



EVENT GUIDE

3905 2nd Avenue, Brooklyn, NY 11232 • 347.689.4896 • info@warehousebrooklyn.com

warehousebrooklyn.com

★ W ★

Event Guide

WELCOME

Congratulations on your upcoming wedding! If you're looking for a unique and intimate location for your ceremony or reception, the Warehouse is for you. In the seven years the space has been open, we have welcomed many couples as they've joined their lives together. If you haven't already, check out the photo gallery on the [weddings and celebrations page](#) of our website to see some past events.



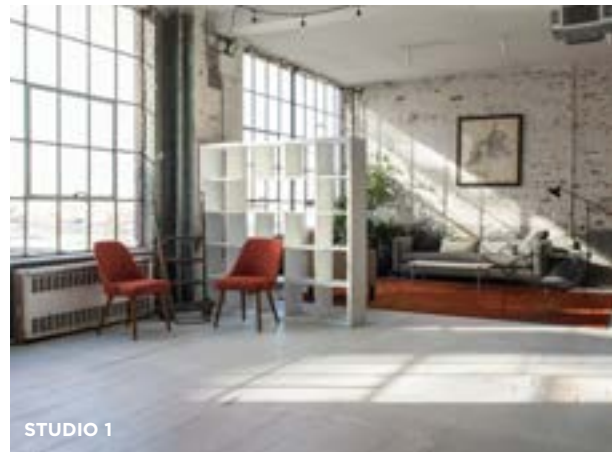
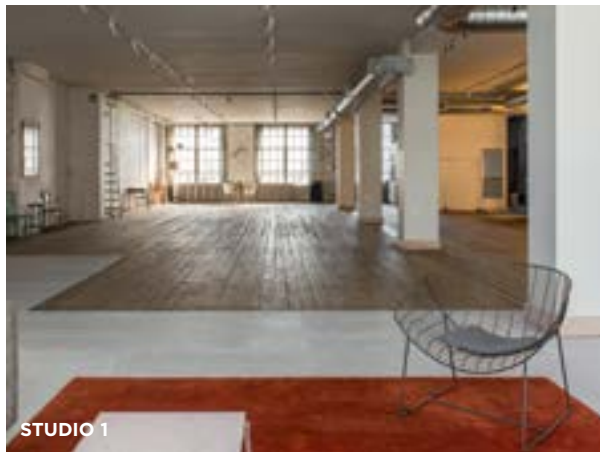
★ W ★

Event Guide

THE WAREHOUSE

Originally built in 1914 by two brothers as a coffee roasting facility, the Warehouse is now a private photo and film production studio. Recently renovated, great care was taken to maintain the charm and old New York aesthetic of the space while adding comforting amenities and services.

We have two rooms that, when combined, equal 5000 square feet. The rustic hardwood floors, steel casement windows, frosted safety glass, distressed brick walls all around, and other curious aspects have made the Warehouse a welcomed spot for couples looking for an non-traditional event venue.



THE WAREHOUSE



★ W ★

Event Guide

PRICING

All rates shown are for 8-hours. Set up must be included within the 8-hour time frame. Additional hours can be added to the duration, but the end times of midnight for guests and 1:00am for vendors (caterers, DJ, servers, etc) is locked.

2023 RENTAL RATES*

Month	Mon - Thurs STUDIO 1 / STUDIO 1 + 2	Friday STUDIO 1 / STUDIO 1 + 2	Saturday STUDIO 1 / STUDIO 1 + 2	Sunday STUDIO 1 / STUDIO 1 + 2
January	\$1,600 / \$2,400	\$1,800 / \$2,600	\$2,000 / \$2,800	\$1,600 / \$2,400
February	\$1,600 / \$2,400	\$1,800 / \$2,600	\$2,000 / \$2,800	\$1,600 / \$2,400
March	\$1,600 / \$2,400	\$1,800 / \$2,600	\$2,000 / \$2,800	\$1,600 / \$2,400
April	\$2,000 / \$2,800	\$2,200 / \$3,000	\$2,400 / \$3,200	\$2,000 / \$2,800
May	\$2,200 / \$3,000	\$2,400 / \$3,200	\$2,600 / \$3,400	\$2,200 / \$3,000
June	\$2,200 / \$3,000	\$2,400 / \$3,200	\$2,600 / \$3,400	\$2,200 / \$3,000
July	\$2,000 / \$2,800	\$2,200 / \$3,000	\$2,400 / \$3,200	\$2,000 / \$2,800
August	\$2,000 / \$2,800	\$2,200 / \$3,000	\$2,400 / \$3,200	\$2,000 / \$2,800
September	\$2,200 / \$3,000	\$2,400 / \$3,200	\$2,600 / \$3,400	\$2,200 / \$3,000
October	\$2,200 / \$3,000	\$2,400 / \$3,200	\$2,600 / \$3,400	\$2,200 / \$3,000
November	\$2,000 / \$2,800	\$2,200 / \$3,000	\$2,400 / \$3,200	\$2,000 / \$2,800
December	\$2,000 / \$2,800	\$2,200 / \$3,000	\$2,400 / \$3,200	\$2,000 / \$2,800

* In addition to the rates above, there is a \$200 cleaning fee for events of any size.

Tables & Chairs

To allow you the most flexibility with pricing, we break tables and chairs out as a separate add-on. Below are some example numbers for round tables with linens and white resin folding chairs. If you need more or less seating, or would like a different style of tables and chairs, let us know. We can provide options.

75 GUESTS - \$725.00

- 75 Chairs: Folding Resin White
- 7 Tables: 72" Round 30" High
- 7 Linens: 132" Round Poly

100 GUESTS - \$910.00

- 100 Chairs: Folding Resin White
- 9 Tables: 72" Round 30" High
- 9 Linens: 132" Round Poly

125 GUESTS - \$1,000.00

- 125 Chairs: Folding Resin White
- 11 Tables: 72" Round 30" High
- 11 Linens: 132" Round Poly

The following also come with your rental

- Studio lounge furniture
- In-house studio PA system
- Racks and hangers for up to 150 coats
- 8ft hand-made bar with LED lighting
- Decorative multi-colored LED lighting
- Garbage disposal (bagged trash only)
- Greenroom for changing, personal storage

★ W ★

Event Guide

FAQ

1: Do I need to hire an event planner or coordinator?

Depends. If your party is for 75 or less people, you may host your own event. If your guest list is greater than that, you must hire an day-of coordinator or, preferably, a party planner.

This rule is to everyone's benefit. It allows party organizers to enjoy their event stress-free while ensuring that the studio polices and rules are followed and extra charges are avoided. This role may be something your caterer can do for you. If not, we have a short list of trusted people who can fill this role.

2: Can I have a DJ and/or band?

Of course! We have the following rules about music to accommodate our neighbors:

- Hype-man or loud MC style DJ performances are not permitted
- Loud rock band style musical performances are not permitted
- Extra large club-style speakers or sub woofers are not permitted
- Music must be kept at a reasonable level (under 100db)

3: Can I serve alcohol?

Yes. However, you may not sell alcohol. You also may not sell drink tickets as a way of circumventing this. The studio does not have a liquor license so, for events over 74 people, you will need to hire a caterer with an off-premise catering license. Additionally, if you're serving alcohol, you must serve some sort of food. Not pretzels and chips, actual prepared food such as hors d'oeuvres, a buffet, or sit down meal. These are not just our rules, this is the law in NY.

4: Are there any restrictions on what vendors I can use?

You're welcome to use any professional provider you like that meet the following requirements:

- Must be able to provide a Certificate of Insurance (COI)
- If your vendor is serving alcohol, they must of an off-premise catering license to do so

5: Is there a kitchen?

Yes. However, its intended use is for simple preparation and/or the reheating of precooked foods. Cooking from scratch is generally not permitted (ask if you're not sure). A cleaning fee of \$150 will be charged for any substantial cooking efforts. Preparation of fried foods is forbidden due to the lingering aroma and oil.

★ W ★

Event Guide

FAQ

6: When can I arrange for drop off of tables, chairs or other items for my event?

Our space is very busy with photo/film productions. As a result, our ability to store items is limited. Because of this, and the fact that we may have another event immediately following yours, delivery and pick up of items must happen on the same day as your event. Sometimes exceptions can be made.

7: Will there be other events scheduled at the same time as my event?

No. Due to the arrangement of the studios, we do not double-book events. However, we do sometimes booking things back-to-back so it's important that you plan accordingly with your load-in and load-out of items.

8: Do I need to provide insurance or permits?

If you are booking through a 3rd party site like Peerspace or Splacer, they provide limited liability insurance. However, that insurance generally only protects Warehouse Studios, not you as an event organizer. For this reason, it's highly recommended that you obtain a day-of policy from a site like TheEventHelper.com. The cost is usually less than \$200. If you're booking with us directly, you must acquire one of these day-of policy.

9: Are tables, chairs, glassware, utensils, plates, etc. Included in the rental price?

No. We like to allow guests to creatively design their own party experience. Some people want round tables, others want rectangular. Some, don't want tables at all. By not forcing you to use what we have on site, you (or your event planner) can craft something special and unique to you.

We also do not provide dinnerware, glasses, utensils, etc. These, as well as many table and chair options, can be sourced through our preferred vendors – [Big Dawg Party Rentals](#) and [A-Z Party Rentals](#)

10: Are you wheelchair accessible?

Yes. We are ADA compliant with a ramp outside that leads up to the elevator. Both bathrooms are handicapped accessible.

11: What function does your manager serve?

Our manager is on duty to provide assistance and oversee the facility and staff. They are not responsible for coordinating your party or helping you decorate the space.

12: Are there any restrictions on decorations?

The brick walls are available for hanging artwork and decorations. Any surface of drywall is off limits. Guests may not stick things on or into the drywall.

PARTNERS

Preferred Caterers



Marlow Catering

Krysta O'Pharrow

krysta@marlowevents.com

347.341.8211

marlowevents.com



DISH Food & Events

347-455-0077

info@dishfoodnyc.com

dishfoodnyc.com

Tables, Chairs & Decorations



Big Dawg Party Rentals

Dawg has been our go-to partner for tables and chairs since the beginning. Highly recommend them for this and any other furniture needs.

Denise Sullivan

denise@bigdawgpartyrentals.com

718.643.9019

bigdawgpartyrentals.com

LOGISTICS

Space Capacity

We recommend the following guidelines based on what we've seen with past events. Keep in mind, these are just our suggestions. Your planner should be able to guide you on what's best for the party you envision.

Formal - Up to 75 guests

Sit down dinner where everyone is served at the same time. Also good for a lounge-style arrangement with couches and larger chairs organized organically around the space.

Casual - 100 to 120 guests

Buffet-style arrangement where people can sit and eat or stand as they like.

Cocktail - 120 to 150 guests

Guests mainly stand at tallboy tables with a few tables for sitting.

Deposit & Cancellation Policy

Our payment and cancellation policy is pretty simple.

Initial Deposit

A 50% deposit of total space rental fee is required to hold your date.

Space Rental

Payment in full for space rental is due 30 days prior to the start of your event.

Security Deposit

We require that all renters complete a credit card authorization form. In the event of damage to the space, equipment, props or any other items owned or leased by Warehouse Studios, the card will be charged for the replacement.

Cancellation Policy

You may cancel your event up to 30 days prior for a complete refund of your deposit. Cancellations must be sent in writing. Date of receipt of written notice is date of cancellation.

After 30 days, your deposit is non-refundable. Space rental payments are refunded on the following schedule – Up to 30 days prior 100%. From 29 to 14 days prior 50%. From 13 to event day 0%.

If you need to move your date, you may do so as long as we have availability. A \$250 rebooking fee will be charged for date changes.

GALLERY



Decorations shown may be rentals and not owned by the studio or included with the space. If you like something specific in the photos, ask and we can let you know how to replicate that for your event.

— **GALLERY** —



STUDIO 1



STUDIO 1



STUDIO 2



STUDIO 2



STUDIO 2

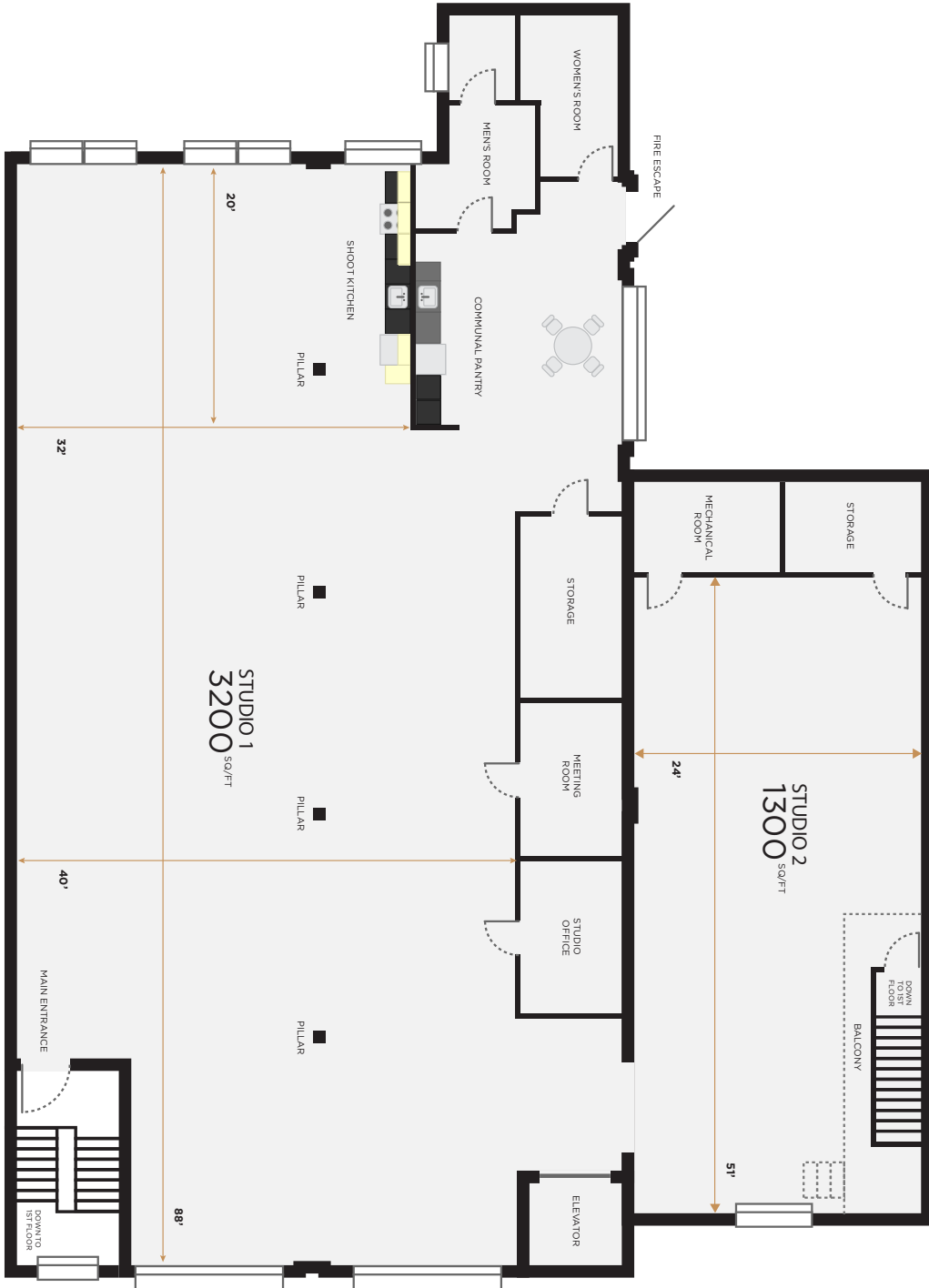
— **GALLERY** —



GALLERY



FLOOR PLAN



★ W ★

Event Guide

GETTING HERE

Warehouse Studios

3905 2nd Avenue
Brooklyn, New York 11232
347.689.4896

When you arrive, use the panel at the bottom of the handicap ramp to call up. Dial "02 + Call" and someone will buzz you up. The studio is on the 2nd Floor.

Subway

Take the N/R or D trains to 36th Street Brooklyn. From there it's about a 8-10 minute walk.

Driving

Take the Gowanus Expressway I-278 W to 39th Street exit (or follow 3rd Avenue under the expressway to 39th Street). The studio is just off the corner from 39th and 2nd Avenue. For a quick visit, you can park on the sidewalk in front of the loading dock on 2nd Avenue. For longer visits or for your event, you can try street parking, but your best bet is the parking lot on the corner of 39th & 2nd Ave. It's \$18.00/day

