Weddings & Private Events
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Questions?
rentals@housingworksbookstore.org

126 Crosby Street
New York, New York 10012
housingworks.org/venue
Located on the romantic cobblestone streets of SoHo, with mahogany bookshelves and spiral staircases, the historic Housing Works Bookstore offers a cozy, intimate setting for starting your next chapter, or hosting your storybook event.

The Space

- 3,000 sq. feet
- 20 ft. ceilings
- Balcony
- Two spiral staircases
- Up to 200 guests for cocktail reception (open floor plan)
- Room for dance floor
- Up to 135 guests for seated dinner with seating on balcony*
- Adjustable lighting
- All seasons

*Custom floor plans available.

Membership Fee Includes

- Full use of space
- Projector with sound capabilities
- Wired microphone
- Bridal suite
- Votive candles and string lights
Membership at the Visionary level ($5000) includes the opportunity to host a five-hour event at the Bookstore space.

Housing Works Membership also includes:
- 30% off your initial Thrift Shop Purchase
- 25% off Thrift Shop purchases each Sunday
- Discounts and/or early access for Thrift Shop events
- Plus additional discounts and perks throughout the year.

The Membership fee ($4,145 of which is tax-deductible) allows you access to the space. Bar packages, linen rentals, and venue staffing are additional costs.

Because our Bookstore operates a business during the day, raising crucial funds towards our mission, our hours may appear slightly different than other more traditional venues. However, not to worry—our staff and approved vendors are experts at turning over the space at lightning speed!
What is the capacity of the Bookstore?
We have a 200 person standing room capacity and a 135 person seated capacity. We are able to set up 30 seats on the main floor for ceremonies and with plenty additional standing room on our balcony.

Can I host my ceremony and reception in the Bookstore?
Absolutely. We're able to divide the space so that you may have both. We are able to accommodate 30 seats for ceremonies with additional seating on the balcony and plenty of standing room.

How can I find out if my date is available?
Just fill out this form: housingworks.tfaforms.net/358817 and someone from our team will be in touch!

Do you have catering in house, or do I need to find my own caterer?
We will provide you with a list of exclusive caterers that we have carefully selected and believe to be some of the best in the business who are experienced with events at the Bookstore and provide unique and diverse menus to satisfy every culinary desire. No outside catering is permitted.

When can my event start? When does it need to end by?
Because the Bookstore operates as a business to raise funds for Housing Works mission we typically begin set-up no earlier than 4pm with the event starting at 6pm. Standard events run for five hours with two hours for set up and an hour for breakdown.

We ask that events end by 1am. We understand this structure and timing might be slightly different than more traditional venues, we’re happy to discuss this with you in greater detail and develop a timeline that will work for you!

What about bar service?

Other Questions?
rentals@housingworksbookstore.org
housingworks.org/venue
Beverage and bar service is provided by and purchased from Housing Works Bookstore. There is no outside liquor allowed on the premise. We offer several different package options to best suit your needs.

**What are my audio visual and entertainment options?**

You're welcome to bring in a DJ, quartet or music ensembles, but please keep in mind that a larger band will require more space and limit the number of guests able to fit in the venue. Audio visual is not provided beyond a small speaker plug, so for louder music (like dancing for instance), we suggest supplementing with your own A/V. We can provide a list of recommended A/V teams.

**How do I book a date?**

Please email rentals@housingworks.org. We will then put together a customized quote based on your event needs. Once dates and details are confirmed, we require a membership fee and 50% deposit to hold the date.

**What is your cancellation policy?**

We do not offer refunds for membership fees. However, we will honor the booking for another date if the event needs to be rescheduled.

**Is there a dressing room onsite?**

Yes, we have a small space that can be used for a waiting area or final touches before the event.

**Can I use my own vendors?**

You must use one of our exclusive caterers and beverages must be purchased through Housing Works Bookstore. All other vendors are up to you. Please reference pages 9–10 for a full list of our preferred vendors and exclusive caterers.

**Other Questions?**

rentals@housingworksbookstore.org
housingworks.org/venue
Can I host a corporate event, bat mitzvah, birthday party, bridal shower, or baby shower in your space?

Of course! Our space is available for all types of events.

What is Housing Works and where do the proceeds from my event go?

Housing Works is a healing community of people living with and affected by HIV/AIDS. Our mission is the end the dual crises of homelessness and AIDS through relentless advocacy, the provision of lifesaving services and entrepreneurial businesses to sustain our efforts.

Proceeds from our businesses including venue rental at the Bookstore support our healthcare services, housing and advocacy efforts.

Photography Credits
Susan Shek,
Sarah Tew Photography,
Oresti Tsonopoulos,

Other Questions?
rentals@housingworksbookstore.org
housingworks.org/venue
Preferred Vendors

A list of vendors whom have worked in the bookstore and are familiar with the space. You are welcome to use their services, or find your own.

Photography Credits
Oresti Tsonopoulos

Photography Credits

Day of Coordinators

Gillian Todd
dayofnyc
gillian.brooke.todd@gmail.com

Brittney Bartling
blbevents.com
brittney@blbevents.com

Amy Shackelford
modernrebelco.com
hello@modernrebelco.com

YOUR WEDDING by Lauren
yourweddingbylauren.com
lauren@yourweddingbylauren.com

Dream Makers NY
dreammakersny.com
516.242.0397
dreammakers516@gmail.com

Photographers

Wild Scout Photo Co.
kellywilliamsphotographer.com
kelly@kellywilliamsphotographer.com

Sarah Fox Photography
sarahfoxphoto.com

Inloveness Photography
Courtney Larson
inlovenessphotography.com

Holtz Wedding Photography
Andrew Holtz
holtzphotography.com
info@holtzphotography.com

Love in Theory Photography
Jacq Poulin
loveinthory.com

David Perlman Photography
davidperlmanphotography.com

Stylish Hip Weddings
stylishhipweddings.com

Bailey Quinlan
baileyqphoto.com
baileyqphoto@gmail.com

Kimberly Coccagnia
kimberlycoccagnia.com
kim@kimberlycoccagnia.com

Photography Credits

Photography Credits

Videographer

Seth David Cohen
sethcohen@mindspring.com
347.585.2570

Photography Credits

Videographer

Olya Vysotskaya
ovyotskaya.com
818.879.3944

Sarah Tew Photography
sarahettewphotography.com

Katje Hempel Photography
katje hempel.com

DJs

Scratch Weddings
scratchweddings.com

James Mulry
jamesmulry@gmail.com

Florists

Rebecca Shepherd Floral Design
rebeccashepherdfloraldesign.com

Bourgeon, floral and event design
amy@bourgeonbk.com
917.687.5231

Mimosa Floral Design Studio
mimosafloral.com
646.942.3891

Designs by Ahn
designsbyahn.com

Celebrants

Jeddah Vailakis
interfaith-ceremonies.net

One Heart Ceremonies
oneheartceremonies.com

Valerie Coleman
valcelebrant@yahoo.com

Photobooth

Classic Photo Booth
classicphotobooth.net

BK GIF
bkgif.com
info@loretocaceresphotography.com

Videographer

Valerie Coleman
valcelebrant@yahoo.com

Seth David Cohen
sethcohen@mindspring.com
347.585.2570
Exclusive Vendors

Photography Credits
Oresti Tsonopoulos

Caterers

Chef Cava, LLC, Scott
chefcava.com
events@chefcava.com
347.460.4476

Zoe Deleu Catering
zoedeleu@gmail.com
347.260.1904

On The Marc, Joy Locke
onthemarcevents.com
joy@onthemarcevents.com
201.679.9243

Comparti, Mac
comparticatering.com
mac@comparticatering.com

Marcey Brownstein
marceybrownstein.com
marcey@marceybrownstein.com

Great Performances, Ali
greatperformances.com
ali.rea-baum@greatperformances.com

Red Table Catering, David
redtablecatering.com
david@redtablecatering.com
718.714.8627

Elegant Affairs Catering, Karolina
elegantaffairscaterers.com
212.291.0078

Scoozie Catering/Events
Bridget Basile
bridget@scoozievents.com

GO Catering, Gabrielle
gocateringnyc.com
gab@gocateringnyc.com
212.924.4502

Beverage

All beverages must be provided through the Housing Works Bookstore
Bookstore Venue Sample Floorplan

Ground Level

Balcony Level

Seated sample plan
136 guests
Bookstore Venue Sample Floorplan

Ground Level

- 10
- 10
- DJ
- food station
- dance floor
- bar
- once ceremony is over cocktail tables will move into place
- coat racks
- greeting table
- tall standing cocktail tables
- cafe

Balcony Level

- 15