

FAQ

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The Space

The Lounge

1,400 sq ft of mingling room around a 15 ft Carrara marble top bar, detailed woodwork, brass fixtures, and a lustrous white tin ceiling lit with suspended pendant fixtures on dimmers.

The Courtyard

1,400 sq feet of outdoor

What is the capacity of 501 Union?

299 guests for standing-room-only events; 160 for a seated dinner with room for a dance floor. For cocktail parties with limited informal seating we can accommodate up to 250 guests without a stage and with a dance floor, or 200 if the event will have a stage and dance floor.

What is the rental fee for a wedding or private event?

Our venue rental rates vary based on the day of the week and the time of year. For a detailed quote, please email info@501union.com.

What dates are still available?

Please check [our calendar](#) for availabilities.

How do I book a date?

A 50% deposit of the rental fee is due at the time of booking. In addition, we require a \$1000 security deposit, which is refunded 10-15 business days after the event, provided there are no damages. The remaining balance is due 30 days before the event. 501 Union accepts checks, money order, and all major credit cards (3% service fee for credit cards).

What is your cancellation policy?

If you cancel more than 90 days prior to your scheduled event, you will receive your rental fee deposit back minus a \$2,500 non-refundable booking

seating and socializing space extending from the lounge. Walls of glass open up to Union Street and the main space.

The Main Space

3,500 sq ft space featuring a lofted ceiling with a custom-built 50 ft skylight and 15ft Carrara marble top bar.

Wrapped in exposed brick and hardwoods, the room is illuminated by Jason Miller Modo chandeliers and sconces on individual dimmers.

The Kitchen

The kitchen is equipped with one of each of the following: a commercial-grade convection oven, a lowboy reach-in refrigerator, a double-door chest refrigerator, a chest freezer (7 cu. ft.), a three-compartment sink, a commercial-grade dish & glass sanitizer, and an ice machine (80 lb. storage). There is over 100 sq. ft. workable counter space.

fee. Within 90 days of the event, you forfeit your rental fee deposit. If you decide to move the date of the event, you may do so, pending availability. A \$1,000 re-booking fee will apply.

Are there any restrictions to the vendors I can use?

We pride ourselves on being flexible and accommodating; you may use the vendors of your choice. Our only exclusive relationship is with Broadway Party Rentals for flatware, kitchen items, linens, etc. Please see our [list of preferred vendors](#) who we trust to provide excellent service.

When can my vendors and guests be present onsite?

We only book one event per day to ensure the best experience for every client. The venue opens at 9am and can remain open through 2am (guests out by 1:30am), including an hour scheduled for vendor breakdown. You are welcome to coordinate any deliveries, vendor setup, and guest arrivals at any time throughout the day.

Do I need to hire an event planner or coordinator?

A 501 Union Operations Manager will be on site during your event to answer any venue-related questions, provide general assistance and oversee the building and our staff. The 501 staff are not responsible for planning, cueing, or the details of your event. You are required to hire a day-of-coordinator or provide a trusted, sober contact as the point person for all vendors on site on the day of your event.

Am I allowed to use my own bartenders or have my caterer provide bar service?

All beverage service at 501 Union will be exclusively provided through our in-house bar program. There are several tiers and options to cater to different needs of

our clients. Our packages offer your guests a hand-selected assortment of local and popular options as well as our expertise in service.

What is included in your rental fee?

- Cleaning before and after the event
- Pre-event support from a Private Events Manager
- Day-of-event staff including a Venue Coordinator, Operations Manager, and Front End Manager (see descriptions below)
- Use of the coat check room equipped with rolling racks and approximately 160 hangers (catering usually provides a coat check attendee)
- One four-part mobile stage; each piece is 4'x8' and can be set at 7", 12", or 24" tall
- Four garbage cans (heavy-duty 55-gal garbage bags must be provided)

What other services do you provide?

501 Union provides exclusive bar packages, in-house table and chair rentals, AV technical support, day-of coordination services, floral and event design packages, and prop rentals.

Do you have any other rental spaces?

[The Green Building](#) and [Sky Gallery](#) offer additional event space across the street from 501 Union.

Does the building have heat and A/C?

501 Union has central heat and air conditioning throughout the building except the garden.

Do you have an outdoor space?

Yes, included in your rental is use of the garden: 1,400 sq. ft. of outdoor space. The garden is semi-winterized with a corrugated plastic roof from mid-November to mid-March so that the space may be used in cold weather with the addition of space heaters. There is also the option to install the roof during warmer months if rain is likely for an incremental charge of \$1000. The garden may not be tented. There is no central heat or air conditioning in the garden.

Is there a dressing area/green room on-site?

Yes, there are many creative ways to use the private suite in the rear of the venue. The private suite is equipped with a private restroom.

How many restrooms are there?

One restroom in the lounge, six restrooms off the main space, and one restroom in the private suite. All are private, unisex, and wheelchair-accessible.

Private Events

Manager:

The Private Events Manager is your main point of contact throughout the planning process beginning with contract signing through security deposit return. Their duties include answering all questions and concerns in advance of your event, scheduling vendor site visits, conducting the final walk through with you and your caterer, assisting with floor plans, handling in-house furniture rental needs, and finalizing details regarding any additional 501 packages.

Venue Coordinator:

The Venue Coordinator is assigned to you at the final walk through and is the point of contact for all things related to the venue on the day of the event. They will open the building, direct vendors and deliveries to the proper areas, and make sure the venue is in tip-top shape to begin

Where do my guests park?

Street parking is available in the neighborhood. Should your guests need directions or a car service at the end of the evening, our Front End Manager will happily assist. Local valet companies are also available for hire.

Is smoking allowed?

There is no smoking allowed inside any area of 501 Union including the garden.

Are candles allowed?

All candles must be contained in votives with bottoms. Open flames are not allowed anywhere in the building. All candles must be raised. No candles are permitted on the floor of the venue.

Is the building wheelchair accessible?

Yes.

Is 501 Union pet friendly?

We understand that your four legged friends are part of your family. Well-behaved pets on leash are permitted in the space during the ceremony with prior approval. We kindly request that following the ceremony the pet be escorted home.

Do I need to provide my own insurance?

We require you to provide a certificate of insurance that covers your vendors. Your caterer may be able to add your vendors as additional insured to their policy. We require \$1M general aggregate / \$1M per occurrence including property damage. We recommend wedsafe.com or privateeventinsurance.com. The policy will cost approximately \$175 and can be purchased up to 24 hours before your event. Please have a copy of the policy sent directly to your Private Events Coordinator.

set-up.

Operations Manager:

The Operations Manager arrives an hour before guest arrival and remains onsite during the event and through event breakdown. They liaise with vendors to ensure compliance with venue regulations and oversee facility operations such as heating, cooling, lighting, and sound.

Front End Manager:

The Front End Manager greets your guests as they arrive, assists with coat check, helps guests find escort cards, calls car services at the end of the night for guests, and fulfill other on-site duties as needed.

*Additional staff based on final headcount and event hours may be billed separately if needed

Am I responsible for clean up?

501 Union will clean the space before and after your event including: sweeping, mopping, detailing the washrooms, and taking care of any necessary repairs.

In order to get your full security deposit back, your caterer (or you) must complete the following breakdown procedures immediately following your event:

1. All centerpieces, candles, and additional décor must be removed from bars and tables, neatly packed away, and consolidated in the kitchen. You may store personal items (neatly packed and consolidated) overnight, but must arrange a pick-up time with the Private Events Coordinator.
2. Linens must be bagged and consolidated with rentals.
3. Tables and chairs must be folded and stacked against one wall in the main space. 501 Union rentals must be separated from any outside rentals.
4. Glasses, dishes, food, drinks and personal items must be removed from the private suite.
5. All glasses, plates, silver, etc. must be back in the original crates, consolidated in the kitchen.
6. All food and beverages must be removed from the kitchen.
7. Break down all boxes, separate out recyclable items, bag all trash, and remove from the kitchen at the close of the event.

Audio & Visual System Specs

- Fully integrated in-house sound system, compatible with iPod, DJ, or live band setups
- Four stereo XLR and iPod access points throughout the space (lounge and multiple locations in the main space) to allow for staging flexibility
- Independent volume control between rooms (lounge, garden, main space)
- Two wireless microphones with stands
- High-definition projector with projector screen
- An in-house audio technician may be required for live music performances (additional fees will apply)
- Bands may perform until midnight; DJs until 1am

The photos on the site are so awesome!

We are thankful for the photographers who provide us with stunning images of our space. Click on individual photos for photographer credit, and refer to our [preferred vendor list](#) to see a list of our favorites.

501 Union is a proud member of Gowanus Hospitality Group

[THE GREEN BUILDING](#)

[501 UNION](#)

[SKY GALLERY](#)

[GOWANUS ART + PRODUCTION](#)

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