THE FOUNDRY

42-38 Ninth Street, Long Island City, NY 11101 (718) 786-7776 **www.thefoundry.info**
Angela Ortiz AO@TheFoundry.info
Lindsey Hamma @LH@TheFoundry.info

TOUR GUIDE

What's included in the rental rate?
All features detailed below, as well as, Electricity, Heating/Air Conditioning, Garbage Receptacles, Bathroom Amenities, Full cleaning of rental spaces before and after events.

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 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, Kitchen Access

The Interior (Mezzanine)
35 Belini chairs, 6 lounge tables (22"x22"x18"), 6' Steel Table, 7' Bench, Dressing Room, Bathroom (1 stall), 4 Bamboo Trees

The Kitchen (The Main Floor)
2 table top induction burners, Convection Oven, 3 Refrigerators, 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.

Lighting
The Foundry is equipped with ambient lighting throughout the space, set on separate dimmers. Lighting in the courtyard includes two sconces mounted on either side of the courtyard doors, as well as several spotlights placed around the perimeter. Bringing in an outside lighting company is not necessary, but we are happy to provide recommendations if additional lighting is desired.

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

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

FEES & SERVICES

The Interior (Main Floor & Mezzanine & Kitchen) *on holiday weekends Sunday becomes the Saturday rate.*

2018 RENTAL RATES *Services and amenities included are detailed below*	***Rates reduced due to proximity of booking***
Saturday	**$12,500**
Fridays & Sundays	**$10,500**
Monday - Thursday	**$7,500**

2019 RENTAL RATES *Services and amenities included are detailed below*	**Off- Peak Season Rates** *January, February, March*	**Regular Season Rates** *April, July, August, November, December*	**Peak Season Rates** *May, June, September, October*
Saturday	**$10,500**	**$13,000**	**$14,000**
Fridays & Sundays	**$8,500**	**$11,000**	**$12,000**
Monday - Thursday	**$7,500**	**$8,000**	**$8,000**

2020 RENTAL RATES *Services and amenities included are detailed below*	**Off- Peak Season Rates** *January, February, March*	**Regular Season Rates** *April, July, August, November, December*	**Peak Season Rates** *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**

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.

Tents
If you should choose to cover The Courtyard with a tent, The Foundry will coordinate the reservation and delivery of your customized tent. Rates for tents vary depending on a number of factors such as size, style, delivery, and additional features such as heaters or fans. Approximate costs for tent rental are:

Tent Size	White Top	Clear Top
30' x 45'	**$3,500**	**$3,800**
30' x 60'	**$4,200**	**$4,700**

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

The Foundry Terrace
The Foundry Terrace is an outdoor elevated terrace adjacent to The Foundry's mezzanine level featuring views of the Queensboro Bridge and Manhattan. Please note there is only stair access at this time. Comes equipped with 5' steel bar, rolling metal ice chest, 4 teak tables with stools, built-in cushioned banquettes, standing ashtrays

The Foundry Terrace	Rental Rate	Accommodates for cocktails
	$1,000	**Up to 90 guests**

The Foundry Greenhouse
The Foundry Greenhouse is an indoor space adjacent to The Foundry on the main level. This room can be used as an alternative to The Courtyard or in addition to The Foundry. Comes equipped with 4 teak tables with stools.

The Foundry Greenhouse	Rental Rate	Accommodates for ceremony, cocktails or dancing	Accommodates for seated dinner
	$2,500	**120 Guests**	**70 Guests**

The Foundry Pool Room
The Foundry Lounge Room is our newest addition and 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. This 1,000 square feet private space is adjacent to the Foundry on the North side of the Courtyard and can accommodate up to 40 guests. It features plush seating, a vintage billiards table, 60" Flat Screen Smart TV with Amazon Fire and a full Sports Package. Rental rates for this space are:

The Billiards Room	Rental Rate	Accommodates
Wedding Party Suite	**$1,000**	**15 Guests**
After Party Suite	**$1,500**	**40 Guests**
Wedding & After Party Suite	**$2,000**	**40 Guests**

The Foundry Terrace/Du Val Terrace
Available for photographs is The Foundry Terrace for an hour for additional $250. Also, The Du Val Terrace is also available for wedding photos (max 30 people) only. The Rooftop Terrace is a privately-owned 4,000 square foot garden with breathtaking views of both Manhattan and the 59th Street Bridge. It is not available for cocktails, dinner, or dancing. Rental of The Terrace starts at $500 for a minimum of 2 hours. Please visit www.duvalenterprises.html for further details.

DVD Projector System & Screen
For $350, The Foundry can offer our state-of-the-art DVD projector with projection screen.

In-house Audio Speaker System
Our in-house JBL speaker system is available for your CDs and/or MP3 Players, and 1 wireless handheld microphone. Rental of the system is $500 (Foundry Main Space & Courtyard). Greenhouse $150. Albra Room $150. All audio-visual equipment is to be handled and supervised by The Foundry staff members only.

Sound Technician
For any special audio requirements that involve altering the existing setup of The Foundry's sound system, a sound technician will be brought in to consult and implement any changes. The sound technician's rate is $250/hour.

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 access beginning at 6:00PM.

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 most 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.

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 six months prior to event. A cancellation fee of $500 will be incurred. If event is cancelled less than six months prior to the event, a cancellation fee of $1,500 will be charged. If the event is cancelled less than two months prior to the event, The Foundry will keep 50% of the total rental fee.

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 one person 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.

Pyrotenics 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

THE ALBRA ROOM

The Albra Room is a 1,000 square foot raw space. You are required to bring in your own rentals, caterers and vendors provided that are a licensed company. You can find a list of our recommended vendors here: www.thefoundry.info/plan/ and click directly on "Vendors" to see a full list of who we work with.

It is possible to add the rental of The Foundry Greenhouse and a small outdoor courtyard space to the rental of The Albra Room. Our only exclusive vendor is Broadway Party Rentals for tables, chairs, linens, glassware, etc… (your caterer will place this order). The Albra Room does not allow restaurant caterers. The Rules, Regulations & Guidelines are the same as The Foundry.

The Albra Room	Rental Rate	Accommodates for ceremony, cocktails or dancing	Accommodates for seated dinner
	$3,500	**50 Guests**	**40 Guests**

What's included in the rental rate?

All features detailed below, as well as, Electricity, Heating/Air Conditioning, Garbage Receptacles, Bathroom Amenities .

The Interior

4 stained teak high boy tables with stools, 2 large ficus trees in rolling planters that can be used for cocktail tables (cannot be removed), Small Coat Room with Hangers, Small Bridal Suite

The Kitchen (Street Level)

2 Table Top Burners, Convection Oven,1 Under Counter Refrigerator, 1 Sink, Double stacked Proofing Oven, Prep Tables, Wall Shelves, Locker room for catering staff, 9th Street & Courtyard loading entrances.

Lighting

The Albra Room is equipped with ambient lighting throughout the space, set on separate dimmers. Bringing in an outside lighting company is not necessary, but we are happy to provide recommendations if additional lighting is desired.

Staff

The Albra provides 2 staff members for each event, including an on-site Host/Hostess/Doorman and a person on the street to monitor parked cars (street person might also be attending to Foundry guests).

The Foundry Greenhouse

The Foundry Greenhouse is an indoor space adjacent to The Albra Room on the main level. This room can be used in addition to The Albra Room if it is not rented by a Foundry client. Comes equipped with 4 teak tables with stools. Rental of this space does not increase the maximum capacity of 70 guests.

The Foundry Greenhouse	Rental Rate	Accommodates for ceremony, cocktails or dancing	Accommodates for seated dinner
	$2,500	**70 Guests**	**70 Guests**

The Albra Room Courtyard

If no event is taking place in The Foundry, a 400 square foot outdoor space can be made available to rent 48 hours before your event. This does not increase the maximum capacity of 70 guests.

The Albra Room Courtyard	Rental Rate	Accommodates for cocktails
	$500	**50 guests**

Additional Rentals

In-House sound system for DJ or iPod/Laptop tie-in. Includes 1 wireless handheld microphone with stand. All audio-visual equipment is to be handled and supervised by The Foundry staff members only. Rental fee is $170. Greenhouse speakers can be added for $200

Timing

When The Albra Room is rented on its own, the rental rate of the space covers 12 hours, including setup and breakdown. The guest curfew is 4:30pm and caterers and any other vendor must vacate the space by 6:00pm. Should a client wish to host an evening event, we can confirm this two months in advance as the evening rentals are predicted on the other spaces within the property.

When the Albra Room is assed onto the rental of The Foundry, the rental rate guarantees you 12 hours as well.. These 12 hours should cover your setup time, the event itself, and the breakdown. When it is added onto the rental of The Foundry, The Albra Room's guest curfew is 12:30 AM. Caterers and/or any vendors are permitted to break down and remove their equipment until 2:00 A.M. If you wish to extend the guest curfew past 12:30 A.M., an overtime rate of $1,000/hour will apply.

Lighting

The Albra Room is equipped with sufficient event lighting, set on separate dimmers. Bringing in an outside lighting company is not necessary, but we are happy provide recommendations if additional lighting is desired.

Parking & Transportation

The Albra offers abundant street parking evenings and weekends. 30 vehicles can park on 9th Street alone, with plenty of parking around the corner on 43rd Avenue. Contact information for car services is available for your guests. The Albra Room is easily accessible from the 59th Street/Queensboro Bridge. www.thefoundry.info/directions.