

What's included in the rental rate?

Our 12 hour rental includes The Foundry Main Space, the accompanying Courtyard & Porch, commercial grade catering kitchen, private dressing room, three staff members, supplementary furniture suitable for a cocktail hour, ambient and adjustable lighting throughout the interior space(s) and exterior Courtyard. (Please refer to following page for a more detailed description).

2019 Rental Rates	Reduced rates due to proximity of booking
Saturday	\$13,000
Fridays & Sundays	\$11,000
Monday - Thursday	\$8,000

2020 Rental Rates	January, February, March	April, July, August, November, December	May, June, September, October
Saturday	\$11,000	\$13,500	\$15,000
Fridays & Sundays	\$9,000	\$11,500	\$12,500
Monday - Thursday	\$8,000	\$8,500	\$8,500

2021 Rental Rates	January, February, March	April, July, August, November, December	May, June, September, October
Saturday	\$11,500	\$14,000	\$15,500
Fridays & Sundays	\$9,500	\$12,000	\$13,000
Monday - Thursday	\$8,500	\$9,000	\$9,000



Optional add on Spaces

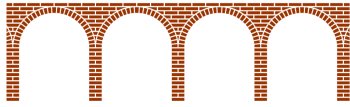
The Greenhouse \$2,500
 The Greenhouse is an adjacent room to the Main Space which is commonly used as an alternative for an outdoor cocktail hour and it is also popular for a Ceremony, Dancing or a more intimate dining space.

The Albra Room \$1,000-\$3,500
 The Albra Room is a great addition to guests who wish to have a separate entry, to use for cocktail hour in conjunction with the Greenhouse, an additional space as a larger dressing room or after party for an hour and a half after your event concludes.

The Pool Room 1,000-\$2,000
 The Pool Room can be rented in conjunction with your event as either a gathering/ getting ready area for your Wedding Party, a VIP room or an after party space for an hour and a half after your event concludes.

The Terrace \$1,000
 The Foundry Terrace is an elevated outdoor area adjacent to The Foundry's mezzanine level featuring views of the Queensboro/ 59th St. Bridge and Manhattan skyline. This space is commonly used for Cocktail hour or as a specialty bar or cigar lounge.

THE FOUNDRY



Tenting

Should you choose to cover The Courtyard with a tent, The Foundry will coordinate the reservation and delivery of your customized tent. Rates for tents can vary depending on a number of factors such as size, style, delivery, and additional features such as heaters, fans, walls or lighting.

Tenting can be added on as a weather plan and secured three months in advance of your date with a 1/3 (non refundable) deposit. Any changes, additions, edits or for you to ultimately decide to move forward with a tent (or not) can be determined 48 hours in advance of your event once you have the initial deposit in place.

Approximate costs for tent rental are:

**Tenting can not be used from December through March*

Tent Size	White Top	Clear Top
30' x 45'	\$3,500	\$4,000
30' x 60'	\$4,500	\$5,000

Additional optional items you can add:

In-house Audio Speaker System

Our in-house JBL speaker system is available for your DJ or IPOD/Device, and 1 wireless handheld microphone. Rental of the system is \$500 (Foundry Main Space & Courtyard). Greenhouse \$150. Albra Room \$150.

DVD Projector System & Screen

The Foundry can offer our state-of-the-art DVD projector with projection screen for \$350

The Foundry Terrace

The Foundry Terrace can be used exclusively for photos for an hour for additional \$250.

Du Val Garden

This privately-owned 4,000 square foot garden with breathtaking views of both Manhattan and the 59th Street Bridge can be available for photos for the couple or wedding party for \$500 for a 2 hour minimum. Please visit www.duvalenterprises.com for further details.

Alternative Entryways

43rd Ave Gate Entrance 43rd Gate Entrance as an entrance is \$750 for one hour; as an event space \$1,000 (duration of the event)

Please note that guests have access to the Courtyard starting at 5:30 on Weekdays and Fridays

The Albra Room Entrance \$500

Detailed description of what's included in your rental rate:

The Interior (Main Floor)

8 Wooden Benches, 4 round 36"x18" Dark Brown Lounge Tables, 7' Black Wood Table, 2 Metal Bar Tables, Candelabra, Metal Urn, Upright Yamaha Piano, Red Velvet, Green Velour, Linen or White Sheer Drapes, 2 Antique Metal Foundry Bins, Handicap-Accessible Bathroom, Men's Room (2 stalls, 2 standing), Ladies' Room (2 stalls), Coat Check Room with coat hangers, Commercial Grade Catering Kitchen.

The Interior (Mezzanine)

35 Belini chairs, 6 lounge tables (22"x22"x18"), 6' Steel Table, Dressing Room, Bathroom (1 stall, 1 standing), 4 Bamboo Trees

The Kitchen (The Main Floor)

2 table top induction burners, Convection Oven, Walk in Refrigerator, Ice Freezer, Cavity Freezer, 3 sinks, Double stacked Proofing Oven, Prep Tables, Mobile Shelves, Locker room for catering staff, 9th Street Loading Entrance, Courtyard Access.

The Courtyard

The Foundry's stunning ivy-covered courtyard is the perfect companion space for ceremonies, cocktails, and dinner. The Courtyard cannot be rented independently of The Foundry. It comes equipped with standing ashtrays and assorted trees to accent courtyard borders as well as an elevated porch.

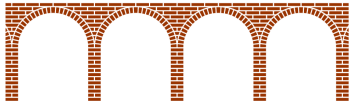
Staff

The Foundry provides 3 staff members for each event, including an on-site Hostess, a Doorman stationed on the main entrance, and a street attendant to greet car services or monitor parked cars.

Capacity

The Foundry Main Space can accommodate 180 for a standing cocktail reception or 140 for a seated dinner (using both levels). Alternatively, the accompanying Courtyard can accommodate up to 165 guests for a seated dinner or up to 180 for a cocktail style event.

THE FOUNDRY



TIMING, DECORATIONS & CLEANUP

The rental rate of the space covers 12 hours, including setup and breakdown. Guest and music curfew is 12:30 AM. Caterers and any other vendor must vacate the space by 2:00 AM. If you wish to have your guests occupy the space beyond 12:30 AM, an overtime rate of \$1,000/hour shall be incurred. All events Monday- Friday using The Courtyard will have guest access beginning at 5:30PM (set up can happen within contractual timing).

Freestanding candles, flower petals, confetti, rice, sparklers, smoke machines and/or helium balloons are not allowed. All candles must be contained in a votive holder. No items (candles, flowers, etc) may be floated in the fountain. No food stations are permitted upstairs on The Foundry's mezzanine. Any ornamentation attached to the brickwork must be done without nails, screws, or staples. Tape or other adhesives may not be used on The Courtyard's flagstones.

Renter or Renter's Caterer/Vendors are responsible for clean up at the end of the event. This constitutes: (1) all floors in the kitchen and main space are swept and mopped, (2) all trash is bagged and deposited in our receptacles, (3) all boxes are broken down and stacked neatly next to our receptacles, (4) all kitchen appliances including inside the refrigerators and tables are cleaned, (5) all food is removed from The Foundry's ovens/refrigerators/freezers/sinks, (6) the mezzanine dressing room is cleared of all rentals and trash, (7) all Foundry furniture and tables are returned to their original placement by the wait staff, (8) all ice and liquid is removed from the Foundry's cauldrons in the main space, (9) all rental pieces (excluding tent) broken down and stacked neatly in the main space for pick up at the end of the event, and (10) The Courtyard is swept. If this is not done when the Renter/Renters Caterer leaves, it will incur an additional cleanup charge.

Rental fee includes disposal of reasonable amounts of cartage. Any large decorations (chuppa's, alters, lanterns etc.) must be removed by Renter or Renter's Caterer/Vendors, or it may incur an additional cartage fee. Any wires, strings, and/or adhesives must be removed. Any items left behind in The Foundry's storage closet will be held for one week. If the client does not remove items within one week following their event, items will be removed and disposed of.

VENDORS & DELIVERIES

While The Foundry does not have an in-house caterer, we do provide a list of caterers to choose from. Client must choose a caterer from our list. The Foundry can email this list to you as well as recommendations for florists, photographers, hotels, car services, etc. Rentals, sound equipment, and any other items must be delivered and picked up the same day as your event.

The Foundry has 2 exclusive vendors: Rentals of tables, chairs, linens, etc... must be ordered through Broadway Party Rentals. Your caterer will coordinate this order for you. If you decide to rent a tent the Foundry staff will coordinate the rental for you.

For further information regarding recommendations for caterers and other vendors such as florists, car services, etc. please go to www.thefoundry.info/plan/ and click directly on "Vendors" to see a full list of who we work with.

ONLINE CALENDAR & RESERVING DATES

To check on available dates, please visit our online calendar at www.thefoundry.info/calendar For further inquires, please email AO@thefoundry.info or call (718) 786-7776.

At no charge, The Foundry can reserve a date for you as a "notification hold". This hold entails placing your name and contact information on a date for 7 days from the time you first notify us that you would like to hold a date. The courtesy of this hold is that we will not book the date with another client during that 7-day period without notifying you first, and giving you the option to book the date and give us a deposit. If another client makes a hard offer to put down a deposit, you will have 48 hours to book or release the date. Even if no other client offers a hard deposit, the hold is released after 7 days.

HOLIDAY RATES

Please note that during long holiday weekends (for example, Labor Day or Columbus Day Weekend), the Sunday rate becomes the Saturday rate. Bank and religious holiday rates are subject to change from standard rental rates prior to booking, but not after a contact has been signed.

BOOKING & CANCELLATIONS

A 50% deposit is due upon booking a date at The Foundry. The Foundry can accept checks, money order, or cash as forms of payment. The remaining balance is due the week of the event date. If the event date is less than one month away upon booking, the remaining balance is due the day of the event date.

A \$500 security deposit is due with the remaining balance. The security deposit will be refunded in full within 14 days following the event should no damages occur.

Notice of cancellation is required at least nine months prior to event and a cancellation fee of \$500 will be incurred. If event is cancelled less than nine months prior to the event, a cancellation fee of \$1,500 will be incurred. If the event is cancelled less than six months prior to the event, The Foundry will keep the 50% deposit.

ADDITIONAL INFORMATION

Smoking is not permitted inside The Foundry. Smoking is permitted in The Foundry's Courtyard and on The Foundry Terrace.

Music must conform to the New York City Noise Control Code (Section 24-231), which states that volume levels cannot exceed 45 decibels. Music is not permitted in The Courtyard past 9:00 PM.

Courtyard doors are not to be propped open if (1) air conditioning or heating is running, or (2) past 9:00 PM if music is playing inside.

Street parking is available for your guests. The Foundry's doorman will be stationed in front of the building to provide guests with information. The Foundry also provides a street attendant stationed on 9th Street to monitor parked cars. If a guest should need a cab at the end of the evening, our doorman will see to contacting a cab company located in the neighborhood. Approximate wait time for a car is 5-15 minutes.

Pyrotechnics of any kind, including sparklers, are not permitted. Smoke machines and/or hazers are not permitted.

Client must provide a certificate of insurance for general liability and liquor liability (only if alcohol is to be served). Your caterer can often provide this coverage; otherwise you can acquire a certificate online at www.wedsafe.com or www.privateeventinsurance.com.

Can I see more photos of the space?

Additional photos can be found online at: <http://flickr.com/photos/thefoundrylic>