



EVENT GUIDE

Welcome to The Mezzanine, a Bond Collective venue! This guide was created to assist you on your planning journey by giving you a comprehensive breakdown of what we offer, along with some rules and regulations of the space. We hope this will help you plan a smooth and successful event!

Here's what's included in your rental:

- 6,300 sq ft of raw event space: 4,020 sq ft lower mezzanine area + 4 break-out rooms
- 300-person capacity, reception style
- 180-person capacity, auditorium style
- 150-person capacity, banquet style
- Built-in seating for 90+ (approx. 50 on bleachers & 40 on banquette)
- Raised 13 ft platform stage
- Modern kitchen with 17ft bar, commercial refrigerator, merchandiser cooler and appliances
- Surround-sound with audio jack & Bluetooth capability
- 300 Mbps Wifi
- Two (2) wireless microphones with mixer
- One (1) metal coat rack and 100 hangers
- Garbage cans
- Restrooms fully stocked with amenities
- In-house furniture for rent upon request
- Pre-event support by Venue Manager
- Onsite event manager (see below)
- Onsite porters (see below)
- Security (see below)
- Pre-event and post-event cleaning (sweeping, mopping, wiping down surfaces, repairs, stocking amenities). For multi-day events, additional cleaning may be arranged for \$350 per cleaning.
- Vendor referrals available upon request

Event Manager Responsibilities: 1 event manager is included.

The Event Manager will be onsite from load-in to load-out to answer any venue-related questions, provide general assistance and oversee the building and our staff. This may include but is not limited to: making adjustments to temperature, assistance with

running the freight elevator, lighting adjustments, and operating the in-house sound system.

Porter Responsibilities: 1-2 porters are included, and 1 porter per 100 guests is required. If additional porters are needed, they are billed at \$25/hr with a 4hr minimum. We will schedule and add to your invoice accordingly.

- Trash pick up and removal
- Maintain bathrooms and refresh amenities, TP, and paper towels
- Tidy and maintain event space throughout event
- Light moving of in-house furniture

Security Responsibilities: Security guards are needed for events taking place outside of business hours and/or serving alcohol. 1-2 security guards will be included, and 1 guard per 75 guests is required. Additional security will be billed at \$40/hr with a 4hr minimum. Their job is to keep the venue from going over capacity, enforce venue rules and make sure all guests and staff are safe and secure.

Client Responsibilities:

- All event planning and vendor procurement
- Day-of coordination and vendor management
- Event set-up and breakdown (see breakdown procedures below)
- Managing event timing so that it does not exceed contracted venue rental
- Abiding by and enforcing the terms of the contract at all times

Breakdown Procedures:

- All marketing materials, personal items and décor must be removed from the venue by load-out time. Items may not be stored overnight unless approved prior by the Venue Manager in writing.
- All furniture and catering rentals must be put away and consolidated properly for pick-up.
- All food and beverages must be removed, discarded or donated.
- All boxes and larger items broken down, bagged and placed by the freight elevator for carting.
- Onsite contact must do a walkthrough with the Event Manager before leaving the venue.

Important Building Information:

- **Main Entrance:** The building address is 55 Broadway, New York, NY 10006. The main entrance to the venue is located just off of Broadway on Exchange Alley, between Rector and Morris streets. Please note for all vendors and guests.
- **Freight Entrance:** The loading dock address is One Exchange Plaza, located on Trinity Place next to the Friday's restaurant. Please note that we share the freight

elevator with the building, so we must abide by a very strict operating schedule during business days: **7:00am-8:30am, 9:30am-11:30am, 2:15pm-4:15pm**

- **Parking:** We highly recommend taking advantage of our partnership with ParkWhiz, which offers advance garage parking booking at a discounted rate. Click [here](#) for local options.
- **Insurance Requirements:** A proper COI must be returned *no later* than 2 weeks before the event. Please see the Sample COI and mandatory endorsement provided and follow the exact requirements listed for approval.
- **Venue/Furniture Damage:** You will be liable for any damage done to the space or in-house furniture by your guests or vendors, so please be mindful.
- **Space Access:** You will have access to the space based on your contracted load-in/out times, with additional hours for purchase at the hourly rate outlined in your contract. Any overage time that is not on the contract will receive a penalty of \$1,500/hr.
- **Capacity:** The capacity of the space is 300 guests – no exceptions! If at any point the venue exceeds capacity, the Event Manager has the right to shut the event down immediately.
- **Fire Code Restrictions:** Use of open flame, smoking of cigarettes and the use of any illegal drugs are prohibited. The Event Manager reserves the right to shut down any event that does not abide.



Please initial here to acknowledge that you have read and understand to all of the above venue guidelines: _____

If you have any questions, please do not hesitate to contact our Venue Manager, Laura Matte: Laura@bondcollective.com or our Sales Manager, Priscilla Plasai: Priscilla@themezznyc.com

Thank you for choosing The Mezzanine, we look forward to hosting you!