



## FREQUENTLY ASKED QUESTIONS

### **What is a foundry?**

A foundry is a factory that melts down and casts various metals such as steel, bronze, and iron into molds.

### **What's the history of The Foundry?**

The Foundry is a 19<sup>th</sup> Century building that housed The Albra Metal Foundry (their logo is still visible on the corner of the building at 9<sup>th</sup> Street and 43<sup>rd</sup> Avenue). By 1906, it was one of several steel foundries in the Long Island City area that catered to the needs of New York City's riverfront manufacturers. By the 1970's The Foundry was essentially an abandoned space, housing defunct vehicles and a mountain of debris. In 1982, the Du Val family purchased the property. The family restored and renovated the space to reflect its original industrial character, and began hosting events in 2001. It is the only foundry in the area still standing today.

### **Can I see more photos of the space?**

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

### **What's the capacity of The Foundry, Courtyard, Foundry Terrace and Foundry Greenhouse?**

The Foundry can accommodate up to 180 guests for cocktails or 120 guests for a dinner (this also includes the dance floor or up to 140 with dancing in a separate area).

For dinner seating, approximately 100 guests can be seated on the ground floor (without a dance floor) and up to 20 guests upstairs on The Mezzanine. For a ceremony, we see up to 125 on the ground floor and remaining balance on the mezzanine.

The Courtyard can accommodate up to 165 guests for a seated dinner.

The Greenhouse, and interior space adjacent to The Foundry, can accommodate 70 guests for a seated dinner or 100 for a ceremony, cocktails or dancing.

### **What's the maximum number of guests permitted?**

The maximum capacity is 180 guests for a cocktail style event regardless of whether or not the additional areas are rented.

### **Who provides dinner tables, chairs, tablecloths, dishware, etc.?**

Your caterer will coordinate the rental of all the necessary tables, chairs, dishware, glasses, etc. by contacting Broadway Party Rentals. It will be left up to you to choose what styles and colors you would like, but your caterer will be the person actually placing the order with the rental company. They will ensure that you get the right size, style, and number of items.

### **Can I use The Foundry's furniture for my event?**

Yes. We have: (1) eight black benches; (2) four round 30"x18" black lounge tables; (3) a 6' black wood table; (4) 35 chairs; (5) six lounge tables (22"Wx28"H); (6) a 6' steel table; (7) a 7' bench; (8) 4 teak tables with 16 matching teak stools (9) fifteen arborvitae trees on rollers.

### **Is there a kitchen?**

The Foundry has a 1,000-square-foot kitchen located on the ground level near the guest entrance. There is a separate loading entrance in the kitchen onto 9th Street, as well as separate courtyard access. The kitchen contains: (1) Two induction table top burners; (2) a convection oven; (3) an industrial refrigerator; (4) two residential refrigerators; (5) a cavity freezer; (6) three sinks; (7) a proofing oven; (8) stainless steel prep tables (9) mobile shelves; (10) four garbage cans.

### **Can we have an outdoor grill?**

An open-flame grill is permitted provided that it is used outside only.

**Where does the ceremony take place?**

The ceremony can take place in The Foundry, The Courtyard, The Greenhouse or The Albra Room depending on your guest count and flow. When performed inside, most ceremonies take place in front of the courtyard doors. Ceremonies can be staged anywhere within the designated courtyard space.

**Can I tent The Courtyard?**

Yes. You are not required to tent The Courtyard, but if you wish to rent a tent The Foundry will coordinate the details for you with their exclusive tent vendor, Ace Party Rentals. Ace has custom-built their tents for our courtyard, guaranteeing a perfect fit.

Please keep in mind that we do not tent The Courtyard from December through March.

**I prefer to keep The Courtyard exposed, but I don't want to lose the space if it rains. What are my options?**

The Foundry can arrange for a tent to be on standby in case of inclement weather. Arrangements are made three months in advance of your event. Putting a tent on standby requires a non-refundable deposit that is one-third the tent rental fee. Once the deposit is received, standby status is confirmed. The Foundry will then call you 48 hours prior to the event to confirm if you would like the tent. If it turns out that you need the tent, the tent company will set it up and you can give The Foundry the balance due. If you decline the tent, the tent company will keep the deposit but you will not be required to pay the full balance.

**Is air-conditioning and heating available in The Courtyard?**

If The Courtyard is not tented, standup patio heaters (much like the kind you see at sidewalk cafes) can be rented through an outside company. Heating can be added to a tent.

The Foundry also offers the rental of a fire pit for \$350. The fire pit is a 4' wide copper basin that stands about a foot high and includes kindling, firewood and staff maintenance.

If a tent is used, heaters can be attached to warm the tent. In the warmer months, pedestal or clip-on fans can be rented. Air-conditioned tents are available, but not common (starting rate for AC is \$14,000).

**Is there air-conditioning and heating inside The Foundry, Greenhouse, Albra Room and Pool Room?**

Yes. All of our indoor spaces have air conditioning and heating.

**What's the noise situation in The Courtyard?**

Part of the exclusive feel of The Courtyard comes from the fact there is little outside noise. There is some soft residual noise from The Queensboro Bridge overlooking The Courtyard, but it is quickly drowned out by activity in the space.

**Can I use the plants in The Courtyard?**

The plants are the property of our neighbor, Plant Specialists, a landscape design company. We are not permitted to move any of their items, but clients may contact them directly and make arrangements to rent plants, trees or flowers for their event. Please keep in mind that this is not always a possibility as it is contingent on their inventory the week of your event.

**When is the ivy in bloom?**

The ivy begins to blossom around mid-April and will thrive well into October. At that point certain vines will begin to change colors, mostly yellow and some red. The leaves begin to thin and are usually gone by mid-November.

**Can my vendors or I park our vehicles in The Courtyard?**

No.

**What if I don't rent The Terrace? Can my guests go out there?**

No.

**Where's the dancing? Do I need to install a temporary dance floor?**

The dancing takes place inside The Foundry or the Greenhouse. Due to private residences located on the property, we cannot permit dancing in the courtyard. Some venues require the installation of a temporary parquet dance floor. We do not.

**Am I required to hold the ceremony here as well as the reception? Will this affect pricing?**

Most of our clients do tend to hold their wedding ceremonies here as well as their reception, but you are not required to do so. Pricing will not be affected as we host a full day rental (12 hours) regardless.

**Do I need to provide insurance for my event? How do I get it?**

Like any other raw space facility, we require a certificate of insurance that covers general liability. If alcohol is being served, liquor liability must also be included. Your caterer will provide these certificates. You can also acquire one at [www.privateeventinsurance.com](http://www.privateeventinsurance.com) or [www.wedsafe.com](http://www.wedsafe.com).

**Am I required to use the vendors on your recommended list? How much do these vendors charge for their services?**

You may hire any professional, florist, DJ, etc. Required vendors are a Caterer off the recommended vendors list, Broadway Party Rentals for tables, chairs, linens, glassware etc... (your caterer will place this order) and Ace Party and Tent Rental for Tents in the Courtyard (our staff will coordinate this rental).

**What if my florist, DJ, photographer, etc. has never been there before?**

The Foundry requires any vendor who has not worked in the space to do a walkthrough with their client and a Foundry staff member at least 6 weeks prior to the event. They can contact our office to make an appointment for a site visit. You do not have to accompany them.

**How many bathrooms are there?**

There are four bathrooms inside The Foundry. A handicap-accessible bathroom is located on the ground floor as well as a separate ladies' room (containing two stalls) and a men's room (also two stalls). There is also a unisex bathroom located on The Mezzanine and two in the Greenhouse.

**Is The Foundry wheelchair-accessible?**

The Foundry has a wheelchair ramp leading into the space, as well as a handicapped-accessible bathroom. Please note The Mezzanine and The Foundry Terrace are only accessible by stairs at this time.

**Are you dog friendly?**

You are more than welcome to bring along canine companions (as long as they are curbed properly on 9<sup>th</sup> Street).

**Is smoking permitted?**

Smoking (including vapes) is not permitted inside The Foundry, but your guests may smoke in The Courtyard or on The Foundry Terrace (if the Terrace is rented). Guests may smoke outside the main entrance on 9<sup>th</sup> Street where standing ashtrays will be provided.

**Is someone from The Foundry here during the event?**

There are at least three Foundry staff members: a doorman, a host or hostess, and someone to assist guests with open parking spots and keep an eye on cars during the entire event.

**What does The Foundry's host/hostess do?**

Our on-site hostess will be inside The Foundry attending to duties before, during, and after the event. Prior to guests arriving, our hostess assists with setup in numerous ways, some of which include: ensuring all The Foundry furniture is in place as directed in the floor plan; helping vendors with any questions or concerns upon arrival; directing deliveries to the proper area (kitchen, mezzanine, courtyard, etc.); setting up The Courtyard; assisting DJ/band/etc. with plugging into our speaker system (should you choose to rent it); taking phone calls (guests calling for directions, etc); maintaining temperature control in the space; overseeing the in-house lighting; directing vendors as to where to dispose refuse; maintaining the cleanliness and supplies in the bathrooms; assisting the doorman at the end of the evening with guests who may need car services; overseeing the general cleanliness of the space during the event; shutting down the facilities; collecting any lost items after the guests depart; etc

**What does The Foundry's doorman do?**

Our doorman is stationed on 9th Street in front of The Foundry's main entrance. He welcomes your guests as they arrive and informs any drivers of available parking on 9th Street. It's a very quiet neighborhood, but many guests are unfamiliar with Long Island City. He will also assist your guests at the end of the evening by contacting local car services for anyone who might need a cab. If a guest has to leave early and needs a car, they can simply ask him. He will also call car services and schedule as many cars as necessary to pull up to the space at the end of the party, significantly reducing wait time.

**What does The Foundry's street person do?**

An additional staff member will be stationed on 9<sup>th</sup> Street to assist guests in finding suitable parking spaces and will also monitor the blocks where Foundry guests' cars are parked.

**Is there a coat-check person?**

We provide a coat-check room supplied with hangers and tickets. We suggest asking your caterer if they assign one of their wait staff to the coatroom. Otherwise, The Foundry can hire a coat-check person for \$150.

**How do guests get here? Where do guests enter?**

Most guests drive or arrive by cab. Sometimes clients will contact the hotel where a number of guests are staying and make arrangements for a passenger van or bus to transport them to and from the event. Guests enter the space through the large door on 9<sup>th</sup> Street. The Foundry can provide clients with directions cards as GPS systems will often get people lost.

**What's the parking situation?**

Street parking is available for your guests. There are no parking meters or street regulations. The Foundry's doorman will be stationed in front of the building to provide guests with this information upon arrival.

**Is there valet?**

You can hire a valet parking service if you wish. Since parking is easily accessible, valet services are rarely used here at The Foundry.

**How far is the walk from the subway?**

There are several trains within an 8-10 minute walk from The Foundry. The closest subway lines are the E, G, M, N, W, 7 and F.

**What if guests need a cab at the end of the event?**

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.

**Is there a sound system available?**

The Foundry can offer use of their in-house sound system, for an additional starting rental of \$500. The system consists of 4 JBL mounted speakers, sub-woofers, a handheld wireless microphone and mic stand. Your DJ can tie in their mixer or turntables with our RCA hookup, or you can opt to plug in a MP3 player or laptop. Speakers can be hooked up in any of our spaces.

**Do you have a DVD projector and projection screen?**

We have one screen but projectors are brought in. The screen can be pulled down to The Courtyard's door handle and covers the width of the doors. The projection screen cannot be moved (and it is not seen when not in use)

**Are there any restrictions on decorations?**

Confetti, rice, sparklers, helium balloons, and flower petals are not allowed. Sparklers, smoke machines **of any kind** or pyrotechnics are not allowed on premise. Candles must be contained in a cup, hurricane lamp, or on a base and we do not allow taper candles. Items may not be placed in the fountain. No ornamentation can be attached to brickwork. Tape, or other adhesives may not be used on any of the interior spaces' floors or on The Courtyard's flagstones. If taping is necessary on the Foundry or Greenhouse floors, Foundry staff will provide tape due to the high shine finish.

**Who does the decorating?**

The decorating is usually done by one of three parties, depending on expertise and ultimately what you decide to do. Florists are often hired to decorate the space, though sometimes the family/friends of the client will setup items. Some caterers will also do some minor decorating (ask them in advance). When considering please keep in mind that all decor needs to be broken down and removed immediately following the party. Everything is completed within the 12 hour contractual window and all refuse is taken off site.

**Do you have floor plans?**

Floor plans for the space can be found on our website at: [www.thefoundry.info/floorplans.html](http://www.thefoundry.info/floorplans.html) .

**What's the lighting like?**

Most of The Foundry & Greenhouse's lighting is on track dimmers and can be adjusted throughout the event to enhance the ambiance. Most clients do not bring any additional lighting other than votive candles (ideally we recommend 150-200 votives). The Courtyard is lit at night with spotlights that feature the surrounding buildings. Tents come with globe lighting that can be dimmed.

**Where do photos take place?**

Most clients take photos around the building, indoors and outdoors as well as in the surrounding neighborhood. 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. These areas are predicated on availability.

**Who is responsible for cleaning the space? Do we need to bring in a cleaning crew?**

Your caterer and/or decorators are responsible for breaking down their items at the end of your event. We ask they essentially leave the space the way you found it. Once they leave, The Foundry has a professional cleaning crew that arrives afterwards to go over the fine details. You do not need to hire a separate cleaning crew.

**What's the timing situation?**

The Foundry offers 12 hours for the rental rate. These 12 hours should cover time for setup, the event itself, and breakdown. The curfew for your guests and music is 12:00AM. At 12:00AM, the guests will depart the space and your vendors can begin breaking down. The vendors will have until 1:30AM to clean up and leave the space. The guest curfew can be extended for an overtime charge of \$1,000/hour.

**Can I drop off items the day before?**

Some small items such as wine and liquor can usually be dropped off prior to the event. The Foundry has very limited storage space, so we can only lock up a few items.

**Can I setup my event the day before free of charge?**

No.

**How long does setup and breakdown take?**

Depending on your table arrangements and decorations, setup can take anywhere from 3-5 hours. Caterers typically arrive 2-3 hours prior to the guest arrival time to begin setting up tables, chairs, etc. The typical breakdown period is 1-1.5 hours.

**Is there more than one event at The Foundry on the same day?**

The Foundry books one event at a time.

**How do I find out if my date is available?**

We have an online calendar that is updated daily so you can see which dates are available. You can access this calendar at: <http://www.thefoundry.info/calendar>

**How do I hold a date at The Foundry?**

The Foundry can reserve a date for you as a notification hold at no charge. This hold entails placing your name and contact information on a date for 7 days. 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, giving you the option to book the date by sending in a deposit. The hold is released after 7 days.

**How do I book a date at The Foundry and what forms of payment do you take?**

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. We cannot accept credit cards. The remaining balance is due the week of the event.

**How far in advance do I need to book a date at The Foundry?**

You can book up to 72 hours in advance of your event.

**Is there a cancellation policy?**

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 \$2,500 will be incurred. If the event is cancelled less than six months prior to the event, The Foundry will keep the 50% deposit.

**Is there a postponement policy?**

Yes. If event is rescheduled less than nine months prior to the event, a postponement fee of \$1,500 will be incurred.

**How did you handle clients during Covid-19?**

For all couples and clients who were contracted with us for 2020, we waived all postponement fees and lifted any timing restrictions for them to postpone. We simply copy and pasted their contracts to a new date and allowed them to postpone more than once if they wanted to. Being proactive during this time helped them to have the most informed decisions. If they ultimately chose to cancel, a normal cancellation policy came back into play and if they postponed and then canceled, the original cancellation policy was set in effect as we had waived postponement fees during this time.