



77 Box Street
Brooklyn, NY 11222

(718) 383-3800

www.theboxhousehotevents.com

Frequently Asked Questions

What is the capacity of each event space?

- **Meeting Space 206:** 35 guests seated
- **Lobby Restaurant:** 50 seated guests; 100 standing guests
- **Rooftop:** 220 seated guests (with a band); 250 seated guests (with a DJ); 350 standing guests
- **Penthouse:** 20 guests seated; 35 standing guests

What is included in your venue fee for rooftop weddings?

- Listed below is everything we include.
 - Setup & breakdown of the space
 - Retractable roof awning
 - Heating & Air conditioning
 - Security
 - Glass sliding windows
 - Various tables
 - Chairs
 - Flatware
 - Glassware
 - White linens
 - Intimate string lighting
 - Coat check
 - Candles
 - Vintage checker cabs
 - Menu printing
 - Planning and coordination

Is the building handicap accessible?

- Yes, the entire hotel, including its rooftop is handicap accessible.

Where do my guests park?

- There is ample street parking. On weekends there is no alternate side of the street parking on weekend. Valet can also be provided at an additional cost.

Are candles allowed?

- Yes, we provide open flame votive candles.

Do I need to pay for venue insurance?

- The venue has an insurance policy, there is no need to provide your own.

Is The Box House Hotel pet friendly?

- Unfortunately hotel policy does not allow pets, out of courtesy to other guests staying at the hotel. Service animals however are permitted.

Do you allow photography in your public areas?

- Yes, of course! For production/marketing purposes however, written consent from The Box House Hotel is required.

What additional services do you provide for weddings?

- We provide all food, beverage, and event staff are provided by The Box House Hotel, planner, day of coordination, and a tasting of food and beverage options.

What are the Planner's duties?

- Listed below are the responsibilities of our Planners:
 - Point person for anything involving the venue and the wedding
 - Floor plan consultation and design
 - Generates a general timeline for the event
 - Coordinates a tasting of the wedding menu
 - Facilitate all meetings and walkthroughs with outside vendors, such as DJ, band, photographer, videographer, florist, etc.
 - Finalizes all logistics relating to the wedding

What are the Day of Coordinator's duties?

- Set up a detailed schedule for your wedding ceremony and reception
- Organize floorpan
- Inform your vendors where everything will be placed, and provide a detailed timeline of events.
- Ensures that linens, décor, flowers, etc. are setup

Do you coordinate private and corporate events as well?

- Yes, we provide planning and coordinating services for all events.

Are there any additional costs aside from the food & beverage costs and the venue fee?

- In addition to our Venue and Food and Beverage costs, we ask for a 20% administration fee and 8.875% NY state sales tax.

Is there a coat check fee or cake cutting fee?

- No, we stay away from silly fees like those.

When do I have my wedding menu tasting?

- Generally we host our tastings 2-3 months before the wedding date when that particular menu is in season. Our chefs wholeheartedly believe in organic and sustainable farming, and source everything locally to provide the freshest ingredients, thus seasonality is very important to us.

Do you accommodate room blocks?

- Yes, we organize room blocks for our events. Please contact groups@theboxhousehotel.com for more information.

Is there a wedding/bridal suite available?

- Yes. Please contact groups@theboxhousehotel.com for more information.

Is AV & Lighting included in the venue fee?

- We work with an exclusive AV company, Gala Productions LLC. They are contracted with separately and can provide all microphones, speakers, lighting, and any other AV equipment requested for an event.

Can I hang items on the rooftop awning?

- Generally no, however, there are certain exceptions which your planner can discuss with you.

Is the rooftop heated and air conditioned?

- Yes, the rooftop is fully temperature controlled.

Are your checker cabs included with the venue rental?

- Yes. However, it is weather dependent; specifically in the winter.

Can the retractable rooftop awning be opened/closed during the event?

- Yes, the awning can open/close in roughly 90 seconds, weather permitting.

Should I hire a wedding planner or day of coordinator?

- It is not required, as we provide both services, but the choice is completely up to you. When an outside planner and/or coordinator are used, we always work with them directly to ensure your vision is properly executed.

Is coat check included with the venue rental?

- Yes, but only in winter months.

When should vendor items be dropped off?

- The morning of the event. In certain circumstances, items can be dropped off the day before.

When should vendors pick up items?

- The night of the event. In certain circumstances, we can store the items for no more than 24 hours.

What style of dining service do you provide?

- We provide all styles of service, but generally we provide family-style service for events.

Are there any noise ordinances?

- There are no noise ordinances, however there are time restrictions for events. The rooftop is available for rental up until 12am and the lobby restaurant is available for rental until 2am.

Are children allowed at events?

- Yes of course! Children 0-5 years old are free and children 6-20 years old are 50% off. We also provide a separate children's menu for them.

Is security provided?

- Yes, we provide all security at no additional cost.

Can I plug in my own music?

- Unfortunately for weddings, all music must be conducted through a DJ and/or Band. For smaller events and private/corporate events we permit an iPod plug-in, but it must be on a set playlist.

Are holidays priced differently?

- Yes, holidays are priced differently. For more information contact events@theboxhousehotel.com.

How many bartenders do you staff for an event?

- It depends on your guest count, but generally we provide 1 bartender for every 50 guests.

Do you accommodate guests with allergies or dietary restrictions?

- Yes of course. Your planner will discuss this with you and ensure that all guests and their dietary restrictions are accounted for and noted for our culinary team.