



House Rules & Event Day Guide

EVERYTHING TO KNOW BEFORE YOUR EVENT

1394 St. Johns Place, Brooklyn, NY 11213 · 347-291-7100 · info@thearchesbk.com

This guide covers what to expect on your event day — access hours, noise limits, vendor requirements, and payments. Please share it with your caterer, planner and any vendor working your event.

Questions about anything here? Chaya is happy to help: **347-291-7100** · info@thearchesbk.com

YOUR EVENT DAY AT A GLANCE

Address

1394 St. Johns Place, Brooklyn, NY 11213

Venue access

15 hours of access on your event day.

Music curfew

All music must end by midnight.

Vendor load-out

All vendors must be fully vacated by 1:30 AM.

Overtime

Music/guests past curfew: \$500/hr. Setup or breakdown past your window: \$250/hr. Hard stop 2:00 AM.

Deliveries

Day-of only — no early drop-offs.

Capacity

Up to 180 seated, up to 250 standing/cocktail.

MUSIC & NOISE

- Indoor music must end by **midnight**.
- Courtyard/outdoor music must end by **9:00 PM**.
- Sound must stay under **45 dB** at all times.

We're in a residential neighborhood — thank you for keeping levels considerate, especially outdoors.

DÉCOR & EFFECTS

NOT PERMITTED

- Pyrotechnics
- Sparklers
- Smoke machines
- Confetti
- Bubbles

LINENS

Linens are arranged through our rental partner, **Broadway Party Rentals** — Diane Dorn, 718-821-4000.

VENDORS & INSURANCE

Certificate of Insurance (COI)

Required from every vendor working your event. Due at least 10 days before your event. Must name both **The Arches BK LLC** and **1394 St Johns Holdings LLC** as additional insured, with \$1,000,000 minimum coverage. If alcohol is served, liquor liability must also be included. Policies are available at eventsured.com, wedsafe.com, or privateeventinsurance.com.

Vendor list

Please share your caterer, DJ, florist and any other vendors with Chaya as soon as they're confirmed, so their COIs can be tracked.

Deliveries

Day-of only — no early drop-offs.

Load-out

All vendors must be fully vacated by 1:30 AM.

PAYMENTS & DEPOSIT

Booking deposit

50% of your total, due at signing to lock in your date.

Remaining balance

The other 50% of your total, due 4 weeks before your event.

Security deposit

A refundable \$1,000 is included in your total and returned in full within 14 days after your event, provided there's no damage or overtime.

Courtyard add-on

\$750. You may confirm or cancel it up to 48 hours before your event.

HOW TO PAY

- **Zelle (fastest):** info@thearchesbk.com
- **Check:** payable to The Arches BK LLC, mailed to 1394 St. Johns Place, Brooklyn, NY 11213
- **Bank transfer:** ACH or wire details available on request — just reply to your booking email

Credit cards are not accepted. Please note your name and event date in the memo of every payment.

GETTING HERE

Parking

There is no parking lot at the venue — street parking only. Uber, Lyft or a car service is recommended.

Subway

Crown Heights–Utica Av on Eastern Parkway, a couple of blocks away. 4 train all hours; 3 train except late nights.

Bus

B45 runs along St. Johns Place. B46 and B46 Select Bus Service run along Utica Avenue.

CONTACT

Chaya Rosenberg, Event Coordinator
347-291-7100 · info@thearchesbk.com · thearchesbk.com

THE ARCHES BK

1394 St. Johns Place, Brooklyn, NY 11213 · 347-291-7100 · info@thearchesbk.com · thearchesbk.com