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
In order to enjoy hosting an event at the Housing Works Bookstore, one must become a member.

Membership at the Visionary level ($7,000) 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 ($6,670 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.

### Day of Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Email/Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gillian Todd</td>
<td>dayof.nyc <a href="mailto:gillian.brooke.todd@gmail.com">gillian.brooke.todd@gmail.com</a></td>
</tr>
<tr>
<td>Brittney Bartling</td>
<td>bibevents.com <a href="mailto:brittney@bibevents.com">brittney@bibevents.com</a></td>
</tr>
<tr>
<td>Amy Shackelford</td>
<td>modernrebelco.com <a href="mailto:hello@modernrebelco.com">hello@modernrebelco.com</a></td>
</tr>
<tr>
<td>YOUR WEDDING by Lauren</td>
<td>yourweddingbylauren.com <a href="mailto:lauren@yourweddingbylauren.com">lauren@yourweddingbylauren.com</a></td>
</tr>
</tbody>
</table>

### Photographers

<table>
<thead>
<tr>
<th>Name</th>
<th>Email/Website</th>
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</thead>
<tbody>
<tr>
<td>Wild Scout Photo Co.</td>
<td>kellywilliamsphotographer.com <a href="mailto:kelly@kellywilliamsphotographer.com">kelly@kellywilliamsphotographer.com</a></td>
</tr>
<tr>
<td>Sarah Fox Photography</td>
<td>sarahfoxphoto.com</td>
</tr>
<tr>
<td>Inloveness Photography</td>
<td>Courtney Larson inlovenessphotography.com</td>
</tr>
<tr>
<td>Holtz Wedding Photography</td>
<td>Andrew Holtz holtzphotography.com <a href="mailto:info@holtzphotography.com">info@holtzphotography.com</a></td>
</tr>
<tr>
<td>Love in Theory Photography</td>
<td>Jacq Poulin loveintheory.com</td>
</tr>
<tr>
<td>David Perlman Photography</td>
<td>davidperlmanphotography.com</td>
</tr>
<tr>
<td>Stylish Hip Weddings</td>
<td>stylishhipweddings.com</td>
</tr>
<tr>
<td>Bailey Quinlan</td>
<td>baileyqphoto.com</td>
</tr>
<tr>
<td>Kimberly Coccagnia</td>
<td>kimberlycoccagnia.com <a href="mailto:kim@kimberlycoccagnia.com">kim@kimberlycoccagnia.com</a></td>
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### Florists

<table>
<thead>
<tr>
<th>Name</th>
<th>Email/Website</th>
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<tbody>
<tr>
<td>Rebecca Shepherd Floral Design</td>
<td>rebeccashepherdfloraldesign.com</td>
</tr>
<tr>
<td>Bourgeon, floral and event design</td>
<td><a href="mailto:amy@bourgeonbk.com">amy@bourgeonbk.com</a> 917.687.5231</td>
</tr>
<tr>
<td>Mimosa Floral Design Studio</td>
<td>mimosafloral.com 646.942.3891</td>
</tr>
<tr>
<td>Designs by Ahn</td>
<td>designsbyahn.com</td>
</tr>
</tbody>
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### DJs

<table>
<thead>
<tr>
<th>Name</th>
<th>Email/Website</th>
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<tbody>
<tr>
<td>Scratch Weddings</td>
<td>scratchweddings.com</td>
</tr>
<tr>
<td>James Muiry</td>
<td><a href="mailto:jamesmuiry@gmail.com">jamesmuiry@gmail.com</a></td>
</tr>
<tr>
<td>Dan Arlein</td>
<td><a href="mailto:danarlein@gmail.com">danarlein@gmail.com</a></td>
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### Photograph Credits

Oresti Tsonopoulos

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### Videographer

<table>
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<tr>
<th>Name</th>
<th>Email/Website</th>
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<tr>
<td>Seth David Cohen</td>
<td><a href="mailto:sethcohen@mindspring.com">sethcohen@mindspring.com</a> 347.585.2570</td>
</tr>
</tbody>
</table>
Exclusive Vendors

Photography Credits
Oresti Tsonopoulos

Caterers

Chef Cava, LLC, Scott
cchefcava.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

Cocktail style plan
Up to 200 guests

Ground Level

Balcony Level