

## PRIVATE EVENT RENTAL QUESTIONS

### Can I rent littlefield?

We are available for private functions including weddings, birthday or anniversary parties, bar/bat mitzvahs, benefits, office parties, and more. Additionally, the space can be rented for film and photo shoots.

### What's your vibe?

We are a funky performance & art space featuring:

- A **stage** with the option to utilize our customizable LED stage panels
- A full **bar** with signature cocktails, beer, wine, and liquor (menu changes seasonally)
- State-of-the-art surround sound system plus full backline to accommodate live performances and mobile DJ booth
- State-of-the-art LED lighting system
- A **gallery** showcasing rotating art exhibits with lounge seating area (two benches and two coffee tables)
- Access to **Green Room** with private restroom

### What is your maximum capacity?

Our standing room capacity is 300, however once we add tables and chairs the capacity reduces. We can also accommodate 100 people in our front room for a cocktail party or smaller function.

### Am I able to have a full sit down dinner with all the works?

We can accommodate some seating, but littlefield is better suited for dance parties and other festive functions. We recommend having a few communal tables plus renting tall cocktail tables and tablecloths.

### I scheduled a walk through - what's the next step?

Upon booking the space, you'll receive a contract. Please note that half of the rental balance is due upon booking to secure the space. Once the contract is finalized we'll put you in touch with our Production Manager to sort out the details for your event.

## **STAFFING**

### **What staff will be provided for my event?**

On the day of your event at a minimum we provide bar staff, sound and lighting engineer, security guard, and floor manager. We can provide a coat checker, should weather warrant it. All staff will be present for the duration of your event.

### **What are the duties of the staff provided?**

The **floor manager** will make sure the in-house furniture and technical equipment are set up according to the approved floor plan and will be your day-of point person. The **sound and lighting engineer** will set up and facilitate the event, lighting requests, and all general a/v needs throughout the event.

### **Should I hire any outside help?**

If it's a production heavy event, such as a wedding, we recommend hiring a coordinator. We are responsible for our in-house furniture, technical equipment, bar, and staff, while you or your coordinator are responsible for decorations, food handling, and setting up/breaking down rental furniture.

## **FURNITURE**

### **What in-house furniture can we use?**

We have (4) 6' tables, (3) 4' table, 100 black folding chairs, and 10 bronze bar stools.

### **What if I want to rent some additional tables?**

We discourage renting too many tables because of limited floor space, but should you want to rent a small number of tall cocktail tables, communal tables, and tablecloths our preferred vendor is A to Z Party Rental. We'll schedule the drop-off and delivery with them.

## **TECHNICAL EQUIPMENT**

### **What technical equipment do you provide?**

Please refer to our backline.

### **Could I have a photo slide show at my event?**

Yes, we have a projector and a screen. You should bring the finalized slide show on a laptop and an HDMI adapter.

## FOOD

### **What type of food can I have at my event?**

We have a number of recommended caterers on our Preferred Vendors list. The most convenient option is catering from **Parklife Taqueria**, our restaurant located around the corner from the venue. Outside caterers are welcome as long as they are not other taquerias. If you opt for an outside caterer, they are required to work out the details with our Production Manager in advance of your event. Food trucks are another popular option, however we can't guarantee parking right in front of the venue.

### **If we hire an outside caterer, can they use your kitchen?**

We don't have a kitchen, but the caterer is welcome to share the prep area with our bar staff. Please note there is **no cooking allowed on premise and foods cannot create steam or smoke. We have a walk in fridge that can store a small amount of food, but please give us a heads up so we can make some room.** All caterers are required to schedule a walk through and the Production Manager must approve extra rentals in advance. The caterer should be responsible for busing food.

## BAR

### **What is a bar guarantee?**

The total sales that the bar needs to meet. Please note if your event does not meet the bar guarantee, you will be required to pay the difference. If you are doing an open bar, please let the Production Manager know and she will work with you to tailor the menu as you like. There is a 20% gratuity added to all open bar tabs.

### **Can I pay my open bar tab with a credit card?**

We only accept a check or payment via Zelle or Venmo.

### **Can we bring in outside beer/liquor/wine?**

No.

## MISCELLANEOUS QUESTIONS

### **Is there a place where I can leave my personal belongings?**

Yes, we have a secure green room that you are welcome to use.

**How early can we get into the space?**

Depending on how much décor/set-up is needed, the Production Manager will work with you to determine an appropriate load-in time.

**Can I pick up stuff the next day?**

Anything you bring in with you should be taken out after your event is over. As we have events daily and our space is limited, we generally can't hold things over night prior to your event or after.

**Do you have AC/Heat?**

Yes.

**How many bathrooms do you have?**

We have six unisex bathrooms, two of which are handicap accessible.

**Are candles allowed?**

No open flames are allowed (this includes candles). We recommend LED flameless candles.

**Is smoking/drinking permitted outside?**

There is absolutely no smoking allowed inside the venue, including electronic cigarettes. Smoking is allowed outside, however alcoholic drinks must be left inside.

**What if my guests need water?**

There is a self-service water station at the bar.

**Is there Wi-Fi?**

Yes.

**What should we do after our event?**

You can visit our sister bar Parklife, located around the corner at 636 Degraw Street between 3<sup>rd</sup> and 4<sup>th</sup> Avenues. Parklife is not available for private rentals but if you give us notice we can reserve a table for you.