



# Weddings & Private Events

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## Questions?

[bookstoreevents@housingworks.org](mailto:bookstoreevents@housingworks.org)

126 Crosby Street  
New York, New York 10012  
[housingworks.org/venue](http://housingworks.org/venue)

# About the 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
- ◆ Up to 150 guests for cocktail reception (open floor plan)
- ◆ Room for dance floor
- ◆ Up to 114 guests for seated dinner
- ◆ Adjustable lighting
- ◆ All seasons

## Membership Fee Includes

- ◆ Full use of space
- ◆ Projector with sound capabilities
- ◆ Wired microphone
- ◆ String lights

# Membership & Costs

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

Membership at the Visionary level (\$10,000) includes the opportunity to host an event not to exceed five hours.

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 (\$9,145 of which is tax-deductible) allows you access to the space. Bar packages, 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!

**Photography Credits**  
Sarah Tew Photography,  
Orestis Tsonopoulos,  
Amina Ford Photography



# Frequently Asked Questions

**Photography Credits**  
Susan Shek,  
Amina Ford Photography



## What is the capacity of the Bookstore?

We have a 150 person standing room capacity and a 114 person seated capacity. We are able to set up 30 seats on the main floor for ceremonies.

## 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 plenty of standing room.

## How can I find out if my date is available?

Just fill out this form: [housingworks.tfaforms.net/358817](https://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.

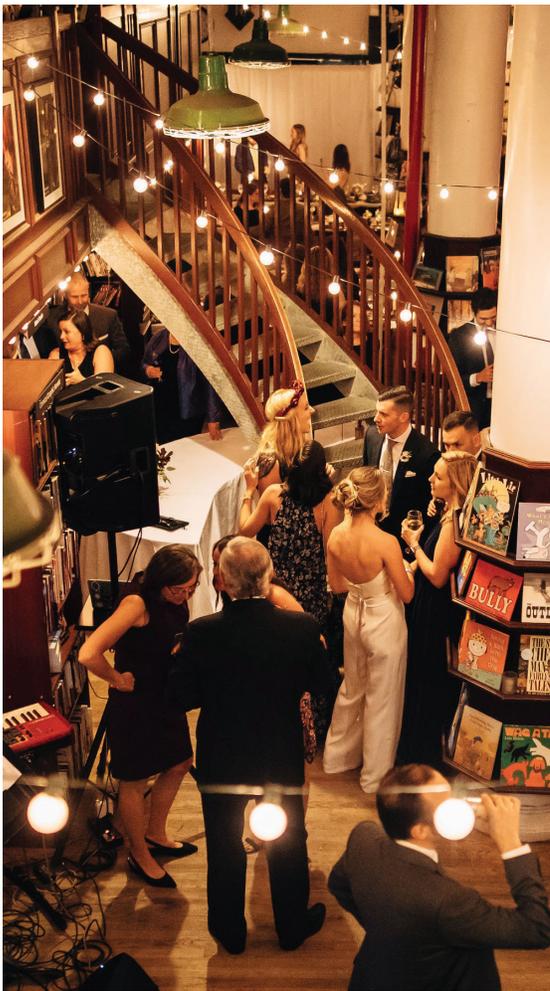
## When can my event start? When does it need to end by?

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 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 for you!

## Other Questions?

[bookstoreevents@housingworks.org](mailto:bookstoreevents@housingworks.org)  
[housingworks.org/venue](https://housingworks.org/venue)



## What about bar service?

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 [bookstoreevents@housingworks.org](mailto:bookstoreevents@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.



### Photography Credits

Oresti Tsonopoulos,  
Kelly Williams Photography

### Other Questions?

[bookstoreevents@housingworks.org](mailto:bookstoreevents@housingworks.org)  
[housingworks.org/venue](http://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?

[bookstoreevents@housingworks.org](mailto:bookstoreevents@housingworks.org)  
[housingworks.org/venue](https://housingworks.org/venue)

# Exclusive Caterers

## Photography Credits

Oresti Tsonopoulos



## Caterers

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### GO Catering, Inc.

Gabrielle Machinist  
gab@gocateringnyc.com  
<https://www.gocateringnyc.com/>

### City Beets

Charmaine Landicho  
charmaine.landicho@citybeetkitchens.org  
<https://www.citybeetkitchens.org/>

### Chef Cava, LLC

Scott Cavagnaro  
events@chefcava.com  
<https://www.chefcava.com/>

### Red Table Catering

David Penna  
David@redtablecatering.com  
<https://www.redtablecatering.com/>

### Comparti

Melissa Silveti  
melissa@comparticatering.com  
<https://comparticatering.com/>

### Deborah Miller Catering & Event

Brette Wayne  
brette@deborahmillercatering.com  
<https://deborahmillercatering.com/>

### Marcey Brownstein (Kosher)

marcey@marceybrownstein.com  
<https://www.marceybrownstein.com/>

## Beverage

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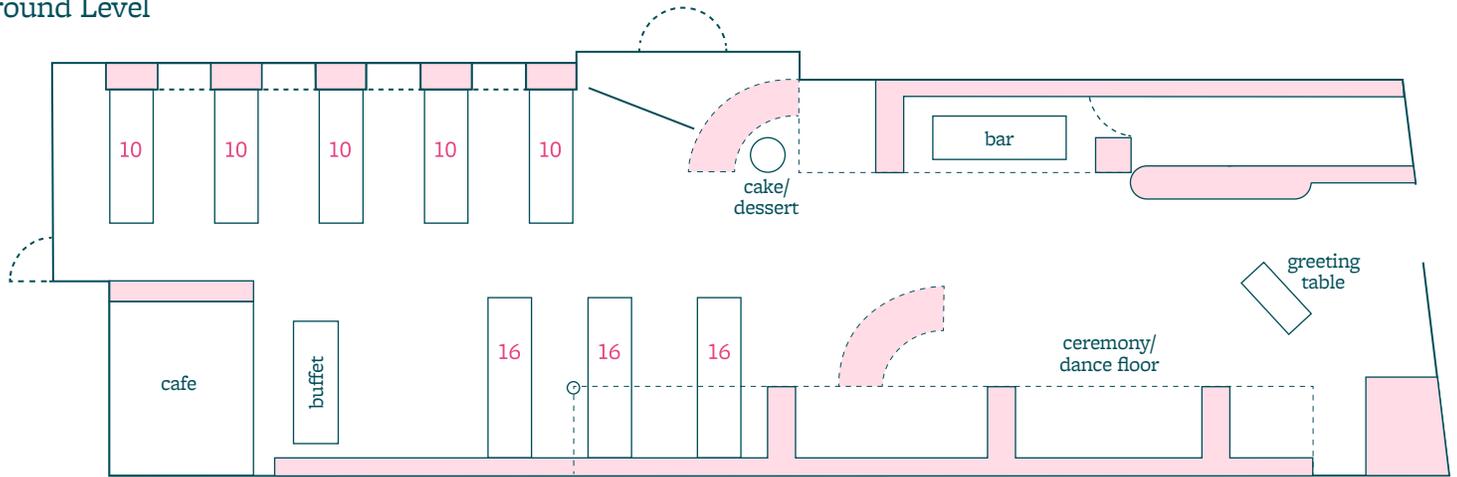
All beverages must be provided through the **Housing Works Bookstore**



# Bookstore Venue Sample Floorplan

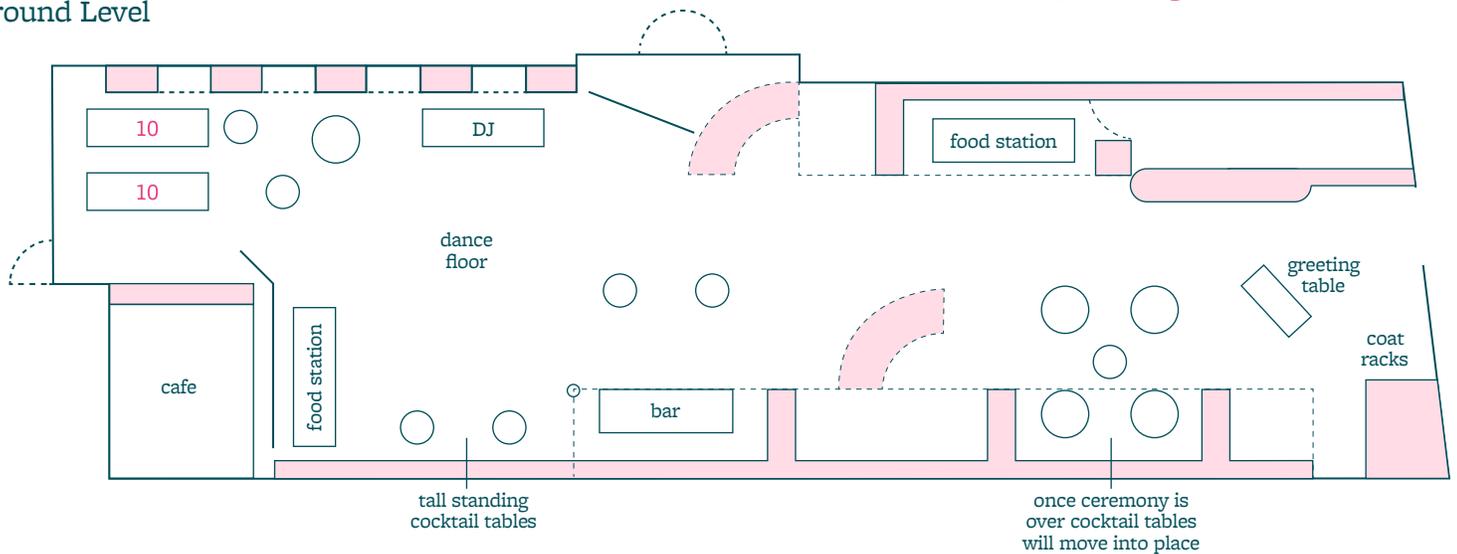
Seated sample plan  
114 guests

Ground Level



Cocktail style plan  
Up to 150 guests

Ground Level



tall standing  
cocktail tables

once ceremony is  
over cocktail tables  
will move into place