



# **U UPSTAIRS**

AT BOW MARKET

# MAKE PLANS TO COME UPSTAIRS

The Bow Market world expands indoors this spring with the opening of Upstairs at Bow, a public and private event space on the second floor. Freshly reimaged by the Bow Market team, this tucked away gem now includes an outdoor balcony, private bar, and an A/V-enabled main room.

## SPACE

Upstairs at Bow is spacious and sun-kissed, offering flexibility indoors and out for all sorts of events, from bridal bashes to disco dance parties. The space comes fully equipped with dining tables, cocktail tables, stools, and chairs, which will accommodate roughly 75 guests seated, 85 theater style, and 110 cocktail-style.

## BOOKINGS & HOURS

Upstairs at Bow can be booked seven days a week, from 9AM - 1AM. All event inquiries must be made at least three weeks in advance.

## AUDIO & VIDEO

Upstairs at Bow is a plug-and-play venue. In both the dining room and balcony, we have house speakers with 2x audio plug-in points for the two individually controlled audio zones. Additional A/V equipment includes 4x wireless mics, 2x lapel mics and assorted mic stands and desktop mic stands. All volume is individually controlled for background audio and mic audio. A Bluetooth wall plate has been installed allowing any audio from a Bluetooth device (tablet, Android or iPhone etc) to be played through the sound system.

For events needing live sound mixing, we can recommend our in-house audio engineers based on availability and for an additional cost. Or, for those with their own staff, we can schedule a walkthrough with your sound team.



**Community Policy:**  
Upstairs at Bow is a private event space and reserves the right to turn down any booking that violates our community policies. We expect all guests, hosts, and vendors to be respectful & kind to each other. Don't kill the vibes.

## BAR

Bar services must be booked exclusively through Upstairs at Bow. We offer options for both standard bar and cocktail offerings through Nook, Bow's new cocktail bar. We also work with Rebel Rebel and Remnant Brewing for wine and beer catering and experiences, respectively.

Please note: no outside alcohol is allowed on the premises.

## FOOD

All catering must be pre-arranged by the client in advance of the event and brought on-site by the catering team or client. For delicious recommendations, inquire about our Bow Market Community Catering brochure.

Please note: Upstairs at Bow does not employ food or kitchen service staff. All food must arrive onsite fully cooked and prepped for service. We encourage all food to be served as stationary appetizers or buffet style.

IT'S  
ALL UP  
TO YOU.

## RESERVATION POLICIES:

- Bar services must be booked exclusively through Upstairs at Bow. No outside alcohol is allowed on the premises.
- Food service must be pre-arranged with your caterer or Upstairs, in advance. We do not guarantee access to any of the in-house kitchen equipment including refrigeration without advanced notice.
- All rentals being brought into the space must be approved prior to the event date.
- Upstairs at Bow offers a la carte eve planning and production services (booking entertainment, decor, rentals, etc.). We work with both in-house and outside vendors for a 15% production and admin fee. These services are based on availability and feasibility.
- All bookings must be a minimum of four hours. This can include set-up and break-down time.
- Set-up and break-down are charged at the standard rate of \$650 per hour.
- All areas are ADA accessible.

## DEPOSIT, CANCELLATION, AND POSTPONEMENT POLICIES:

Maintaining public and private bookings is a dance. We do our best to accommodate rescheduling needs, but ask that all clients familiarize themselves with the below policies regarding deposits, cancellations, and postponement, so as to avoid any toes getting stepped on.

- A 50% deposit is due to secure all bookings. Full payment is required one week prior to the event date. Cancellations more than one month before an event will be reimbursed. Cancellations between one month and two weeks before an event will forfeit 25% deposit. Cancellation between two weeks and one week before an event will forfeit 50% of their deposit.
- Any cancellation within 7 days of the event, will result in forfeiture of the full payment.
- Cancellation of an event is required in writing. Any postponement will be agreed on a case-by-case basis with the Upstairs at Bow General Manager.

# CONTACT

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