

SO YOU'RE HAVING A

wedding

Thank you for considering Hotel Giraffe to host your very special day! We would be honored to be part of these special moments with you and your loved ones, whether it be for the ceremony, reception, or both. Please see what we offer as well as the guidelines below to help paint a clear picture of how weddings work at our gorgeous venue of Penthouse 1202 and Rooftop Garden.

CEREMONY ONLY \$3,500.00 plus taxes and service

During wedding season in the warmer months, our Rooftop Garden is the perfect venue for an intimate ceremony. We are able to accommodate up to 50 guests seated outdoors in Chiavari cushioned chairs for up to two hours which includes the following: set-up and breakdown, a Prosecco toast for the bridal party pre and post ceremony, hand passed Prosecco for all guests upon arrival, and a overnight deluxe guestroom for the special couple located on the 12th floor. You may access the area prior to the event at your leisure, as long as the room is ready. Please consult your salesperson who will be on-site the day of the event. Our indoor space option, Penthouse 1202, mirrors the above.

RECEPTION ONLY \$6,000.00 plus taxes and service *Food and Beverage Minimum will Apply

Receptions can be held indoor or outdoor only for up to 50 guests reception style (standing only), or up to 75 people with both spaces being utilized. For seated dinners, whether plated or buffet style, we have a maximum capacity of 40 people and use 60" rounds with white linen. The reception may last either 3 or 4 hours based on the food and beverage package selected. The following service staff is required at \$150.00 plus tax each: 1 bartender, 2 servers, and 1 barback. Outside food and beverage is not allowed, including liquor. Wedding cakes are included in the food and beverage package.

CEREMONY AND RECEPTION \$8,000.00 plus taxes and service *Food and Beverage Minimum will Apply

Include everything in both the ceremony and reception options. The total allotted time for these packages is 5 or 6 hours depending on the food and beverage package.

All Room Rentals are subject to a 14.75% tax in addition to a \$5.50 daily unit tax and service charge

All Food & Beverage Items are subject to NYS sales taxes of 8.875% and service charge

All Services and rentals are subject to a 20% Service charge

HERE ARE MORE

details

How late can my event go?

All of our events have a hard stop time of 10:00pm to be courteous of guests in rooms on neighboring floors

What are my music options?

You may hire a DJ or a live band (up to 3 piece band), but they must provide certificates of insurance at least 3 days prior to the event. Otherwise, there is a \$650+tax fee to plug in a phone to our auxiliary system. For background music only, an iPod may be connected to our in-house system for no additional fee.

Can we have a bridal suite the day of?

We would be happy to offer a discounted rate for a bridal suite, however in order for it to be available before 3pm and after 1pm, we suggest reserving it for the night before the event and the day of the event.

When do I need to have everything finalized by?

Final food and beverage decisions as well as a final headcount must be finalized at least 14 days prior to the event date, known as the cut-off date. Prior to the cut-off date, you may reduce the contracted attendees number by 20% without penalty, however after the cut-off date, the final number is what will be charged and provided.

Can the hotel provide a coat check?

Yes, we can provide a rolling rack and attendant for an additional charge of \$150.00++

How many restrooms are there per event?

If your event has 40 or more attendees, Hotel Giraffe will provide you and your guests with two restrooms. One restroom is located inside Penthouse 1202 and the other is also located on the 12th floor for your guests privacy.

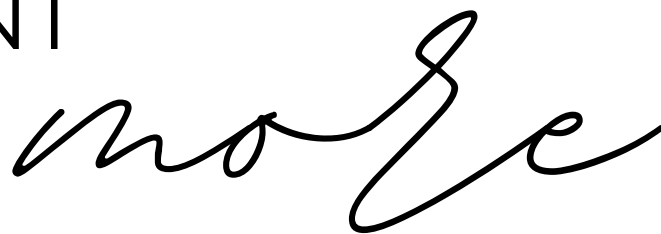
Can I choose to bring a cake from a different vendor?

Yes, however please note that you will be subject to a \$10.00++ cake cutting fee per person.

Is there a special charge for children regarding food & beverage?

Children age 3 and younger are free of charge, however children age 4 and over will be charged the same price as the package states.

IN CASE YOU WANT



Thinking about additional ways to enhance your special day? Please see the options we offer below, or ask for our preferred vendors list so we can at the very least point you in the right direction.

Can I decorate the room myself?

Yes! In fact, Hotel Giraffe leaves that entirely up to you and will not participate in decorating. There are certain limitations, however. All decorations and displays must be in compliance with the Building and Fire codes for the city of New York. In order to prevent damage to the facility, fixtures and furnishings, items may not be attached to any stationary wall, floor, window or ceiling with nails, tape, staples, or any other substance. Balloons of any kind will not be allowed inside of Penthouse 1202, but are acceptable in the Rooftop Garden. If you need suggestions, please don't hesitate to ask what has worked in the past.

Can we have our flowers, decorations, etc delivered/stored at the Hotel?

Absolutely! We are able to store all event needs up to 3 days before the event, not sooner due to capacity. When having deliveries sent, please ensure the labels include your name, and "ATTENTION: SALES" so we know they are yours.

What additional items can we rent from the Hotel?

- Rose petals (color of your choice) to lay in the aisle
- White runner for the aisle
- White lights for the Rooftop Garden

*Please inquire for pricing

What happens if it is supposed to rain on the day of my event?

The Penthouse 1202 is not large enough to hold more than the aforementioned capacity, therefore if it rains, we do have the option of placing up a tent. The additional cost is \$3,500.00 plus tax. the tent is completely clear, so your guests would have the feeling of being outdoors while being protected from the rain. In order to guarantee the tent is available for your event, a decision would need to be made 72 hours prior to the event. The tent rental fee is non-cancellable, and non-refundable. Unfortunately, with or without the tent, the Rooftop Garden cannot be heated.

Have a question you don't see an answer to? Please contact your sales manager directly.