

2019 Asbury Hall Catering Room Rental Kit v1

Asbury Hall at Babeville is proud to host your upcoming event.

This historic building was saved from demolition by Ani DiFranco and has been transformed into a state of the art event facility. We invite you to take part in one of the most unique and memorable venues in Buffalo, New York.

It costs hundreds of thousands of dollars to keep the sanctuary space open and available to the public. Heating bills, electric bills, cleaning bills, physical maintenance and repairs, staffing, and so many other costs add up and must be off-set by operating revenue from hall rentals. Your rental fees go directly toward ensuring that this building never again finds itself on the chopping block, but continues on as a shining example of how historic preservation works in Buffalo.

Amenities:

- Accommodates Events Up to 240 guests (varies depending on setup)
- Five star reviewed In House Catering
- Ceremony Space Available
- Handicapped Accessible
- Bridal Room Available
- Chairs, Tables, Linen & China are included
- State of the Art Sound System
- Ninth Ward Lounge Bar Can Be Used For After Hours

Parking: Evening and Weekend Events at Babeville are allowed full access to around 40 spaces in parking lot at no additional charge. Should additional parking be needed, there is abundant street parking available on Delaware Avenue, Elmwood Avenue and Franklin Street, which is free of charge after 5pm and on weekends.

Please note that Hallwalls Contemporary Arts Center is open on weekends and employees are permitted to use the lot as well. The Hallwalls art & cinema space are independent from Asbury Hall. We do not have operational control of those spaces.

Sound System: Asbury Hall boasts a state-of-the-art sound System guaranteed to provide top quality sound for any type of event. The system provides ideal clarity for smaller spoken word and acoustic events without compromising the quality necessary for concerts and larger events.

To ensure the best quality sound we do not allow outside speakers to be brought into the building.

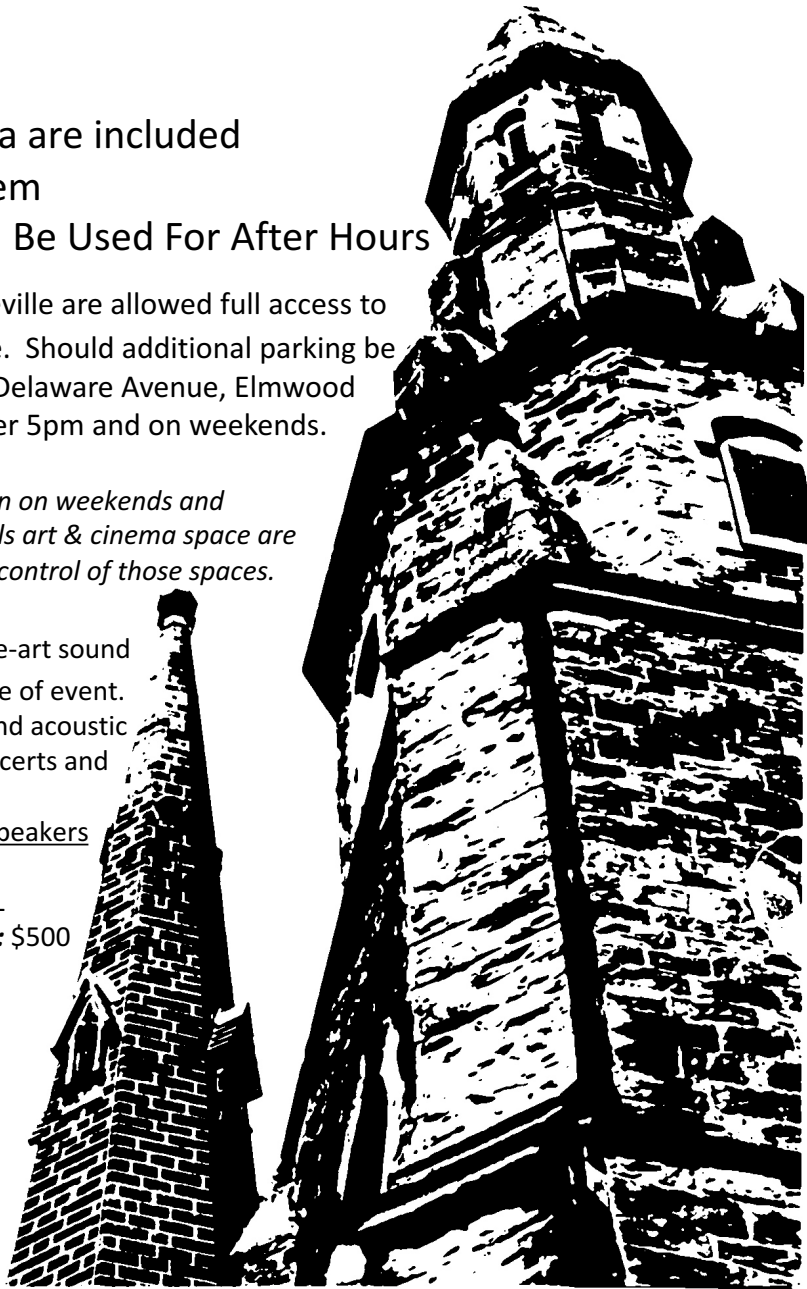
Event Rack (for DJs, CDs, iPods): INCLUDED IN HALL RENTAL

Full Sound System with technician (required for live music): \$500

BABEVILLE



BUFFALO NY



2019 OFF SEASON ROOM RENTAL RATES

January 1st thru May 31st, November & December

Sunday-Thursday	\$ 600.00	(minimum spent on food and beverage \$6,000)
Friday	\$ 800.00	(minimum spent on food and beverage \$8,000)
Saturday	\$ 1,000.00	(minimum spent on food and beverage \$8,000)

2019 ON SEASON ROOM RENTAL RATES

June 1st thru October 31st

Sunday-Thursday	\$ 600.00	(minimum spent on food and beverage \$6,000)
Friday	\$ 1,000.00	(minimum spent on food and beverage \$8,000)
Saturday	\$ 2,800.00	(minimum spent on food and beverage \$9,000)

2020 JANUARY/FEBRUARY/MARCH RATES

Sunday-Thursday	\$ 600.00	(minimum spent on food and beverage \$6,000)
Friday	\$ 800.00	(minimum spent on food and beverage \$8,000)
Saturday	\$1,000.00	(minimum spent on food and beverage \$8,000)

Discount of 10% off Reception Food & Beverage, if you have an event on a Friday/Sunday or Between Dec 1st and April 30th with at least \$8,000 spent on Food & Beverage (except for NYE and already discounted menus)

NOTES:

The event bar must be coordinated to end at the same time as your music.

New Year's Eve will be priced as the Saturday On Season Room Rate.

Live music will require an additional charge (\$500) for use of the full sound system and on site sound tech.

Room Rental & Catering Deposits are non-refundable.

Ceremony Before Your Reception @ ASBURY HALL

We are happy to host your ceremony before your reception at Asbury Hall. There is a \$200 Ceremony fee that will be applied to your catering bill. We will find a time for your ceremony rehearsal but we are unable to lock in a time until 4 weeks before your reception. Your reception will start at the conclusion of the ceremony.

Booking Asbury Hall: We do not hold dates for Asbury Hall. To check current availability, please contact Austin Scaccia at 716-228-1851. In order to book Asbury Hall for an event, you must return a signed, original, unedited contract along with 50% of the room rental cost as a deposit. The final payments will be due three business days prior to the event. Room rental rates are locked in annually. **Please note that a date is not booked until a signed contract and deposit are received and should not be advertised or publicly announced until confirmation of receipt is made by the catering deposit.**

For More Information Please Contact Austin Scaccia: 716-228-1851



341 Delaware Avenue

Buffalo, NY 14202

(716) 228-1851

Asbury Hall Guidelines:

- Room and Catering Deposits are non-refundable.
- If you have a Band and/or D.J., the music must end at the same time as the bar.
- Vendors are allowed into the venue after 1pm on the day of the event.
- Sit-down events must use a place card system & diagram which will be supplied by Asbury Hall for entrée delivery
- Please put the supplied entrée stars on the back of your place cards to ensure your guests receive the proper entrée meals.
- If you plan on naming your guest tables, it must have a number (1-Texas).
- Confetti, beads, marbles, glitter, real rose petals and/or bubbles are NOT allowed on the premises. Bringing them in will result in a clean up fee of at least \$500 dollars. All candles must be in a holder.
- We do not allow shots at any of our bars.
Vendors must coordinate entry times with Austin (Event Manager).
- Due to limited space, you must remove all items that you bring into the building by the completion of your event. We are not responsible for any left items. Any items left at the venue after your event are at your own risk.
- A final guaranteed count and payment are due eight days prior to your event. We do not allow outside food and/or beverage. Desserts are exempt.
- **Wedding Tastings**– We will provide one complimentary tasting for the booked couple (2) around four to six months before the wedding date. The tasting is based on their estimated reception menu. Any additional guests will be charged \$40pp and no more than four (4) additional guests attending.
- As per NYS guidelines, NYS Tax is 8.75% and it will be applied to the total of the catering invoice and service charge (20%). If there is an off prime date discount the NYS Tax of 8.75% will be based off the post discounted total but the service charge will still be based off the pre-discounted total.
- **Signature Drinks**- You can do up to two signature drinks which should be based on the ingredients and garnishes that are available as part of your bar package. We will be happy to acquire additional items but you will be charged for any additional ingredients and garnishes that are not part of your bar package. Please remember that the more complicated you make the signature drinks you may run the risk of slowing down the bar if they are popular.
- **After Hours**- We are happy to offer After Hours in the Ninth Ward Lounge after your event. It is available for two hours after the reception has concluded and will include popcorn and use of the sound system. It is \$75 for the bar setup and the bar will be treated as a consumption bar which you will settle with us at the conclusion. We do not offer after hours as cash bars.

Additional Parking- We are pleased to announce that we have negotiated a deal with the adjacent Lawley Insurance Parking Ramp. The Lawley Parking Ramp has a total of 68 parking spots which we are now able to offer for \$250.00 (2017 Pricing). Coupled with the 40 spots already available at Asbury Hall, brings our total capacity to 108 parking spaces which would be available to your guests. A staff member will direct guests into the Lawley Parking Ramp for the first 45 minutes of your functions.

If you are interested in the additional parking please inform Austin no later than four weeks prior to your event and it will be added to your catering invoice.