



EVENT PLANNING GUIDE

VER April 2025





Welcome

Welcome to The Hangar at 743, a one-of-a-kind event venue in Albany, NY, where vintage aircraft, industrial charm, and a flexible open layout come together to create unforgettable celebrations.

Whether you're planning a wedding reception, corporate retreat, charity fundraiser, or birthday bash, our aviation-themed venue is designed to bring your vision to life. This guide will help you plan your event with ease, offering layout options, checklists, and local resources.

Cullen Enders

Events Coordinator, The Hangar 743

How It Works

01

CHOOSE YOUR EVENT DATE

Reach out to our team via phone or online inquiry form to inquire about availability for your preferred date. Once confirmed, we will secure your date with a deposit to ensure the venue is reserved exclusively for you.

02

SELECT YOUR LAYOUT

Review our layout options (two planes in, one plane in, or both planes out with open hangar door) and choose the one that best fits your event type and guest count. We do welcome tours to help visualize the best layout for your event

03

PLAN YOUR EVENT DETAILS

Select from our recommended local vendors for catering, decorations, and entertainment. We can also provide recommendations for hotels and transportation services for out-of-town guests.

04

EXECUTE & ENJOY

Conduct a final walkthrough with our team to confirm all details are in place. Relax and enjoy your event! Our staff will be on hand to ensure everything goes according to plan.



CONTACT US

PHONE NUMBER

(518) 633-1155

OFFICE HOURS

9:00 AM - 5:00 PM

TOUR HOURS BY APPOINTMENT ONLY

10:00 AM - 4:00 PM

ADDRESS

743 Albany Shaker Road
Latham, NY 12110

Layout Options

At The Hangar at 743, we offer flexible layouts to suit your event's needs. Below are examples of how our space can be configured:

Two Planes In

- ✓ Ideal for smaller gatherings or events where the planes serve as a unique backdrop.
- ✓ Perfect for seminars, small events,, intimate receptions. and corporate events.

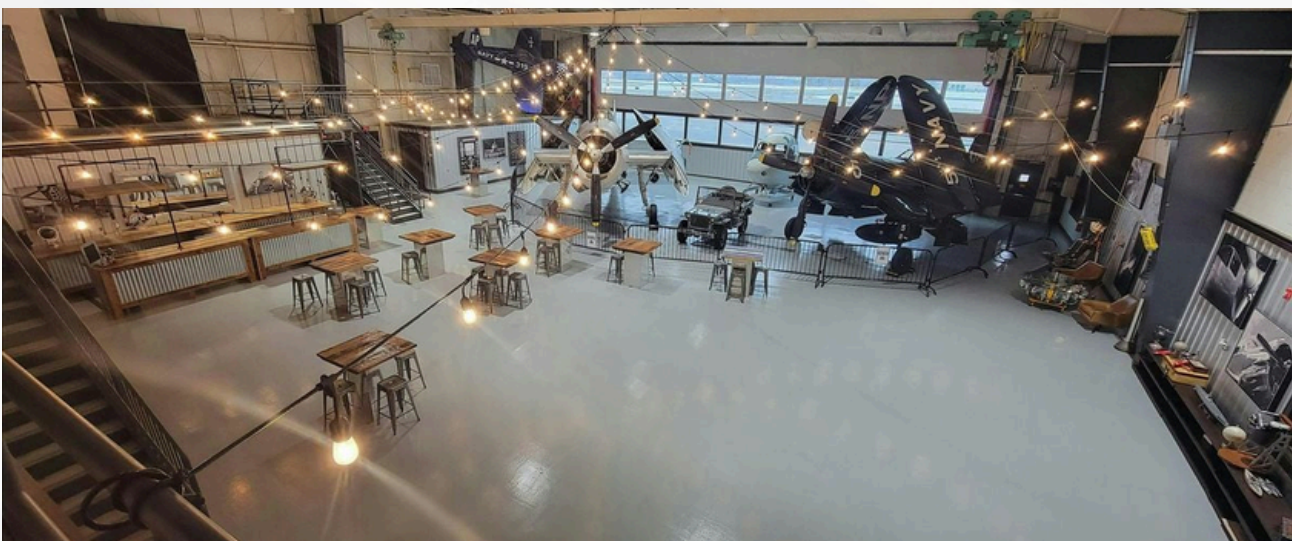
One Plane In

- ✓ This layout allows you to customize the space to fit your event's specific needs, whether it's more room for dining, dancing, or simply enjoying the company of your guests.
- ✓ Great for fundraisers, corporate events, or weddings with a focal point.

Open Door Event

- ✓ Maximize the open-air feel and enjoy the stunning view of the operational runway.
- ✓ Perfect for large weddings, receptions, holiday parties, or trade shows.
- ✓ Open door events doubles the space allowing guests on the tarmac.

Two Planes In





One Plane In

Open Door Event



Amenities Included

- ✓ Round Tables
- ✓ High Top Tables With Stools
- ✓ Second Floor Loft
- ✓ Kitchenette For Food Prep
- ✓ Mahogany Wooden Resin Chairs
- ✓ Drop Down Screen and Projection
- ✓ AV Equipment
- ✓ Restrooms
- ✓ Kitchenette, Sinks, and Microwave
- ✓ Bar with Kegerator, Ice Machine, and Beverage Cooler
- ✓ Easy Access, ADA-compliant first floor
- ✓ Hydraulic Hangar Door to be open to Tarmac

Please Contact Us for supply numbers.



Additional Add-Ons



Conference Room

A versatile space that can be used for a variety of needs, including bridal prep, bands, and other event requirements.

Plane Start

Subject to availability of staff and maintenance. Offers a memorable event and show for guests.

Event Planning Checklist

1

6–12 Months Before Your Event

- Schedule a Tour to view the event space.
- Choose your event date and book The Hangar at 743.
- Define your event type (e.g., wedding, seminar, fundraiser).
- Create a budget.
- Hire a professional planner (optional).
- Research catering options and menu ideas.

2

3–6 Months Before Your Event

- Confirm guest count and send invitations.
- Finalize catering services and menu.
- Arrange decorations and equipment rentals (tables, chairs, lighting if more is needed).





3

1-3 Months Before Your Event

- Confirm all vendor bookings (caterers, florists, photographers).
- Create an event timeline (e.g., speeches, dinner service).
- Plan transportation or parking arrangements if needed.

4

1 Week Before Your Event

- Conduct a final walkthrough of the venue if needed.
- Send our reminder messages to guests.
- Confirm guest RSVPs and seating arrangements.

5

Day of Event

- Ensure all vendors arrive on time and begin setting up according to the agreed-upon layout.
- Conduct a final check of the venue to ensure everything is in place and ready for guests.
- Coordinate with vendors for timely cleanup and ensure all guests depart safely.

Testimonials



Katrina S.

We had an event in the private event space over the weekend. It exceeded our expectations! The space was perfect. The planes, pictures, lights made the space so beautiful and special. Cullen helped us from planning the event to executing it. He was wonderful! I highly recommend this venue for any party or event!!



Julia F.

We had our 1940s/50s Americana-themed wedding reception here in October, and it was simply perfect! The space is large (we had 130+ people) and beautifully arranged with aviation decor. The upper mezzanine level was a great spot for our live swing band to play. Cullen and the rest of the staff were extremely friendly, helpful, and accommodating. They allowed us to park our vintage cars between the Skyraider and Corsair and provided us an escort to the tarmac. The airplanes were such a special and unique backdrop for our photos! Watching the Albany airport traffic taking off and landing on the runway was incredible! Our guests won't stop raving about this venue. We highly recommend the Hangar at 743 for events of all kinds!



Ready to Start Planning?



We hope this guide has provided you with valuable insights into how our unique venue can help make your occasion truly unforgettable. With its unique aviation theme and flexible layout options, The Hangar at 743 offers a one-of-a-kind experience that will leave your guests talking long after the event ends. We look forward to the opportunity to work with you and bring your vision to life.

Cullen Enders



518-633-1155

www.hangar743.com