



# ANDCO EVENT HOSTING

CREATIVE GATHERING SPACES IN DOWNTOWN JERSEY CITY

Andco is a modern coworking and community space with two locations in Jersey City—Andco Grove in Downtown and Andco North in Hamilton Park. Our flexible venues offer a welcoming and professional environment for workshops, talks, pop-ups, networking events, and community gatherings.

## WE HAVE TWO EVENT CATEGORIES

FOR BOTH OF OUR LOCATIONS:  
ANDCO GROVE  
AND  
ANDCO NORTH



### COMMUNITY

Mission-aligned gatherings focused on education, collaboration, networking, or community engagement. May be open to the public or limited to Andco members only.



### PRIVATE

Invite-only events with exclusive use of the designated Andco spaces. Perfect for your company meeting, holiday party, film screening, etc.

## PRICING

Base Rental

		COMMUNITY	PRIVATE
→ MEMBER RATE (HOURLY)	Small *15-30 guests	\$75	\$150
	Large *31+ guests	\$300	\$450
→ NON-MEMBER RATE (HOURLY)	Small *15-30 guests	\$150	\$300
	Large *31+ guests	\$600	\$900

### NONPROFIT DISCOUNT

Verified 501(c)(3) organizations receive 25% off the base rental rate, before any add-ons are applied. May be applied to member pricing.

## ADD-ONS

SERVICE	PRICE
Early Access Setup	\$150/hr
Heavy Furniture Reconfiguration	\$150 flat
Welcome Signage + Printer Use	\$50
Extra Staff	\$50/hr
Glassware Rental	Custom quote
Refrigerator Space	Custom quote
Enhanced Cleaning (small events only)	\$150

ENHANCED CLEANING IS INCLUDED IN LARGE EVENT PRICING.

ALCOHOL POLICY:  
BEER AND WINE PERMITTED WITH APPROVAL.  
HARD LIQUOR IS NOT ALLOWED.



# OUR EVENT SPACES



Meadow Room

## LOUNGE

### BOTH LOCATIONS

Best for networking events, receptions, and gatherings.

#### CAPACITY:

30 seated, up to 100 standing

#### INCLUDES:

Lounge seating • Café tables • Kitchen access • Built-in A/V system

## MEADOW ROOM

### NORTH

Best for workshops, panels and wellness events.

#### CAPACITY:

30 seated, up to 75 standing

#### INCLUDES:

Projector • Built-in A/V system • Tables and chairs • Flexible seating layout



Grove Terrace

## LIBRARY

### GROVE

Best for workshops, presentations, and group sessions.

#### CAPACITY:

36 seated

#### INCLUDES:

Fixed tables and chairs

## TERRACE

### GROVE

Best for networking events, receptions, and gatherings.

#### CAPACITY:

36 seated, up to 75 standing

#### INCLUDES:

Tables & chairs • Flexible seating layout • Outdoor bar • Ping Pong table

## IDEAL EVENT TYPES

- Workshops & Classes
  - Speaker Panels
  - Networking Events
- Pop-Ups & Small Markets
  - Wellness Events
- Community Gatherings

## WHAT'S INCLUDED WITH YOUR EVENT



- Built-in AV system
- Tables and chairs
- Standard furniture layout
  - High-speed WiFi
- Basic cleaning after the event
- On-site team contact during the event

\* Because we are a coworking environment, large parties, nightclub-style events, and children's parties are not permitted.



# POLICIES

Grove Lounge



## ALCOHOL

Alcohol must be approved in advance. Beer and wine only; hard liquor is not permitted. Staff may stop alcohol service or shut down the event if unsafe conditions arise. Clients are responsible for guest behavior.

## CANCELLATION

Deposits are non-refundable. If an event is cancelled, refunds (if applicable) may be issued minus a \$100 administrative fee. Rescheduling will be prioritized when possible.

## CAPACITY

Clients must adhere to their declared guest count. If attendance exceeds the declared count, pricing may be adjusted or the event may be terminated. Exceeding fire code capacity results in immediate shutdown without refund.

## CHILDREN

All minors must be accompanied and supervised by a parent or legal guardian at all times while on the premises. ANDCO does not provide supervision or childcare services, and the event host is responsible for ensuring compliance with this policy.

## CLEANING AND DAMAGE

Standard cleaning is included in all bookings. Clients are responsible for any damage caused by guests or vendors. The space will be inspected within 24 hours post-event and any repair or replacement costs will be invoiced to the client.

## DEPOSIT AND PAYMENT

A 25% non-refundable deposit is required to hold the date. The remaining balance is due no later than 7 days before the event. Bookings made within 7 days of the event require full payment immediately.

## OVERTIME

Events running past the contracted end time are billed at 1.5x the hourly rate, rounded to the nearest 30 minutes.

## USE OF EVENT SPACE

Clients will have access to the venue beginning at the contracted start time unless Early Access Setup is purchased. All setup, breakdown, and cleanup must occur within the booked event time unless additional time is approved. All items brought into the venue must be removed at the end of the event unless otherwise approved. Items left behind will be held for 7 days before being discarded or donated.

## VENDORS

All vendors must be approved in advance. Vendor setup and breakdown must occur within contracted event hours.



## LOCATIONS

Andco Grove  
201 Montgomery Street, 2nd Floor  
Downtown Jersey City 07302  
201-615-4712

Andco North  
220 Ninth Street, 2nd Floor  
Hamilton Park 07302  
201-687-0394

## HOST YOUR EVENT AT ANDCO

events@andcowork.com  
@andcowork  
www.andco.work

