



## Frequently Asked Questions

What is included?

- Set-up and breakdown of the space
- Retractable roof awning
- Heating & A/C
- Security
- Glass sliding windows
- 60" round tables
- 8' x 3' rectangular tables
- Chairs
- Flatware
- Glassware
- White linens
- Coat check
- 3.5" votive candles
- Vintage checker cab
- Menu printing
- All Food & Beverage
- All Event Staff
- Menu Tasting
- Event Planning & Coordination Team

What is the Event Planning & Coordination Team responsible for?

- Liaisons for anything involving event planning
- Floor plan consultation and design
- Generating timelines
- Facilitating all meetings and walkthroughs with outside vendors, such as DJ, band, photographer, videographer, florist, etc.
- Organizing vendors day of the event
- Leading set-up of the space
- Cueing all relevant vendors for specific moments such as speeches, dances, etc.

When do I start working with the Event Planning & Coordination Team?

- Soon after you secure a date by signing a contract and putting down a deposit you'll be connected to our Event Planning and Coordination Team. The team will assist you until the day of your wedding and beyond to ensure that your dream wedding goes off without a hitch!

Am I required to hire any additional planning and/or coordination services?

- No. However, if you do choose to hire additional planning and/or coordination services we will work directly with them to ensure your vision is properly executed.

What is the capacity of the Rooftop?

- 220 seated guests (with a band), 250 seated guests (with a DJ), 350 standing guests

Are you able to host ceremony, cocktail hour and reception all on the rooftop?

- Yes! We quickly and quietly flip the rooftop space between ceremony and reception to seamlessly host the entire event in one space.

Do you accommodate guests with food allergies and dietary restrictions?

- Yes. Please discuss allergies and aversions with our event planning & coordination team so that we can modify and make substitutions for those guests appropriately.

How quickly does the rooftop awning close/open?

- The rooftop awning takes approximately 90 seconds to open and close.

Can the rooftop awning be opened and closed during the event?

- Yes!

Is there a space to host an after party?

- Yes! Brooklyn Lantern, located in the lobby of The Box House Hotel, is the perfect location for your after party!

Is there a space to host a post-wedding brunch the morning after my wedding.

- Yes! Brooklyn Lantern is also capable of hosting a private post-wedding brunch for you and your guests!

Is the building handicap accessible?

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

Does The Box House Hotel have a parking lot?

- The Box House Hotel does **not** have a parking lot. However, this is an ample amount of street parking within a 2-block radius from the hotel.

Is there a nearby parking lot?

- Yes! The parking lot at 1 Blue Slip extends discounted rates to guests of The Box House Hotel and Box House Events weddings.

Do you offer a valet service?

- Yes! A valet service can be included for an additional cost.

Do I need to pay for venue insurance?

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

Is The Box House Hotel pet-friendly?

- The Box House Hotel has a no-pet policy. Service animals are of course permitted. Box House Events does permit pets to take part of ceremony and photos but must be accompanied with a handler.

Does The Box House Hotel allow photography in its public areas?

- Yes, please feel free to take photos in any public areas of The Box House Hotel. Taking photos for production/marketing purposes requires written consent from The Box House Hotel.

Do you accommodate room blocks?

- Yes. Generally, a discount is applied to your room block if minimum requirements are met.

Are there rooms available for brides and grooms to get ready in?

- Yes. The Box House Hotel boasts many spacious suites including, The Penthouse, 2-Bedroom with Duplex, 2-Bedroom with Terrace, 1-Bedroom with Balcony and many more that are perfect for a large group to get ready in.

Are A/V & Lighting services and equipment included?

- All A/V & Lighting services and equipment must be provided through our exclusive provider Room 11 Productions Inc. Room 11 Productions partners with us to ensure that you have the wedding of your dreams!

Are there any noise ordinances?

- There are no noise ordinances.

Are there any time restrictions?

- Rooftop rental is available until 12AM. Brooklyn Lantern rental is available until 2AM.

Are children allowed at events?

- Yes! Children 0-5 are free and 6-20 are 50% of the cost of adults.

How many bartenders and servers are included?

- Generally speaking, 1 bartender is included per 50 guests and 1 server is included per 10 guests.

Are there any additional costs besides the Venue Rental costs and Food & Beverage costs?

- There is a gratuity fee (applicable to the Food & Beverage costs)
- There is an administrative fee (applicable to the Venue Rental costs + Food & Beverage costs)
- NYS Sales Tax is applied to the Venue Rental costs + Food & Beverage costs + administrative fee