



General Event Pricing

The Woolly Event Space is available for rent from 8am-10pm (or later) and includes use of the event room and green room. The event space will accommodate up to 150 people for a buffeted dinner or up to 200 for a cocktail-style reception. The Woolly rental fee is \$600.00 for a three-hour rental and \$100 per hour for each additional contracted event hour. This fee includes one hour of set up and one hour for breakdown. See below for additional setup time.

Setup

Venue access prior to scheduled booking is subject to additional staffing and rental fees and is subject to venue availability. A date and time for decorating must be predetermined. No tape, staples, and other potentially damaging adhesives may be used on walls. Floor plan must be returned at least one week prior to event and be approved by The Woolly. Table and chairs will be set up accordingly.

Included in rental rate:

- 15 each 60" round tables
- 10 each 8'x30" rectangular tables
- 10 each 36" round tables (can be 30" high or 42" high)
- 4 each 6' serpentine tables
- 150 folding chairs
- In-house ceiling speaker system (background)

Extra Items available for rental

- Table linens \$14/linen and up
- Cloth napkins \$2/napkin and up
- Projector and screen \$75
- Podium \$25
- Photo booth \$100/hour
- Ping pong table \$50
- Pool table \$50
- Small stage \$150
- Large stage \$400
- Small PA (speaking engagements only) \$150
- Large PA \$700
- Sound engineer \$200
- LED stage lighting (4 fixture) \$50
- LED stage lighting (8 fixture) \$100

Catering

Table linens required for all catered events.

The Woolly has its own catering menu through The Top Restaurant and The Pop-a-Top Bodega, and the staff will be glad to help you design the perfect menu for your event. Outside catering from licensed and insured caterers is acceptable as long as it has been approved by The Woolly in advance. Please contact The Woolly staff for more information.

The Woolly requires a room attendant at the rate of \$25/hour for all events catered by approved outside caterers.

Alcohol

Liquor, wine, bottled beer and keg beer must be purchased through The Woolly. There is a \$100.00 bar set up fee. All alcohol is charged at our bar price rate. No outside alcohol may be brought onto the premises. Legal restrictions regarding underage drinking will be strictly enforced. The Woolly assumes no responsibility or liability for underage drinking and reserves the right to ask entire party to leave if unlawful activity is observed. Please contact The Woolly staff for more information. The Woolly provides bartender(s) at a rate of \$15/hour for event time, setup time and breakdown time.

Please see menus for options and pricing

Top Restaurant Catering Menu

Dessert Menu

Bar Menu

Deposit

To confirm the date of your event, a \$500 deposit is required, along with a signed event agreement. \$200 of the deposit is nonrefundable; \$300 acts as the security deposit and the total \$500 will be refunded or applied to the final bill, barring no damages to the facility.

Payment

An invoice for the room rental and staffing will be given to the Lessee no later than one week prior to the event. Payment is due in full by event start time.

Concerts/Musical performances

Our in-house sound engineer and large PA are required for all concerts/live musical performances. There are no exceptions to this, and scheduling is based on availability of the sound engineer. Additional staffing fees required.

Staffing

At least one staff member (room attendant) required for the duration of the event, including setup and breakdown. Room attendant rate is \$25/hour. Additional staff are required with catering and

bar purchases. An overtime rate will be applied per staff member for any event that requires staff to remain onsite for 6 hours or more.

Additional information

1. At the agreed upon end time, the Lessee will yield up all of the leased premises in as good order and repair as upon commencement of the event. If an event extends beyond the time specified in the Event Agreement, a charge of \$150/fifteen minutes of overage will be assessed for every fifteen minutes past contracted event time limit. These additional fees shall be charged and may be subtracted from the deposit.
2. This is a smoke-free facility; smoking allowed outside only.
3. Confetti, glitter, open flames and bubble machines are not permitted.
4. The use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not allowed. All decorations shall be put up without defacing the building, and their installation shall be subject to prior approval and subsequent supervision.
5. A service charge of 18% on catered food and beverages served will be added to the final bill before sales tax.
6. At the conclusion of the event, the Lessee shall clear the facility of all material brought into The Woolly for their event. Items left will be discarded.
7. All outside rentals must be approved in advance.
8. Minimum 50 guests.
9. 6.50% Sales tax will be added where applicable.
10. Children of minor age are to be accompanied by an adult while on The Woolly Event Hall premises.

The Woolly Event Space is unable to assume responsibility for damage or loss of any merchandise or articles left on premise before, during or after your event. The Woolly Event Space will not be held liable for injuries or property damage, and any other incidents that may occur to any person(s) by use of the building and premises during the term of this agreement. The Term of the agreement begins when the first guest arrives on the property and concluded when the last person leaves the property.

Prices subject to change.