



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 breakout 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 17-ft bar, commercial refrigerator, merchandiser cooler, oven, microwave, sink, and small ice maker
- Surround-sound with audio jack & Bluetooth capability
- 300 Mbps Wifi
- 2 wireless microphones with mixer
- 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 (provided on a case-by-case basis: 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, operating the in-house sound system.

Porter Responsibilities: 1-2 porters are included, and 1 porter per 150 guests is required. If additional porters are needed, they are billed at \$25/hr with a 4-hr minimum. We will schedule and add to your invoice accordingly.

- Trash pick-up and removal
- Maintain bathrooms and refresh amenities, toilet paper, 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. For such events, 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 4-hr 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 must be 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.
- **Freight Entrance:** The loading dock address is One Exchange Plaza, located on Trinity Place next to TGIFriday's. 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 onward**
- **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 by your Venue Manager 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 be billed at \$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.



If you have any questions, please do not hesitate to contact Priscilla Plasai:
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Thank you for choosing The Mezzanine, we look forward to hosting you!