



149 7TH ST.
BROOKLYN, NY 11215
WWW.THEBELLHOUSENY.COM
GENERAL INFO; P: 718-643-6510, F: 718-638-4816

**For Reservations or inquiries on hourly rentals and events
Please Contact the Events Coordinator:
Andrew Mumm
p. 718.369.3310 x13 / f. 718.369.3390
Andrew@thebellhouseny.com**

THANKS FOR INQUIRING ABOUT
PRIVATE EVENT SPACE 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 Brooklyn Center For The Urban Environment and the new 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.

SPACES AVAILABLE FOR YOUR EVENT:

We have two main spaces outlined below available which could be used individually or combined to accommodate your private event of 50-500 people. Smaller parties are welcome to inquire about reserving a section of couches along the South wall of the front lounge anytime during regular hours of operation.



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. This space is ideal for small to medium private events and parties as well as smaller parties who would like to make use of a reserved area while keeping the room as a whole open to the public.



Performance Space/Main Room: 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 performances, large gatherings, weddings, and celebrations of all kinds. This space easily accommodates 400 standing or 200+ seated. Guests can also enjoy bird-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 for parties and events up to 550.

THE BELL HOUSE RENTAL INFO & OPEN BAR PRICING

The Front Lounge and Main Space at The Bell House are available for private functions seven days a week based on availability. Please see the below guidelines for a general outline of fees, followed by pricing for Open Bar on page 5.

EVENTS WITH A CASH BAR:

10am – 6pm, 7 days a week: The Front Lounge and Main Space are available for \$450 an hour each or \$600 an hour for both.

6pm – 4am, Sunday through Wednesday: The Front Lounge and Main Space are available for \$450 an hour each with an additional \$2,000 room fee.

6pm – 4am, Thursday – Saturday: The Front Lounge and Main Space are available for \$450 an hour each with an additional \$5,000 room fee.

EVENTS WITH AN OPEN BAR*:

10am – 6pm, 7 days a week: The Front Lounge is available for private use with no additional fee with any open bar order of at least 2 hours and 50 people or more. The Main Space is available for no additional fee with any open bar order of at least 2 hours and 100 people or more.

6pm – 4am, Sunday through Wednesday: The Front Lounge is available for private use with no additional fee with any open bar order of at least 2 hours and 75 people or more. The Main Space is available for no additional fee with any open bar order of at least 2 hours and 150 people or more.

6pm – 4am, Thursday – Saturday: The Front Lounge is available for private use with any open bar order of at least 2 hours and 75 people or more, plus a \$5,000 fee. The Main Space is available for private use with any open bar order of at least 2 hours and 150 people or more, plus a \$5,000 fee. ** Room fees can be negotiated for both spaces with an open bar order for a large amount of people for 3 hours or more. Please contact our Director of Events for a custom quote for a large order.

Please note that the above quoted prices are for use of the space and proper staffing. Prices do not include tables, chairs, linens, cocktail servers, decorations, load-in/clean-up crew, etc. Please see “Vendor Recommendations” on page 6 for more info on additional services.

OPEN BAR

Our open bar pricing is structured by the hour with the price decreasing as the hours increase.

Premium Open Bar:

Includes all beer, all wine, and most liquor (no shots). Some brands included are Grey Goose, Ketel One, Stolli, Bombay Sapphire, Tanqueray, J&B, Dewars, Johnnie Walker Red, Hennessey VSOP, Bacardi, Captain Morgan, Cuervo Gold, Sauza Hornitas, Jameson, Old Bushmill, Jack Daniels, Knob Creek, and Makers Mark.

One Hour: \$20 per person

Two Hours: \$38 per person

Three Hours: \$54 per person

Four Hours: \$68 per person

Well Open Bar:

This option includes all wines, most beers, and any mixed drinks with house-brand well liquor (no shots).

One Hour: \$15 per person

Two Hours: \$28 per person

Three Hours: \$40 per person

Four Hours: \$50 per person

**Prices listed do not include an 18% gratuity, which is applied to all open bar orders.*

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.

DEPOSIT & CANCELLATION POLICY

We require a deposit of 25% to secure the space for your event. Balance of contract is due 30 days prior to the event date. 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 is date of cancellation.

VENDOR RECOMMENDATIONS

CATERING RECOMMENDATIONS

Naturally Delicious

718-237-3727

www.naturallydelicious.com

Frankies 457

718-403-0033 x13

www.frankiesspuntino.com

Red Table Catering

917-553-5944 or

917-749-3639

www.redtablecatering.com

The Cleaver Company

212-741-9174

<http://www.cleaverco.com>

EVENT PLANNING RECOMMENDATIONS

DPK Design & Event Planning

718-789-7280

dpkdesign@earthlink.net

<http://www.flickr.com/photos/48155003@N07/>

Great Performances

212-727-2424

www.greatperformances.com

Blue Canary Events

703-980-4473

<http://www.bluecanaryevents.com>

PHOTOGRAPHER/VIDEOGRAPHER RECOMMENDATIONS

Roberto Falck

718-230-0718

www.robortofalck.com

Kelly Guenther

347-683-1867

www.nycweddingphotographer.com

Pureland Weddings

908-773-3185

www.purelandweddings.com

Hello Super 8

213-675-0465

www.hellosuper8.com

Zieff Photography

888-353-4248

www.zieffphoto.com

Seth David Cohen Videography

212-627-5222

www.sethdavidcohen.com

FLORAL RECOMMENDATIONS

Root Stock Quade

718-788-8355

www.rootstockquade.com

Zuzu's Petals

728-638-0918

www.zuzuspetsbrooklyn.com

TABLE & CHAIR RENTALS, ETC.

Ace Party Rentals

718-445-2600

www.acepartyrental.com

Party Rental, Ltd

888-774-4776

www.partyrentalltd.com

All Affairs

877-839-0948

www.allaffairs.com

Classic Party Rentals

212-752-7661

www.classicpartyrentals.com

VALET PARKING

Amenity Parking Solutions

718-569-2087

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 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.

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.

Are folding tables and chairs included in the rental price? We do have about 125 black aluminum folding chairs and about 12 2'x3' 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 8 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 do not have ceramic cups and saucers for coffee.

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

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. Bussing during the event and 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 7 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 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.

When can I come in to tour the space? Walk-throughs are available by appointment with [Andrew](#) Mondays – Fridays between 11am and 4pm.