



## *Frequently Asked Questions*

### **What is the capacity?**

Up to 400 for cocktail with dance floor.

Up to 225 for seated dinner with dance floor.

Up to 275 for seated dinner with dance floor created by moving tables after dinner.

Up to 350 for conferences and presentations.

Up to 350 for seated ceremony.

### **What is the rental fee for an event?**

Our rental rates differ according to the season and day.

<b>2018</b>	Jan / Feb Mar / April	July Nov / Dec	May / June / Aug / Sept / Oct
Monday - Thursday	\$ 4,750	\$ 6,300	\$ 6,800
Friday & Sunday	\$ 5,300	\$ 7,300	\$ 8,100
Saturday	\$ 7,800	\$ 9,800	\$ 10,600

Please send an email to [hello@dobbinst.com](mailto:hello@dobbinst.com) with your preferred date, type of event, estimated number of guests, duration and we will get back to you as soon as possible. You can also call our office at 718 302 0400.

<b>2019</b>	Jan / Feb Mar / April	July Nov / Dec	May / June / Aug / Sept / Oct
Monday - Thursday	\$ 5,250	\$ 6,800	\$ 7,300
Friday & Sunday	\$ 5,800	\$ 7,800	\$ 8,600
Saturday	\$ 8,300	\$ 11,000	\$ 12,500

Please send an email to [hello@dobbinst.com](mailto:hello@dobbinst.com) with your preferred date, type of event, estimated number of guests, duration and we will get back to you as soon as possible. You can also call our office at 718 302 0400.

**How do I reserve a date?**

Please email us for availability at [hello@dobbinst.com](mailto:hello@dobbinst.com). We will need a 50% deposit of the rental fee to hold the space. We require a \$1,000 security deposit, which is refunded 10 business days after the event, provided there are no damages. The full balance is due 30 days before the event. Dobbin St accepts checks, money orders, bank wire and all major credit cards. There is a 3% processing fee for credit cards.

**What is your cancellation policy?**

Up to 120 days prior to the date of your event, you will receive your security deposit minus 50% of the rental deposit. Between 119 to 90 days you will receive your security deposit minus 75% of the rental deposit. After 90 days prior to the event, you will receive your security deposit, but you will forfeit 100% of the rental deposit. If you decide to move the date of your event, you may do so, pending availability. We charge a \$750 booking fee for a date change.

**Are there any restrictions on vendors I can use?**

Dobbin St exclusively provides alcoholic and non-alcoholic beverages in all events, with the exception of coffee and tea which may be brought in from an outside source. We welcome all outside vendors with the exception that glassware, furniture and flatware must be sourced through Broadway Party Rentals. We also have selected a few vendors we feel reflect our high standards of quality on our preferred vendors list, which you can find on our website.

**When can I do a walkthrough with my vendors?**

We always encourage you and your vendors to do a walkthrough. Event pending, we are open Mondays through Fridays 10am – 6pm. We are always happy to show your vendors around even if you can't make it on a particular day.

**Am I responsible for clean-up?**

Dobbin St will clean the space before and after your event. In order to get your full security deposit back, you (or your caterer) must complete the following breakdown procedures immediately following your event:

- Tables must be completely cleared including center-pieces, candles and alcohol.  
Everything must be neatly packed away, and consolidated in the kitchen or main room.
- Linens need to be bagged and consolidated along with all outside rentals.
- Tables and chairs must be folded and stacked against one wall in the main space.
- Glasses, dishes, food, drinks and personal items need to be removed from the premises.
- All glasses, plates, silverware, etc. need to go back in their original crates in the kitchen.
- Kitchen cleaned with no food or dishes.
- Break down all boxes, bag all trash and remove from the kitchen area.

**Is there a dedicated space for clients?**

Yes, we have an entire 750 sq-ft client floor that overlooks the entrance as well as the main space. This includes our client suite with a en-suite bathroom and a private lounge with oversized couches and floor to ceiling windows. Furnishings from ABC Home and Norm Architects. Custom wallpaper by artist and wallpaper expert, Sarah Merenda. The client floor is available before and during the event.

**Is there a kitchen?**

Dobbin St includes a 550 sq-ft kitchen fitted with a hand wash sink, triple compartment sink, service sink, two reach-in refrigerators, three stainless steel prep tables, and 220V hook up for a confection oven. Caterers need to bring their own catering equipment. There is a separate service entrance allowing entry into the kitchen.

**Where do guests park?**

There is ample street parking and a parking garage within walking distance, as well as plenty of options for car services, taxis and subway stations. There is also the William Vale, a hotel three blocks away, that gives really good parking rates. Please inquire for more information.

**How long do I have the space for?**

This depends on the type of event, but in most cases the space will be available at 9am on the day of the event for setup. You are welcome to use the space for photos or rehearsal after this time. We ask that your event is 6 hours long, we stop serving alcohol at 12am, and ask that the event ends by that time. Vendors have two hours after the event to load out.

**Can I extend the hours of my event?**

Yes, we do allow you to extend the hours of your event and extend the load in / load out hours for your vendors for a small fee.

**Can I have a rehearsal on a different day than my wedding is taking place?**

As we are a private event space we cannot guarantee a date for wedding rehearsals until one week prior to the event, pending availability. Since you have the venue starting at 9am, most couples will do a quick rehearsal on the day of their event.

**Is smoking allowed?**

There is no smoking or vaping allowed onsite. You may smoke in front of the building on the sidewalk.

**Can I bring in a smoke / fog machine?**

We do not allow the use of any smoke, fog or haze machines.

**Are candles allowed?**

Yes, however all candles must be contained in a votive. Open flames are not allowed anywhere in the building.

**Are there any restrictions with noise?**

Guests will still have access to the rooftop throughout the night by using the staircase near the front entrance. Dobbin St does have neighbors so we kindly ask that the courtyard remains closed after 10pm.

**Is the building wheelchair accessible?**

Yes, our main space and hidden courtyard are wheelchair accessible. However, our rooftop terrace is only accessible by stairs.

**Do I need to provide my own insurance?**

We require you to provide a certificate of insurance that covers you and your vendors. Your caterer may be able to add your vendors as additional insured to their policy. We require \$1M general aggregate / \$1M per occurrence including property damage. Please send a copy of your policy to your private event manager.

**How many bathrooms are there?**

One women's bathroom with five stalls, one of which is wheelchair accessible. One men's bathroom with three urinals and two stalls, one of which is wheelchair accessible. One family bathroom which is wheelchair accessible. One large bathroom attached to the client suite on the mezzanine level.

**Are there any additional fees associated with the rental price?**

When it comes to our prices, transparency is extremely important to us. The rental price is a flat fee with no hidden costs such as admin or ceremony fees. The only addition is the required New York State sales tax, which is 8.875% of your total.

**Do you have in-house catering?**

**We do not provide in-house catering; however, we do partner with Dish Food and Events to provide optional catering packages to clients.** This streamlines the entire Dobbin St experience and removes the stress as we would take care of everything. The prices are inclusive of food, rentals, staff, etc. Keep in mind this is not a requirement, only an option. You are still welcome to use any outside caterer of your choice. Please contact us for additional information.

**What does the rental price include?**

The rental price includes the main space, client mezzanine with a bridal suite, en-suite bathroom and client lounge, rooftop terrace, hidden courtyard, kitchen, a pre-events venue manager, day venue coordinator, evening venue coordinator and a state of the art Bose surround sound system.

**What's included in your bar package?**

Our bar packages are all inclusive. The pricing includes the use of our three bars (one on the rooftop, two in the main space), staff, administration fee, gratuity, alcohol, glassware, ice, bar fruit, and mixers. The only cost that will be added to the package is 8.875% NYS sales tax.

**Can I make any substitutions to the bar package?**

Yes, we allow up to two liquor substitutions **OR** one liquor substitution and one wine substitution as long as they are in the same price range of what we are offering in your package. If they are not in the same price range, we will simply adjust your package pricing accordingly.

**Can I bring in my own beverages or have my caterer bring them in?**

Dobbin St is a licensed venue that does not allow any outside alcohol or non-alcoholic drinks to be brought in by the client, their caterer, or their guests. The only exception is coffee and tea, which may be brought in by an outside caterer.

**What do I do if it rains?**

There are a couple different options in case of inclement weather. You could make a backup plan to hold your entire event indoors in our main space and client mezzanine, which works perfectly or you can tent and/or heat the rooftop. We work with a tenting company called Atlas Party Rentals. If you are interested in tenting the rooftop, we recommend contacting Scott Gorky at [scott@atlaspartyrentals.com](mailto:scott@atlaspartyrentals.com) and putting a deposit down for your date. They offer excellent service and reasonable prices.

**How much do furniture rentals cost?**

It is difficult to give specific quotes for furniture rentals, as it depends on your caterer, preferences, and dining style. General estimates are as follows: Basic rentals: \$35-45 per person; Upgraded rentals: \$45-60 per person; High design rentals: \$60+ per person.

**How much does catering cost?**

This all depends on your food preferences, dining style, etc. Here is a list of our [recommended caterers](#). I would suggest looking at their websites to see if there are any you like in particular. If there are, let us know and we can share with you our contact there so that you can get a quote directly.

**Are there any restrictions on decorating?**

We ask that you don't put any nails in the walls or mounting that will peel our paint off, tape on the floor, or use any loose glitter or confetti. Other than that, feel free to make Dobbin St your own!



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