMMENDATIONS

Jesse Hendrich, M. Div.

718-344-5398

www.jessehendrich.com

Barbara Ann Michaels

<http://Artfullove.com>

FREQUENTLY ASKED QUESTIONS

Do I need to hire an event planner or coordinator? We provide the space rental, but not planning services. We recommend that you employ or assign someone to assist in the execution of the event. This is also something your caterer may be able to handle for you.

Are there any restrictions on what vendors I can use? None at all. The previous pages of recommendations are simply our suggestions for vendors we have worked with before. You are welcome to bring in anyone you feel comfortable with.

Is there a kitchen? No. We have a walk-in cooler and a catering staging and service area. We work with caterers who are aware of our space and who can plan accordingly.

When can I arrange for drop off of rented tables, chairs , or other items for my event? Because of extremely limited storage space and because we may often have another event immediately following yours, we need to ensure that all items & rentals needed for the event arrive during the designated load-in hours on the day of the event and are also to be picked up during the designated load- out hours immediately following the event. Exceptions can occasionally be made depending on our programming schedule for events following yours. Please inquire about your specific date.

Will there be other events scheduled at the same time as my event? No, our entire building will be closed to the public for your event. Though, if your event is a daytime event, we will most likely have evening programming and if you have an evening event we may have morning programming. That's why load in and load out times are strictly enforced.

Are unlimited coffee and non-alcoholic beverages included in the open bar?

Yes, we have all standard sodas on tap and we serve Mud brand Coffee in special paper cups.

Do I need to provide insurance or permits? No insurance is required. We have existing permits required for candles, Sterno fuel, and commonly encountered issues.

Are folding tables and chairs included in the rental price?

We do have about 125 black aluminum folding chairs and about 12 2'x4' rectangular plastic folding tables on hand. These are used for our events nightly so we can't guarantee the condition they will be in or the useable amount we will have on hand at any given time. You are welcome to use them if you would like, but we recommend that you rent your own to guarantee you will have the amount & consistency needed. We also have six 24" round high-top bar tables and matching bar stools for use on request.

Do you have champagne glasses or other specialty glassware? We have pint glasses and champagne glasses as well as a limited amount of wine glasses. We have enough of these glasses to ensure that anyone ordering from the bar would have one, but not enough to use as place-settings at tables. We do not have ceramic cups and saucers for coffee.

Are you wheelchair accessible? Yes, we are ADA compliant with ramps into the lounge from both lobby and outside entrance. Handicap bathrooms are available in both rooms.

What function does your manager serve? Our manager is on duty to provide assistance and oversee the facility and staff, not to coordinate the event.

Are there any restrictions on decorations? We generally don't allow anything to be affixed to the walls, but decorations and lamps suspended from the ceilings, candles, and table decorations are no problem. Décor plans should be pre-arranged through our Director of Events. Please contact us with special requests.

Who is responsible for cleaning the space? We will take care of barware and taking out the trash. Cleanup of tables, chairs, and decorations is the responsibility of the renter.

Is there a sound system available? Yes, there are separate sound systems in both the lounge and the performance space.

Can I bring my IPOD? Yes, we can play whatever music you like. The easiest way to do it is by bringing in your own IPod. Remember though that each room has a separate sound system and each would require a different player.

Can I have a band or DJ play? Of course. We host live music in our space almost seven nights a week & would love to work with you on having a performance at your event.

What types of audio/visual do you have? We have full sound systems and video projectors and screens in both rooms, as well as DJ equipment and live band backline available.

Do I need to tip bartenders? Should patrons tip bartenders? We charge gratuity on top of the fee and this is how the staff is paid. If your guests are inclined to tip, they may, but it is not necessary. We do not have a tip jar or anything that implies it is necessary.

How are rental times calculated and how is the space used during the event?

The 8.5 hours included in the wedding package start from the time the building is unlocked for any deliveries or load-in. Most caterers need about 2 hours to set-up, so we suggest you use the first 2.5 hours of your rental time for load-in and catering set-up. After this your 5 hour event can start in one room while caterers put the finishing touches on another room. Your event can move freely between both rooms during the 5-hour open bar period, or you can choose to contain it to one room at a time. We suggest an hour to clean-up and load-out at the end. If you need additional time to load-in or out or would like to extend the event/open bar for another hour please contact us for a custom quote. The earliest time available for morning load-in is 8am and the curfew for evening load-out is 4am.

Can we stay and hang out in the front lounge after the rental period has ended? Yes and we encourage you to do so. We will have the front lounge set to re-open to the public after your rental period is over, but your party is more than welcome to stay and continue to hang out in the front lounge. We can quote you for additional hours of open bar, or you could start a tab or have a cash bar.

Do you have photos of the space in use so I could get an idea of what other people have done with it and how it looks for a wedding/private event? Yes, definitely. Email weddings@thebellhouseny.com for the latest event photos.

When can I come in to tour the space? Walk-throughs are available by appointment.

Please use this as a general guideline for space available and layout of the building. A more detailed pdf listing exact width, length, and square footage of the space is also available on request.

