

HASBROUCK  
HOUSE

EST.1757

NEW YORK

WEDDINGS



## ABOUT HASBROUCK HOUSE

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Hasbrouck House was designed to preserve the historic integrity and rich heritage of the property while providing the modern accommodations and amenities of a boutique hotel. The property centers around an 18th century Dutch Colonial stone mansion featuring a total of twenty guest rooms in seventeen thoughtfully designed suites. Centrally located in the town of Stone

Ridge in the Mid Hudson Valley, Hasbrouck House provides access to the vibrant communities of Kingston, Woodstock as well as Minnewaska State Park and the extraordinary Catskill Mountains.

Hasbrouck House is conveniently located one hour from both Stewart International Airport (SWF) and Albany International Airport (ALB). It is also just 2 hours north of New York City.



WE SEEK TO PROVIDE YOU WITH A STUNNING  
SERENE SETTING AND DEDICATED ATTENTIVE  
SERVICE TO MAKE YOUR WEDDING DAY  
**UNFORGETTABLE.**



## HASBROUCK HOUSE WEDDINGS

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Hasbrouck House offers a unique and sophisticated setting for your special day. The elegant mansion and lush surrounding grounds lend themselves to exclusive upscale weddings and private events. A limited selection of dates are available each year during the months of May through October.

Unlike many wedding venues, Hasbrouck House hosts only one wedding per weekend enhancing the experience of guests staying on the property and attending the event.

## PRICING & POLICIES

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**SITE FEE FOR SATURDAY NIGHT EVENTS  
MAY - OCTOBER \$10,500**

**TWO NIGHT BUYOUT OF ALL HASBROUCK  
HOUSE HOTEL ROOMS IS REQUIRED WITH  
\$5,000 REFUNDABLE HOLD FEE**

**REFUNDABLE SECURITY DEPOSIT OF \$2,500**

**EVENTS TAKE PLACE ON THE PROPERTY'S  
3750 SQFT BLUESTONE PATIO AND ADJACENT  
LAWN**

**CATERING IS PROVIDED EXCLUSIVELY THROUGH  
THE HOTEL RESTAURANT, BUTTERFIELD**

**BUTTERFIELD RESTAURANT & BAR WEEKEND  
BUYOUT IS OPTIONAL**

**TENTING & RENTALS MAY BE AN ADDITIONAL  
COST BASED UPON GUEST COUNT AND EVENT  
NEEDS**



## HASBROUCK HOUSE \ PRIVATE EVENT FREQUENTLY ASKED QUESTIONS

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### *Where do Private Events at Hasbrouck House take place?*

There are a number of private event locations on the property. For events under 40 guests we recommend the use of the hotel's restaurant, Butterfield, which offers both indoor and outdoor options. For larger private events and weddings, we recommend the use of the large bluestone patio located on the main lawn in the rear of the property. There is also ample lawn space surrounding the patio available for private event use.

### *If we are interested in having our wedding ceremony and reception at Hasbrouck House, how many guests can the venue comfortably accommodate?*

When using our lawn for the ceremony and bluestone patio for the reception the venue can accommodate up to 150 guests dependent upon the floor plan and reception style.

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

Our site fee is \$10,500 with available dates May - October. A full hotel room buyout with a 2-night minimum stay is required in addition to this fee. Hasbrouck House will only host one wedding per month.

### *What is included in your site rental fee?*

- Thorough cleaning of the venue before and after the event
- Landscaping of grounds prior to event
- Three (3) restrooms designated to the event
- Two hundred (200) white padded folding chairs
- Twenty (20) folding tables
- (100) grey Bellini Chairs
- (4) highboy cocktail tables
- Pre-event support from a Private Event Coordinator
- Day-of-event staff, including a Private Event Coordinator, a Front End Manager and an Operations Manager; additional staff based on final headcount and event hours may be billed separately if needed
- Post-event trash disposal
- Hasbrouck House may provide up to two (2) valet staff for events at our sole discretion based on the needs of the event. Provision of this service will be determined at the final walk-through prior to the event.

### *How many restrooms are available?*

Three (3) on-site restrooms are available for event guests only. Restroom trailers may be rented by client through Premier Executive Trailers to provide additional amenities for your guests. If you choose to host a portion of your event at Butterfield Restaurant, there are two (2) additional restrooms that will be accessible to your guests during the portion of your event that utilizes the space.

### *Do you have an indoor event space?*

Currently we do not offer an indoor event space for parties larger than 40 people. However, the 3,750 sq ft bluestone patio may be tented through our third party tent provider, Events Unlimited.

### *Do you have any other event spaces?*

Additional event spaces on the property that may be made accessible to your guests include the 1,100 sq ft bluestone patio adjoining Butterfield, the wrap around covered porch of the hotel, the hotel's Club Room, and Butterfield Bar & Dining Room.

### *Will Butterfield Restaurant be open during my event?*

For events that pay the \$10,500 site fee, Butterfield Restaurant will be closed to the public on the date booked for your event for both brunch and dinner service. Butterfield will be open to the public the day prior to and following your event if you do not plan to host events at the restaurant during those times.

### *Where do my guests park?*

We have an onsite parking lot that accommodates up to 55 vehicles. We are also happy to provide you with recommended shuttle and limo transportation services for guests not staying on the property.

### *When can my vendors and guests be present onsite / and when must they depart?*

Vendor load in and guest arrival may begin at 11 am the date of your event. Tent and bathroom rentals must be delivered the day prior to your event, and timing must be approved by your Private Event Coordinator. Vendor load off must be finished by 2AM the day after your event, and guests not staying on the property must depart no later than 12:30 am.

## HASBROUCK HOUSE \ PRIVATE EVENT FREQUENTLY ASKED QUESTIONS

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### *Private Events Coordinator*

#### *Pre-Event Duties:*

- Answer all venue-related questions & concerns throughout the planning process
- Schedule and participate in vendor site visits
- Support in planning of property utilization throughout the weekend
- Provide assistance with guest accommodation coordination at Hasbrouck House including reservation management and room assignment
- Conduct a final walk-through meeting with client and pertinent vendors  
*(Butterfield Contact and Event Planner are required to attend)*
- Assist in patio layout and space planning

#### *Day-of-Event Duties:*

- Onsite so that set-up may begin
- Greet and directs vendors and deliveries to the proper area
- Onsite through one hour after event start
- Assist the DJ/band with the electrical outlets
- Monitor grounds care during event set-up and commencement
- Oversee general cleanliness of grounds, patios & walkways
- Other on-site duties as needed

#### *Venue Front End Manager Day-of-Event Duties:*

- Onsite one hour prior to event guest arrival to support Private Event Coordinator and address last minute needs
- Present at property entry to welcome event guests to the property and direct them to the appropriate area
- Direct vehicle traffic to parking area and supervise shuttle drop off location
- Monitor entryway to property prior to and during the ceremony to ensure no disturbances to the event take place
- Assist with directing guest flow as the event transitions to different areas of the property
- Support in maintaining restrooms throughout the evening
- Oversee general cleanliness of the property
- Circulate throughout the event to act as the hotel's primary point of contact for event guests following Private Event Coordinator departure.

### *Venue Operations Manager Day-of-Event Duties:*

- Onsite during and after the event to coordinate vendors as necessary
- Supervise event breakdown by vendors to insure terms of the venue rental contract are maintained and conducts final walk-through
- Maintain restrooms throughout the evening
- Oversee general cleanliness of the property
- Assist with transportation at the end of the evening by directing guests to host-provided transport, parking area or calling taxi services
- Additional on-site duties as needed

### *Property Groundskeeping Staff*

- Clean the grounds, patios & walkways prior to and following the event
- Placement of parking lot cones
- Assist with directing parking prior to event as needed

### *What other services does Hasbrouck House provide?*

We will gladly assist you with composing welcome packages from our curated assortment of branded products and locally sourced goods. Our team may also assist with assembly and placement of the packages in guest rooms. Please inquire about these services and applicable rates with your Private Event Coordinator.

We will also gladly connect you with Starling, our in-house event planning, floral design and event production team, should you desire additional services.

### *Am I responsible for clean up?*

Hasbrouck House will clean the space before and after your event including: clearing the lawn of leaves and debris, sweeping, washing the bluestone patio, and taking care of any necessary repairs.

In order to receive your full security deposit back, you must complete the following breakdown procedures immediately following your event: All centerpieces, candles, and additional décor must be removed from bars and tables, neatly packed away, and consolidated on the bluestone patio. You may store personal items (neatly packed and consolidated) overnight, but must arrange a pick-up time with your Private Event Coordinator prior to 10 am the morning after the event.

## HASBROUCK HOUSE \ PRIVATE EVENT FREQUENTLY ASKED QUESTIONS

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### *How do I book a date?*

A signed contract with 50% deposit of the site rental fee plus a \$5,000 deposit of the hotel rooms reservation is due at the time of booking. In addition, we require a \$2500 security deposit, which is refunded 10-15 business days after the event, provided there are no damages.

### *What is your cancellation policy?*

75% of the Contract Deposit becomes non-refundable upon signing, minus the Security Deposit. The remaining 25% of the Contract Deposit will not be refunded if you cancel the event within 120 days of your event date, minus the Security Deposit. If you cancel your event anytime from 0-119 days of your event, you will be charged the full contract amount, minus Security Deposit. Security Deposit will be returned within 10 to 15 business days following cancellation. If you need to move the date of your event at any time, you may do so prior to 120 days of your date, pending availability, and you will be charged an additional \$2,500 admin fee.

Hasbrouck House room reservations for your event will follow the terms and conditions of Hasbrouck House.

Hasbrouck House, LLC cannot and will not be responsible for acts of God, inclement weather or the parties' change of plans. In the case that the event is canceled by Licensor solely because the Premises cannot be used for the event in a manner acceptable to Licensor in its sole discretion, Licensee will receive a full refund of all amounts paid to Licensor by Licensee within (5) to (7) business days of cancellation.

Licensor will not be held liable to any Licensee Party for any expenses or damages incurred by a Licensee Party if the event is terminated or postponed for the reason above.

### *If my guests are paying for their own rooms, when do I get my 50% hotel room deposit back?*

You will receive full reimbursement of the 50% hotel room deposit once all guests have put their deposits down on their rooms.

### *Is smoking allowed?*

There is no smoking allowed on any area of the bluestone patio. Smoking is only permitted in designated areas of the property with trash receptacles. Cigarette butts may not be discarded on the lawn, porches or common areas of the property. All trash must be disposed of in provided receptacles. Failure to comply may result in forfeiture of part or all of security deposit.

### *Are candles allowed?*

All candles must be contained in votives with bottoms. Open flames are not allowed anywhere on the premises. All candles must be raised. No candles are permitted on the floor or walkways. Use of artificial candles along walkways is permitted but they may not be in glass.

### *Are there any restrictions to the vendors I can use?*

We are proud to host a wide variety of vendors at Hasbrouck House. We maintain a curated list of recommended vendors (including photographers, musicians, florists, and more). Our exclusive relationships are with Events Unlimited (for tent, tables and chairs etc.) and Premier Executive Trailers (for premium portable toilet trailers); other than that, you are welcome to work with any licensed service provider of your choosing. If certain items are not available through Events Unlimited such as furniture or servingware, you are permitted to utilize other licensed service providers to provide these items.

### *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](http://wedsafe.com) or [privateeventinsurance.com](http://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 Manager.

### *Is the bluestone patio wheelchair accessible?*

Yes. We also have two (2) hotel suites that are wheelchair accessible.

### *Is Butterfield wheelchair accessible?*

Yes.

## HASBROUCK HOUSE \ PRIVATE EVENT FREQUENTLY ASKED QUESTIONS

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### *Do I need to hire an event planner or coordinator?*

You are required to hire a partial or full service event planner as the point person for all vendors on site on the day of your event. Hasbrouck House event staff will be on site during your event to answer any venue-related questions, provide general assistance and oversee the property. The Hasbrouck House staff are not responsible for planning or cueing the details of your event.

### *Is Hasbrouck House pet friendly?*

We understand that your four legged friends are part of your family. Well-behaved pets on leash are permitted in the outdoor areas of the event space during the ceremony and/or reception with prior approval confirmed in writing with your Private Event Coordinator. We kindly request that following the ceremony and/or reception the pet(s) be escorted back to their room or off the premises. Pets are not permitted in Butterfield Restaurant or the main hotel building at any time.

Pets are permitted in select rooms for full property buyouts and an additional \$125 cleaning fee will be applied to that booking.



**BUTTERFIELD CATERING**

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*Butterfield*

About the Food

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Butterfield offers a range of dining options to meet the needs of your group. Keep your team energized and well fed by our healthy, local and versatile menu choices. We will gladly create a customized menu to meet your needs.

*Please refer to the accompanying guide to our catering options.*

# Butterfield

## BUTTERFIELD \ PRIVATE EVENT FREQUENTLY ASKED QUESTIONS

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*What spaces do you have available to host my event?*

Main Dining Room accommodates up to 45 people seated and includes:

- (12) Wood top rectangular dining tables 26"x 24"
- (3) Marble top round dining tables that are 36"W
- (24) Wood dining chairs

Outdoor adjacent bluestone patio accommodates 50 people seated and includes:

- (9) Steel top round dining tables 31.5"W
- (36) Grey dining chairs on the patio

*The outdoor patio may be tented through Events Unlimited*

Bar area and club room accommodates up to 40 people seated and standing and includes:

- (3) Wood top rectangular dining tables 26"x 24"
- (3) Marble top cocktail tables that are 42.75"H x 28"W
- (3) Wood dining chairs
- (13) Wood bar stools

Wrap Around Partially Covered Porch may be used for cocktail hour if also hosting your private event at Hasbrouck House.

*What else is included in my event at Butterfield?*

- Service ware for up to 45 people
- (6) Table linens of each color; Light Grey, Ivory, White and Black. Linens are available for use in -Butterfield Dining Room and on the Butterfield Bluestone Patio
- The entryway table may be used for gifts/guest book/favors
- Use of the Club Room and all furniture within. Furniture may not be removed or relocated from this room.
- (100) grey Bellini Chairs
- (4) highboy cocktail tables

*What will I need to rent for my event?*

Rentals will be needed for execution of all events over 45 guests. This includes all tabletop items; flatware, glassware, linens, plates, serving platters, and other decor items. Tables and chairs to meet your floor plan needs may also be required.

*If hosting my event at Hasbrouck House can I use the restaurant or outside patio for my event?*

If you have booked Hasbrouck House for a weekend event (two consecutive weekend nights Fri/Sat and a site fee paid to secure exclusive access to the property) use of the restaurant space and patios for the cocktail hour portion of your wedding reception on Saturday is included in your site fee for the weekend. Staff must be present during all use of these common areas. Butterfield will be closed to the public during the Saturday of your weekend buyout.

*If I wanted to change something on one of your menus is that an option? How customizable is your menu?*

Our menus are completely customizable. These sample menus are to give our clients an idea of the style of food we like to focus on. If there is something you don't see or would like to discuss, we are always open to creating a menu suited to your needs.

*Do you offer menu and beverage tastings prior to the event?*

Yes, a tasting for two prior to your event is included in your event package once your contract has been confirmed. Tastings must happen during regular restaurant hours and scheduled no less than two weeks in advance. If you are interested in experiencing the food at Butterfield prior to signing your contract we encourage you to join us for dinner. Please let us know if you are planning to dine with us so we may make sure to greet you and do our best to answer any questions you have.

# Butterfield

## BUTTERFIELD \ PRIVATE EVENT FREQUENTLY ASKED QUESTIONS

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*Are there limitations on decor? Can we hang things from the ceiling or walls?*

All event decorations and installations must be approved by Butterfield; no confetti, plastic ware or silk flowers/fake greenery is allowed. Sparklers and all types of fireworks are not permitted. Butterfield is not responsible for any items left behind. Please make prior arrangement with Butterfield to pick up any equipment or décor within 24 hours of your event. For liability reasons guests and staff are not allowed to stand on a chair or ladder. We can hire a licensed contractor to hang any décor from approved locations; additional fees may apply depending on the scale of the installation.

*Are candles permitted in Butterfield Bar and Restaurant?*

Yes, candles must be contained in glass votives. No open flame including candelabras are allowed. Butterfield will provide up to 25 white candles and accompanying glass votives for event use indoors.

*Can I have a fire in the fireplace?*

Fires are not permitted in the main dining room of Butterfield. Fires may be permitted in the Club Room based upon weather at the sole discretion of the hotel management.

*How do I book my event?*

A signed contract with 50% deposit of the site rental fee plus a 50% deposit of the hotel rooms reservation, and 33% of the estimated catering contract is due at the time of booking.

*Where do my guests park?*

We have an onsite parking lot that accommodates up to 55 vehicles. We are also happy to provide you with recommended shuttle and limo transportation services for guests not staying on the property.

*What is the required end time for my event at Butterfield?*

Events and use of the space at Butterfield must end no later than 2 am. Staff is required to be present for the entire duration of use of this space. Additional staffing costs may apply based on guest count and hours of use.

*What Audio & Visual Equipment is available for my event?*

- Use of the house sound system is permitted for events. All use must be supervised and managed by a Butterfield staff member. Control of music volume is at the discretion of the Butterfield manager onsite.
- Butterfield does not have a microphone available for use.
- Use of the Butterfield piano is permitted by professional musicians only.



## PREFERRED VENDOR LIST

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### CATERING

*(exclusive - in house restaurant)*

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Butterfield  
*butterfieldstoneridge.com*

### PORTABLE TOILET RENTAL

*(exclusive)*

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Premier Executive Trailers  
*premier-exec.com*

### TENT/CATERING RENTALS

*(exclusive)*

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Events Unlimited  
*eventsunlimitedpartyrentals.com*

### LIGHTING

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Stortz Lighting / *stortzlighting.com*  
Bearfly Designs / *bearflydesigns.com*  
LNJ Tech Services / *lnjevents.com*

### EVENT PLANNING & DESIGN

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Starling / *starlingonbond.com*  
Modern Kicks / *modern-kicks.com*  
Ashley Chamblin / *ashleymchamblin.com*  
Chelsea Suddes / *pearlweddingandevents.com*  
Hoopla Events / *hoopla-events.com*  
Jove Meyer / *jovemeyerevents.com*  
Lauren Pasterneck / *wildblossomsbridal.com*  
Magdalena Events / *magdalenaevents.com*  
Melissa McNeeley / *melissamcneeley.com*  
Firefly Events / *firefly-events.com*

### PHOTOGRAPHERS

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Clean Plate Pictures / *cleanplatepictures.com*  
Chaz Cruz / *chazcruz.com*  
Dutton + Kin / *duttonandkin.com*  
Guy Heart / *guyheart.net*  
Joshua Brown / *joshuabrownphotography.com*  
Kimberly Coccagnia / *kimberlycoccagnia.com*  
Story and Gold Weddings / *storyandgoldweddings.com*  
Quyn Duong / *onenightcereus.com*

### VIDEOGRAPHERS

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Cullen Studio / *cullenstudio.com*  
Forged In The North / *forgedinthenorth.com*  
Magic Flute Videos / *magicflutevideos.com*

### FLORAL DESIGN

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Dark + Diamond / *darkanddiamond.com*  
Green Cottage / *thegreencottage.com*  
Heart & Soil Flowers / *heartandsoilflowers.com*  
Hops Petunia / *hopspetunia.com*  
Farmhand Flowers / *farmhandflowers.com*  
Flower Kraut / *flowerkrauthudson.com*  
Saipua / *saipua.com*  
Starling / *starlingonbond.com*

### INVITATIONS & STATIONERY SUITE

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Wishbone Letterpress / *wishboneletterpress.com*

### OFFICIANT

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Michelle Zipp / *michellezipp.com*

### DJS/MUSICIANS/BANDS

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74 Events / *74events.com*  
Anthology Strings / *anthologystrings.com*  
James Mulry / *jamesmulry.com*  
Mixtape Coverband / *mixtapecoverband.com*

### PROPS/VINTAGE RENTALS/DECOR

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Hudson Valley Vintage Rentals /  
*hudsonvalleyvintagerentals.com*  
North Country Vintage Rentals / *northcountryvintage.com*  
Rustic Robin / *rusticrobinevents.com*

### PHOTOBOOTH

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Metro Photobus / *metrophotobus.com*  
Rose and Dale Photo Co. (Airstream Photobooth) /  
*roseanddalephotoco.com*

### STYLE & BEAUTY

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Ash Pardee / *@ash\_hairstylist*  
Blush / *blushbridalbtq.com*  
Jackie Schneider Beauty / *jackieschneiderbeauty.com*  
Le Shag / *jendonovan.com*  
The Luminous Bride / *theluminousbride.com*  
True North / *truenorthbridal.com*

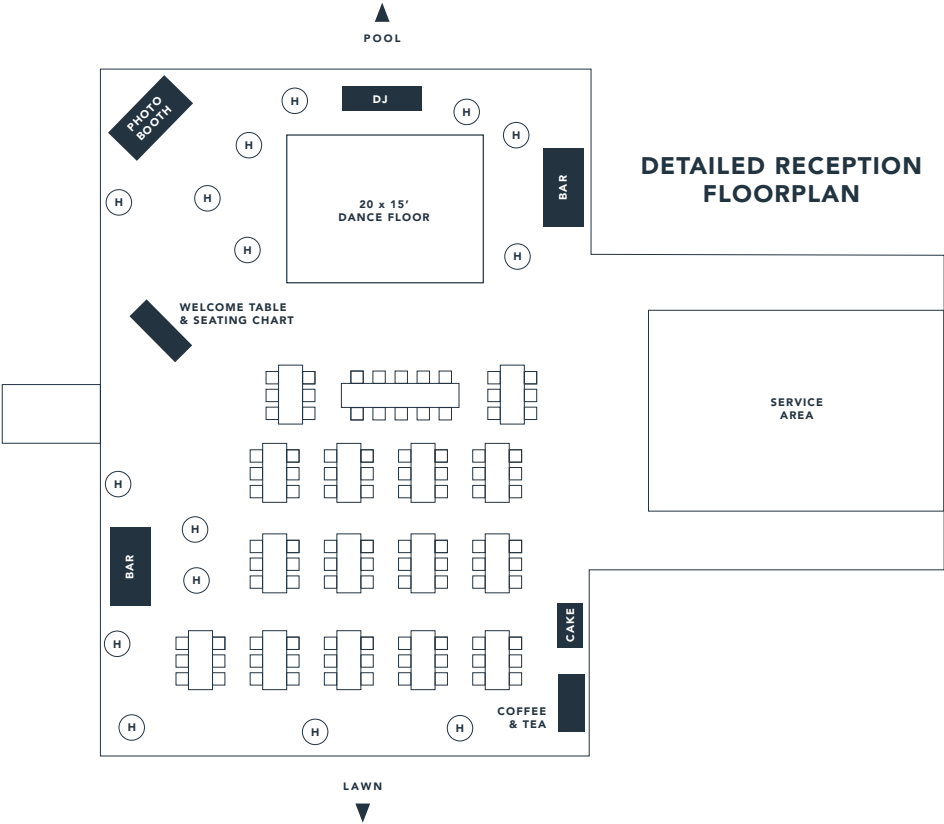
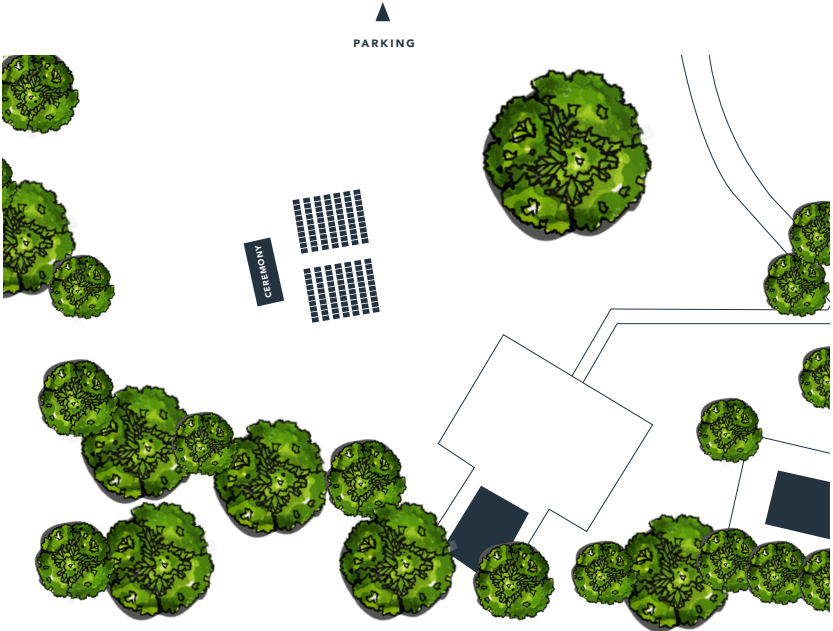
### WEDDING CAKES

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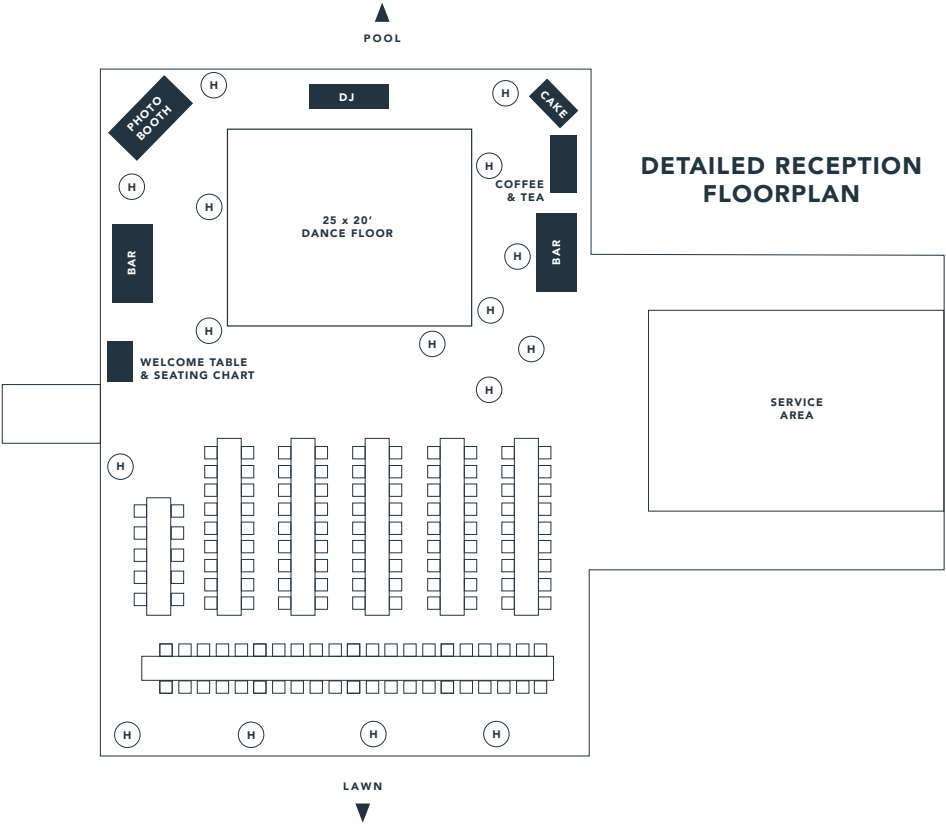
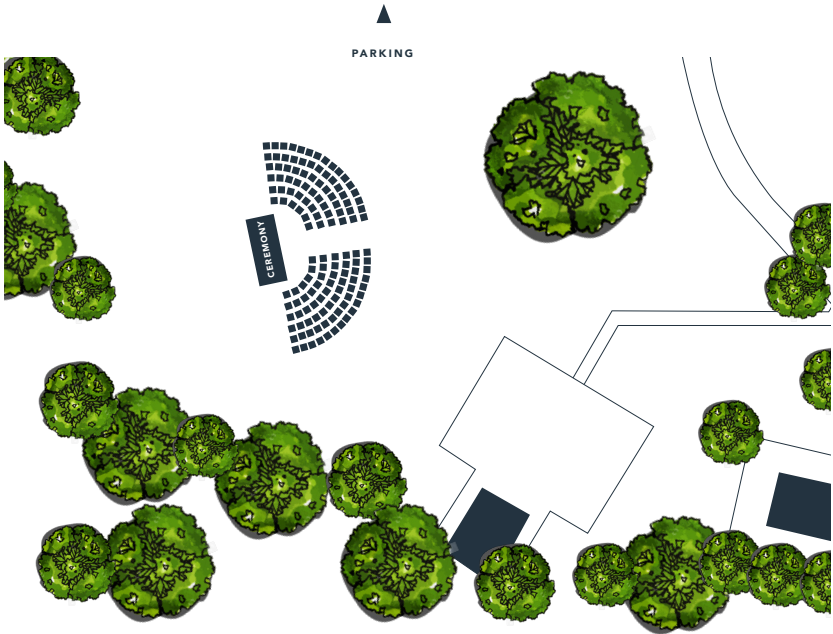
Grounded / *groundedny.com*  
Maxine's Catering & Bittersweet Bakers /  
*maxinescatering.com*



# SAMPLE FLOOR PLAN / 100 GUESTS

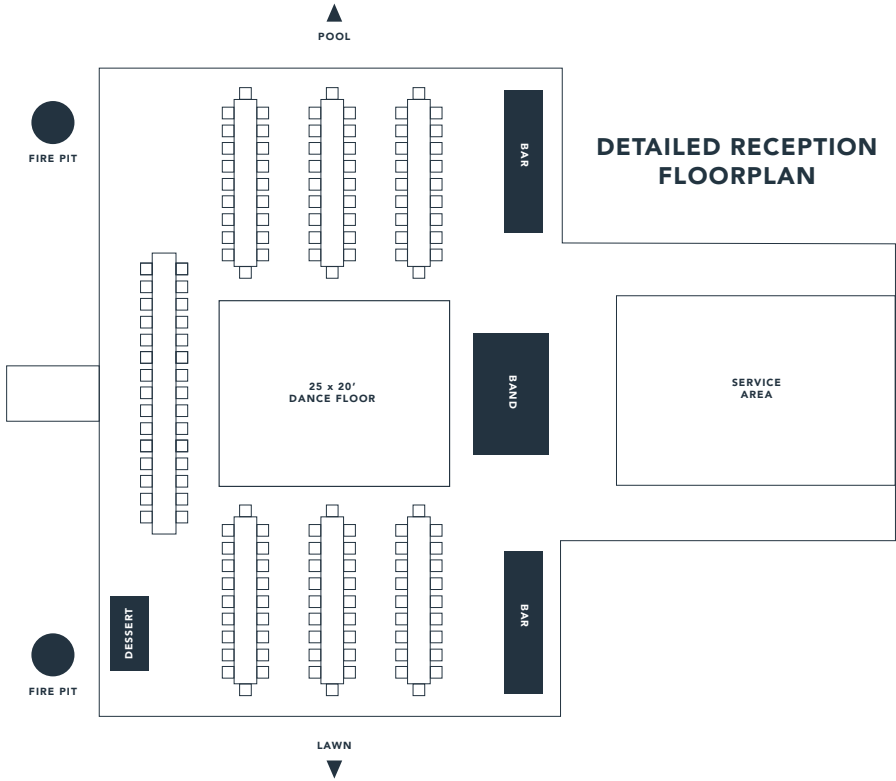
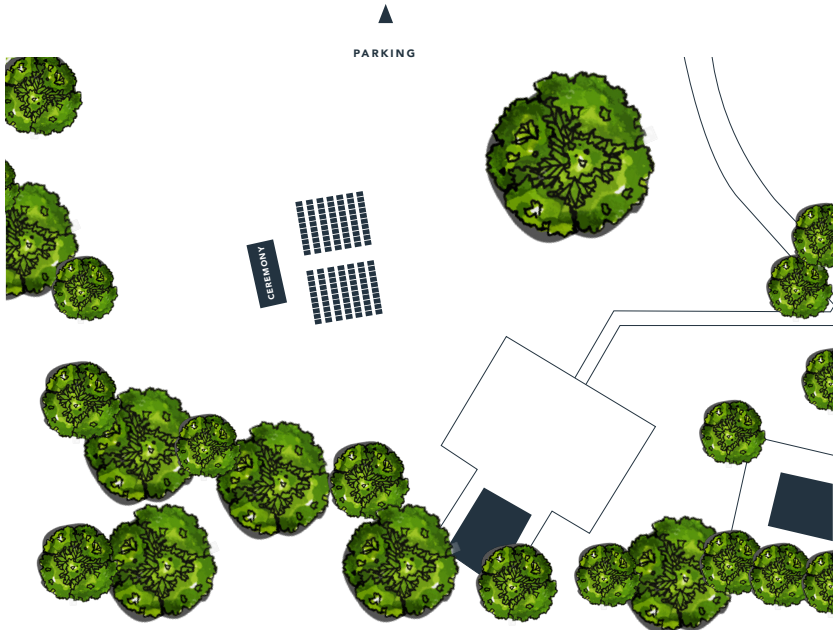


# SAMPLE FLOOR PLAN / 142 GUESTS





# SAMPLE FLOOR PLAN / 150 GUESTS



**TO SCHEDULE A TOUR OF HASBROUCK HOUSE  
OR TO INQUIRE ABOUT DATE AVAILABILITY, PLEASE EMAIL**

*hello@hasbrouckhouse.ny.com*

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*Photography by / Clean Plate Pictures, Quyn Duong, Nico Schinco, Chaz Cruz & D'Arcy Benincosa*

**TO VIEW ADDITIONAL IMAGES PLEASE VISIT**

*www.hasbrouckhouse.ny.com/private-events*



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WWW.HASBROUCKHOUSE.NY.COM