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CONTENTS:
HOURS & GENERAL INFO P.2
SPACES AVAILABLE P.3
CATERING MENU P.4
DRINK OPTIONS P.5
FREQUENTLY ASKED QUESTIONS P.6

This guide contains details on spaces available for private parties, guidelines for reservations, the catering menu, prices for private functions, open bar and drink ticket pricing, and a comprehensive FAQ. **If you have a question, please browse through the guide and check the FAQ** as we believe most of our most commonly asked questions are all answered here, for questions regarding things not covered in this guide please use the contact info on the face page of this guide.

THANKS FOR INQUIRING ABOUT PARTY SPACE AT UNION HALL!

Union Hall opens at 4pm Monday through Friday and at 12pm on Saturday and Sunday. Please note that Union Hall is a bar and guests in your party are required to be 21+. Exceptions can be made for parties with children under adult supervision and with the stipulation that all underage patrons be out of the premises by 6pm.

Union Hall very rarely closes the building to the public for completely private parties. If a private space is needed for 100 guests or less, we suggest first inquiring about the downstairs performance space (see pg. 3). Exceptions are occasionally made for parties of 100 or more on a weekday with an ending time before 7pm, otherwise please check out our sister bar [The Bell House](#) which often closes for private parties and can hold up to 500 people.



SPACES AVAILABLE FOR YOUR PARTY:

We have 2 main spaces outlined below available for your party of 12 or more. Smaller parties are welcome to inquire about reserving one of the two booths along the back half of the bar (each seats 4), or come early in the evening and carve out a space of your own in one of our many comfortable seating areas up front.



Raised Back Platform: Located along the back of the bar directly behind the bocce courts, the back platform is separated from the rest of the bar with metal railing, allowing it to be semi-private while still being an active part of the space as a whole. It holds 25 people comfortably, but is also a great “home base” for larger parties.

This space is free to reserve in 3 hour increments for your party of 12 or more with a **suggested** 2-item per guest minimum (plus 20% gratuity), or with any catering or open bar order (options below on pg. 5). This space is available for reservations during all normal operating hours of the bar, but because the bar does get crowded as the evening progresses, we ask that your party have a starting time no later than 10pm (for example 10pm – 1am would be allowed, but 10:30pm – 1:30am would not).

**** Due to the limited size of the areas available for reservations, cancellations and no shows affect us significantly. Because of this, a credit card is needed to make and hold your reservation. In the event of a cancellation or no show a cancellation fee of \$25 will be charged to the credit card on file. Cancellations should be made via email at least two hours before your scheduled reservation.*



Basement Performance Space: The performance space is a completely private room accessible down one flight of stairs from the main bar at Union Hall. This space holds approximately 100 standing or about 50 seated. We have chairs, lamps, multiple tables, and a projector available for use in this space. Most nights this room hosts live performances, but it is

available for private parties for a nightly room fee of \$1,000 on Sunday through Thursday nights and \$1,500 on Friday and Saturday nights, with an additional guaranteed bar spend of \$500 or more on either night. Your best chance at an available night for this space is to reserve with a lead time of at least 3 months in advance, but please e-mail us to check availability.

CATERING & DRINK POLICIES

You and your guests are always more than welcome to order anything individually off of our extensive food or drink menu available at the bar, but catering and group pricing are available to make things easier when planning a larger party.

Catering and food orders must be placed 5 days in advance of your party, with a credit card number to secure your reservation. Union Hall does not allow outside food or catering in the upstairs platform, with the exception of deserts and birthday cakes. Parties with catering or open bar orders are not required to meet the 2-item per guest minimum outlined above.

CATERING MENU

The following platters are \$60 each and serve about 10 people each, assuming that each person will have an average of 2-3 pieces. Sammies, Tex Mex Rolls, Crostinis, and Potstickers contain 25-30 pieces per platter. There is no minimum order.

- **Drunken Jamaican Wings:** Chicken wings smothered in our Bourbon-BBQ-Jerk sauce. Please specify Regular (a blend of mild & hot jerk) or Spicy (more hot jerk).
- **Mini Burgers:** Each burger is topped with sharp cheddar and pickles.
- **Tex-Mex Rolls:** Roasted chicken w/mixed bean salad and a blend of 3 cheeses, rolled up and served with a jalapeno dip. ** Also available with no chicken as a vegetarian option*
- **Steak and Gorgonzola Crostinis:** Marinated and grilled steak over tangy gorgonzola on crispy toast.
- **Pot Stickers:** Chicken dumplings steamed and pan seared until crispy and served with a sake-soy dipping sauce.
- **Mini Corn Dogs:** Bite-sized corn dogs fried in a homemade PBR batter and served with Dijon mustard.
- **Mini Sammies:** Grilled marinated chicken, steak, or eggplant (please specify 1 type per platter ordered, or we can do mixed platters with 2 or 3 on 1 platter for an additional \$10). Chicken and Eggplant come w/ gruyere, roasted red peppers, bacon (asparagus substituted for bacon on eggplant sammie), and lemon aioli pressed on bite-sized Ciabatta bread. Steak sammies feature thinly sliced marinated skirt steak w/ gorgonzola, baby arugula, caramelized onion, and horseradish aioli.
- **Fruit & Cheese Platter:** Seasonal fresh fruits combined with a variety of domestic and imported cheeses.
- **Charcuterie:** Assorted domestic and imported cheeses, cured meats, olives, and sliced French bread.
- **Crudit  (\$50):** An assortment of local fresh seasonal veggies and dipping sauces.
- **House or Caesar Salad w/ French Bread (\$30):** **House:** Mixed greens and fresh veggies tossed in herb vinaigrette. **Caesar:** Crisp Romaine lettuce tossed in traditional Caesar dressing with homemade croutons.

***Prices listed do not include a 20% gratuity, which is applied to all food and drink orders for parties.*

UNION HALL DRINK OPTIONS FOR PARTIES

Pitchers of beer are available for parties, priced at \$20/ea for beers in the \$5 price range and \$24 each for beers in the \$6 price range. Bottles of wine are available for \$27 each or \$39 for Cava. These options can be ordered through your server on the night of your party. Please see below for bar orders which need to be set up in advance.

OPEN BAR

Our open bar pricing is available to parties of 20 or more and is structured by the hour with a maximum of 3 hours. If you would like to continue to provide drinks to your guests beyond 3 hours you may start an open tab (see below). *Please note that open bar is not available on weekend nights due to the already existing volume of people in the bar during those hours. We suggest drink tickets or an open tab for weekend nights.*

Premium Open Bar:

Includes all beer, all wine (no Cava), and most liquor (no shots). Some brands included are Grey Goose, Ketel One, Stoli, Bombay Sapphire, Tanqueray, J&B, Dewars, Johnnie Walker Red, Hennessy VSOP, Bacardi, Captain Morgan, Cuervo Gold, Sauza Hornitas, Jameson, Old Bushmill, Jack Daniels, Knob Creek, and Makers Mark.

One Hour: \$22 per person • **Two Hours:** \$40 per person • **Three Hours:** \$58 per person

Well Open Bar:

This option includes most wines (no Cava), most beers, and any mixed drinks with house brand well liquor (no shots).

One Hour: \$18 per person • **Two Hours:** \$34 per person • **Three Hours:** \$48 per person

DRINK TICKETS

Drink tickets can be purchased in any quantity in advance of your party and dispensed by you to your guests at your leisure.

Premium Drink Tickets:

\$8 each. Good for any wine or beer and most premium mixed drinks.

Well Drink Tickets:

\$6 each. Good for all wines and beers \$6 and under and all well mixed drinks.

OPEN TAB

You are also more than welcome to open a tab at the bar, to be capped at an amount determined by you. We can provide wristbands free of charge for your guests to wear which will allow them to access your tab. This is a great option if you are unsure of the types of drinks most of your guests prefer and you want to leave all of their options open.

***Prices listed do not include a 20% gratuity, which is applied to all food and drink orders for parties.*

FREQUENTLY ASKED QUESTIONS

How does the suggested minimum work and who is responsible if it is not met? We by no means will hold you or your group accountable for the suggested minimum. It simply means that since we are allotting the space for free that you and your group do not loiter. This is suggested because we actually reserve only one area in the bar and we have many requests for reservations, so it is in our best interest that guests purchase food or drink from us while using the space.

Do you ever reserve the bocce courts? No, we **never** reserve the bocce courts outside of our leagues which play on them on Saturdays and Sundays from 1pm until about 6pm and on Monday nights from about 6pm until about Midnight. Outside of these times the courts are free and open to the public at all times. If your group would like to play bocce and there is someone on the courts when you arrive we suggest you sign up for the next available court in the book to the right of the courts, or please inquire about rates to open the bar privately for your party during non-business hours.

Do you ever reserve any areas besides the raised back platform or the 2 booths? No, those 2 spaces are the only ones in the bar available for reservation.

How busy do you anticipate the bar will be on the night of my reservation? Unfortunately we have no way of predicting how busy any night will be, as it depends on a variety of factors including the weather, what else is going on that night in the area, etc.

How soon in advance should I reserve space? As soon as possible. Weekend nights usually fill up with reservations about 3-6 weeks out.

I want to order catering platters – what steps do I need to take? Please e-mail your order to parties@unionhallny.com along with what time you would like each specific platter to come out. All orders and changes to orders need to be sent in a minimum of 5 days before your party date. We will send you an itemized invoice/proposal as well as a credit card info form for you to fill out and fax or email back to us. Your card is used to hold the reservation and will be charged on the date of your party. If you would like to use the card to hold the reservation but arrange for a different form of payment in person at your party just let us know and we will make a note of it on your reservation.

What happens when my 3 hour party is over? Can we stay in the space? At the end of your party the reserved signs will come down and the space will re-open to the public, but if there is not another party following yours you are welcome to continue hanging out in the space.

Can people under 21 come to my party? Yes, as long as it is before 6pm and they are under constant adult supervision. Starting at 6pm the building is 21+.

Can I bring outside food for my party? Desserts are no problem, you can even store them in our walk-in cooler. Since we are a functioning restaurant with a full bar menu, other outside foods are not permitted unless you have reserved the completely private downstairs space.

Can I decorate the back platform space for the party? Decorations such as balloons and tablecloths are no problem, we just ask that nothing be affixed to walls or furniture as most of them are either vintage or have delicate paint treatments and wallpapers.