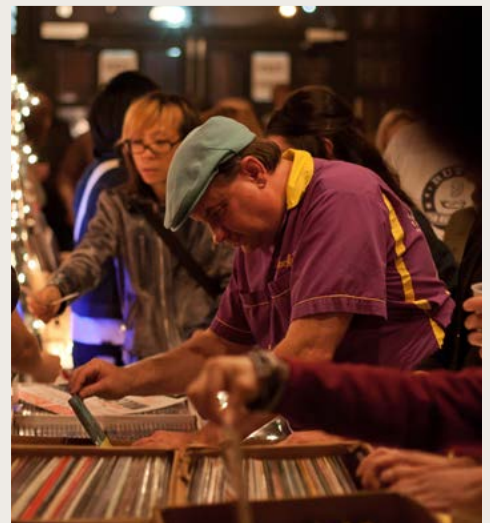




PRIVATE EVENTS GUIDE

parties@thebellhouseny.com - thebellhouseny.com





PRIVATE EVENTS GUIDE

Thanks for inquiring about hosting your private event at The Bell House



ABOUT THE BELL HOUSE

Nestled squarely between Park Slope and Carroll Gardens, The Bell House is a state of the art 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.



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We have two main spaces outlined below available which could be used individually or combined to accommodate your private event of 40-500 people. Smaller parties are welcome to inquire about reserving a section of tables and chairs along the East 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 foot 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.



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Rental Info and 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 guidelines for a general outline of fees.

Events with a Cash Bar

11am – 6pm, 7 days a week

Front Lounge	\$450 an hour
Main Space	\$450 an hour
Both	\$600 an hour

6pm – 4am, Sunday through Wednesday

Front Lounge	\$450 an hour
Main Space	\$450 an hour
Both	\$600 an hour
Additional room fee	\$2,000

6pm – 4am, Thursday – Saturday

Front Lounge	\$450 an hour
Main Space	\$450 an hour
Both	\$600 an hour
Additional room fee	\$5,000

if you have any additional questions please contact
Parties@TheBellHouseny.com with details of your event.



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Events with an Open Bar

11am – 6pm, 7 days a week

Front Lounge No Fee

With any open bar order of at least 2 hours and 50 people or more

Main Space No Fee

With any open bar order of at least 2 hours and 100 people or more

6pm – 4am, Sunday through Wednesday

Front Lounge No Fee

With any open bar order of at least 2 hours and 75 people or more

Main Space No Fee

With any open bar order of at least 2 hours and 150 people or more

6pm – 4am, Thursday – Saturday

Front Lounge No Fee

With any open bar order of at least 2 hours and 75 people or more

Main Space No Fee

With any open bar order of at least 2 hours and 150 people or more

Additional room fee \$5,000

** 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. Parties@TheBellHouseny.com

Please note that rates do not include a 20% gratuity or 8.875% sales tax.



Open Bar Pricing

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, Stoli, Bombay Sapphire, Tanqueray, J&B, Dewars, Johnnie Walker Red, Hennessy VSOP, Bacardi, Captain Morgan, Cuervo Gold, Sauza Hornitas, Jameson, Old Bushmill, Jack Daniels, Knob Creek, and Makers Mark. (Brands subject to change)

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

Please note that rates do not include a 20% gratuity or 8.875% sales tax.



Rates



RATE IS INCLUSIVE OF THE FOLLOWING

- Bar staff
(1 Bartender per 50 people)
- Bar Back
- Manager
- Door person (for guest check-in)
- Sound/Lights/Tech Person

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



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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 EVENTS

A live band is obviously a great addition to any party 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. 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 14 days prior to the event date. If cancellation is given 30 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.



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Recommendations

CATERING

NATURALLY DELICIOUS

718-237-3727

NATURALLYDELICIOUS.COM

PURSLANE CATERING

718-701-8344

PURSLANECATERING.COM

PRESERVING HARVEST CATERING

347-239-0766

MARCIA@PRESERVING

HARVESTCATERING.COM

FLETCHER'S BBQ

MATT@FLETCHERSBKLYN.COM

FLETCHERSBKLYN.COM

THE RAGING SKILLET

212-463-0872

718-230-0718

THERAGINGSKILLET.COM

RYAN BROWN CATERING

718-852-2575 EXT. 1

RYANBROWNCATERING.COM

EVENTFUL NYC

718-624-5777

EVENTFULLNYC.COM

DISH FOOD AND EVENTS

347-455-0077

DISHFOODNYC.COM

EVENT PLANNING

TAMMY GOLSON EVENTS

917-860-3312

TAMMYGOLSON.COM

DAVIS ROW

917-336-7686

HELLO@DAVISROW.COM

DAVISROW.COM

LINDSEY M. EVENTS

LINDSEY@LINDSEYMEVENTS.COM

LINDSEYMEVENTS.COM

TWO KINDRED EVENT PLANNERS

347-541-5061

TKEVENTSNYC.COM

WHITNEY EVENTS

917-740-1375

WHITNEYEVENTS.COM

CAMPBELL EVENTS

718-873-5976

CAMPBELLEVENTSBLOG.COM

PHOTOGRAPHER VIDEOGRAPHER

RYAN MUIR

917-628-1432

RYANMUIR.COM

RYAN BRENIZER PHOTOGRAPHY

RYANBRENIZER.COM

TATIANA BRESLOW PHOTOGRAPHY

TATIANABRESLOW.COM

KELLY GUENTHER

347-683-1867

NYCWEDDINGPHOTO

GRAPHER.COM

SETH DAVID COHEN VIDEOGRAPHY

212-627-5222

SETHDAVIDCOHEN.COM

IAN DOUGLAS PHOTOGRAPHY

917-684-9890

IWDOUGLAS.COM



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Recommendations

FLORAL

MIMOSA FLORAL

718-604-2973

INFO@MIMOSAFLOAL.COM

EDELWEISS FLORAL ATELIER

718.488.9888

EKA@EDELWEISSFLORIST.COM

SACHI ROSE

212-744-3071

SACHIROSE.COM

ZUZU'S PETALS

728-638-0918

ZUZUSPETALSBROOKLYN.COM

CAKES

LADYBIRD BAKERY

718 499-8108

WEDDINGLADYBIRD@GMAIL.COM

LADYBIRDBAKERY.COM

TABLE & CHAIR RENTAL

ACE PARTY RENTALS

718-445-2600

ACEPARTYRENTAL.COM

STELLAR VINTAGE

718-369-3310

STELLAR-VINTAGE.COM

PARTY RENTAL, LTD

888-774-4776

PARTYRENTALLTD.COM

CLASSIC PARTY RENTALS

212-752-7661

CLASSICPARTYRENTALS.COM

BANDS

THE ENGAGEMENTS

THEENGAGEMENTS.COM

THE LASCIVIOUS BIDDIES

BIDDIESMUSIC.COM

MIX TAPE: A COVER BAND FOR HIPSTERS

MELANIE@MIXTAPECOVER

BAND.COM

MIXTAPECOVERBAND.COM

STYLUS DJ ENTERTAINMENT

STYLUSDJNYC@GMAIL.COM

STYLUSDJENTERTAINMENT.COM

BEAT TRAIN

KEVIN@BEATTRANUDJS.COM

BEATTRAINPRODUCTIONS.COM

STAFFING SERVICES

JJ STAFFING AND EVENTS

917-795-5272

JJSTAFFINGEVENTS.COM

ULTRA EVENTS NYC

718-237-0945

ULTRAEVENTSNYC.COM

SUPERLATIVE STAFF EVENTS

646-549-3968

SUPERLATIVESTAFFEVENTS.COM.

FOOD TRUCKS

RED HOOK LOBSTER POUND

718-858-7650

REDHOOKLOBSTER.COM

BIG MOZZ

973-981-7770

BIGMOZZ.COM

DOMO TACO TRUCK

718-797-0528

DOMOTACO.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?

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 non-alcoholic beverages included in the open bar?

Yes, we have all standard sodas on tap.



Frequently Asked Questions

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, but 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.



Frequently Asked Questions

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 own music?

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.

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. E-mail weddings@thebellhouseny.com for the latest event photos.

When can I come in to tour the space?

Walk throughs are available by appointment.



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The Floor Plan

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.

