



- SPACES & SERVICES -

- **Dining Space** – A semi private space that seats up to 80 guests, provides direct access to the Lounge and opens onto our Garden Terrace. Our large screen projection tv and DJ booth is in this room.
- **Lounge** – A semi private area for gathering and mingling. Access to the Lounge is part of all rentals, and there is a tv above the bar for your viewing pleasure.
- **Gathering Room** – A semi private area that can be draped off to become private. Seats up to 16 for a meal, or can accommodate up to 25 guests in a mingling atmosphere. This room has a 52” tv for presentations or watching games or videos. This area has direct access to the bar.
- **Garden Terrace** – A 400 square foot terrace with a view of the Midtown skyline and a stunning opportunity to view the sunset. The Terrace opens off of the Dining Room and is only available exclusively with exclusive rental of the entire club.
- **Entire Club Non-exclusively** – Your party may be set up in the Dining Room, on the Garden Terrace or in the Gathering Room, but your Guests will have access to other areas of the club. In these instances, there may or may not be other Guests in the club at the same time as your celebration.
- **Entire Club Exclusively** - Provides exclusive use of the entire venue for a specified period of time. Rental fees and minimum expenditures apply and are described further below.

Rental Fees

includes **non-exclusive; semi-private** use of the agreed upon area and depends on whether or not a Member is hosting or sponsoring the event, as follows:

- **Full Member Host/Sponsor:** Parties of any size, where the host serves food:
No charge
- **Dinner Member Host:** Where the host serves food: first 30 guests = no charge; additional guests = \$10 per guest to a maximum of \$300
- **Non-Member Host:** whether or not food is served: \$10 per person to a maximum of \$500
- **Rental Fees are waived:**
 - **Sundays from 10am – 2:30pm:** While The Warren is open for Brunch; we can seat large group reservations of up to 30 Guests during our Brunch service, unless the host buys out the entire venue exclusively (see details below).
 - **Sunday - Tuesday evenings and Monday – Saturday for parties ending by 6pm:** with a minimum* food and beverage expenditure of \$750 for 3 hours and \$250 for each additional hour. Space may be exclusive, depending on other bookings.
 - **Sunday Evening:** Events start after 5pm and are exclusive with a minimum* food and beverage expenditure of \$1200 for 3 hours and \$250 for each additional hour.

Please note that if your event is non-exclusive, we will set up your party in one of the spaces of the club. There may be other guests at the Lounge or on the Garden Terrace, but they will not have access to your area and you will not be disturbed. Many hosts find this the best option for their party. However, if you prefer that no one else be allowed in the club during your event, you may rent The Warren exclusively by meeting minimum spending requirements, described below:

Exclusivity – Provides exclusive use of the entire venue. The above Rental Fees apply, additionally the host must spend the following **minimum* amounts on food, beverage and rental expenditures:**

- Wednesdays or Thursday Nights from 6 pm -10 pm - **\$2000 minimum expenditure**
- Wednesdays or Thursday Nights from 11 pm - 2 am - **\$1500 minimum expenditure**
- Friday Nights from 6 pm – 10 pm - **\$4000 minimum expenditure**

- Saturday nights from 6 pm – 10 pm - **\$4000 minimum expenditure**
 - Monday – Saturday for parties ending by 5pm and Sunday - Tuesday evenings - **\$750 minimum expenditure for a 3 hour event; \$250 additional for each hour**
 - Sundays from 11am – 3pm while The Warren is open for Brunch - **\$3000 minimum expenditure**
 - Sundays from 5pm-8pm - **\$1200 minimum expenditure**
- *Minimum expenditure** requirements only include expenses for food, beverages, and room rental; they do not include sales tax, service charge, set up fees, or any expenses for linens, door staff, dj, etc.

Setup Fees – All parties carry a setup fee based on the party size and include:

- Our soft drink package for all guests, including sodas, coffee, and iced tea
- Room arrangement
- Use of all available AV equipment with prior notice and testing
- Glassware for your beverage service
- Buffet and dinner service ware, cutlery and plates
- Black linen napkins for your party
- Up to 5 60” round tables
- Up to 50 black padded chairs
- Tea lights on your tables and around the room
- Black linen tablecloths, as outlined below:

Set up fees:

20 – 40 Guests	\$100	up to 4
41 -60 Guests	\$150	up to 6
61– 80 Guests	\$200	up to 8
81 – 99 Guests	\$250	up to 10
100 – 125 Guests	\$300	up to 10
126 – 150 Guests	\$350	up to 12
Greater than 150 Guests	\$400	up to 12

Additional Equipment Rental (a one-time delivery fee of \$100 is required for all rentals):

- Additional black table cloths beyond what is included above:
\$5/cloth

- Each additional white table cloths beyond what is included above:
\$5/cloth
- 60” round tables – 5 included in set up; each additional \$20 per table
- 6’ rectangle tables \$20 per table
- 20” hi-boys- 3 included in set up; each additional \$20 per table
- Black padded chairs - 1st 50 included in set up \$4 per chair
- White or rosewood padded chairs \$4 per chair
- Chivari chairs \$8 per chair

Additional color linens are available at varying prices from our vendors.

Other rental items and prices available upon request.

Music Options:

For all exclusive events and many non-exclusive arrangements, The Warren can provide:

- A DJ to entertain your Guests, for \$110/hour, or
- Background music through our in-house system at no charge.

Alternatively, for no charge, you may send the event manager a Spotify playlist to play on shuffle.

Audiovisual Equipment:

The Warren is equipped with the latest technology, including wi-fi, a wireless mic, a large screen projection TV in the Dining Room, a TV in the Lounge and a 52’ flat screen tv in our Gathering Room. Our projection screen TV is equipped to play your audio visual presentation formatted as an MP4 on a USB thumb drive or on a DVD. To ensure seamless execution during your party, we **require a test run** of your material **at least 7 days prior to your event**. We charge a \$50 convenience fee to play any AV material provided after the 7-day window.

Under no circumstances will we accept AV materials within 48 hours of your event. Should we fail to receive your AV material 7 days prior to your event, we cannot guarantee its proper execution.

Décor:

The Warren is designed to provide a lovely space without the need for additional decoration. However, if you would like to add to the décor, our in house designers are happy to work within your budget to provide floral arrangements, lighting, and other table decorations to further create the look and feel you want for your event. Design meetings and services will be billed at \$50 per hour.

You may also bring in your own décor, though **we do not allow** confetti or glitter. Unfortunately, due to the destructive effect confetti and glitter have on our HVAC and other systems, we will charge a \$200 penalty if you or your guests use confetti or glitter. As we are short on storage space, we require that any décor, favors or gifts you wish to keep be taken with you at the end of the event.

Floral:

Along with stress free planning The Warren is here to provide with everything you need for your Event. We offer an in-house and affordable florist to help you make your tables pop and wow your guests with a personalized touch.

Other Available Services:

Music Coordination from one of our DJs using our equipment	\$110/hour
Concierge/Doorman (minimum 3 hours)	\$20/hour
Coat check Service (minimum 3 hours)	\$20/hour
Ceremony Fee – includes a Day-of Coordinator for your ceremony, music coordination during your ceremony, private dressing room, and white aisle runner	\$500
Rehearsal Fee – if you are hosting your ceremony with us and would like to rehearse the day or night before	\$200
Cake Fee – have your cake delivered the day or your event or bring it with you. We will cut and serve it for you, as well as provide plates, napkins and forks	\$20 minimum

Important Deadlines:

As soon as you know: Please make your deposit as soon as you are certain you would like to host your event at The Warren. A deposit is required to hold any date and time for your event.

120 days prior to your event: Deposits become non-refundable 120 days from your event date.

30 days prior to your event: Preliminary guest count and food and beverage choice are requested. Linen choices, any specialty rentals and room set up are required.

Signed Contract is required.

10 days prior to your event: Final food and beverage choices and confirmed number of guests are required in writing via email by 5 pm, 10 days prior to your event. We may add a 10% convenience fee to additions or changes to food choice or guest count requested after this deadline.

7 days prior to your event: All audio visual material is required. We will charge a \$50 convenience fee for an AV material provided later than 7 days before your event. We will not accept any AV material after 48 hours before your event.

The day prior to your event: You may drop off any décor, except fresh flowers or cakes, a day or 2 before your event.

The day of your event: You may have a cake or fresh flowers delivered to The Warren within an agreed upon timeframe.

One hour prior to your event: You may arrive to set up any décor.

Immediately after your event: The balance of your payment is required at the end of your event. You must take all your décor, flowers, cake, etc., with you.