

# One Hanson Place Condominium

## Private Party Rental Application

Resident Information: **"MUST BE IN GOOD STANDING"**

Applicant's Name \_\_\_\_\_ Apartment No. \_\_\_\_\_  
Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Business or Other Address \_\_\_\_\_

Date Desired for Party 1<sup>st</sup> Choice \_\_\_\_/\_\_\_\_/\_\_\_\_ 2nd Choice \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Desired for Party: Rental time is inclusive of the time it takes to set up & clean up.  
Weekdays- (Any four (4) hour time period between 6:00am and 11:00 pm) \_\_\_\_\_ to \_\_\_\_  
Overtime available (gatherings may not exceed 11:30pm)

Type of Party \_\_\_\_\_

### **Number of Guest Attending:**

50 People maximum for all spaces

### **Area Renting (please check)**

Note: The terraces on floors 3, 24 and 26 are not available for private functions

\_\_\_\_\_ 21<sup>st</sup> Floor Owner's Lounge and Sundeck

\_\_\_\_\_ 8<sup>th</sup> Floor Children's Playroom

\_\_\_\_\_ 8<sup>th</sup> Floor Game Room

\_\_\_\_\_ 23<sup>rd</sup> Floor Meeting Room

### **Entertainment & Special Arrangements (please check and name):**

\_\_\_\_\_ Caterer \_\_\_\_\_ Florist \_\_\_\_\_

\_\_\_\_\_ Decorations \_\_\_\_\_

\_\_\_\_\_ Other (i.e., Entertainment, Music, etc.) \_\_\_\_\_

**\*ALL VENDORS MUST HAVE INSURANCE-SEE ITEM # 11, PAGE 3**

**\*\*D.J.'S, LIVE BANDS, LARGE SPEAKERS AND AMPLIFIERS ARE PROHIBITED. Building management must decide if allowed or not.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Resident's Signature \_\_\_\_\_ Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
One Hanson Place Condominium Supervisor \_\_\_\_\_ Date

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## C. COST AND FEES \*\*MUST BE A BANK OR CERTIFIED CHECK

- 1. 21<sup>st</sup> Floor Owners' Lounge and Sundeck**  
Security Deposit (payable to One Hanson Place Condominium).....\$500.00  
For up to 3 hours..... \$200.00  
Over time fee Per Hour.....\$150.00  
“Four Hour maximum” of the 21<sup>st</sup> Floor Owner’s Lounge and Sundeck
  
- 2. 8<sup>th</sup> Floor Children’s Playroom**  
Security Deposit (payable to One Hanson Place Condominium).....\$500.00  
For up to 3 hours .....\$200.00  
Over time fee Per Hour.....\$150.00  
“Four Hour Maximum” for 8<sup>th</sup> Floor Children’s Playroom
  
- 3. 8<sup>th</sup> Floor Game Room**  
Security Deposit (payable to One Hanson Place Condominium).....\$500.00  
For up to 3 hours.....\$200.00  
Over time fee Per Hour.....\$150.00  
“Four Hour Maximum” for 8<sup>th</sup> Floor Game Room
  
- 4. 23<sup>rd</sup> Floor Meeting Room**  
Security Deposit (payable to One Hanson Place Condominium)..... \$500.00  
For up to 3 hours.....\$200.00  
Over time fee Per Hour.....\$150.00  
“Four Hour Maximum” for 23<sup>rd</sup> Floor Meeting Room

Please note that the rental time is inclusive of the time it takes to set up and clean up. Four hours is the maximum time allowed for a private event. IF THE SPACE IS NOT CLEANED AND VACATED FOUR HOURS AFTER THE START TIME, THE \$500 DEPOSIT WILL NOT BE RETURNED. Thank you for your understanding.

## **6. Payment Procedures**

- \*Security Deposit- Check to be received ten (10) days prior to the date of rental.
- \*Rental Fee- Check to be received ten (10) days prior to the date of rental.
- \*Fees collected to rent one of the amenity spaces will be deposited into an account for “One Hanson Place Condominium.” **FAILURE TO TIMELY REMIT THESE FEES WILL MEAN A FORFEIT OF YOUR RIGHT TO HOLD THIS PARTY.**

## **7. Security Deposit Policy**

A \$500.00 check representing a breakage and damage deposit must be posted with management by renter. Such deposit will be used for breakage and/or damage beyond \$500.00. In the event of non-damage, deposit will be returned to renter no later than ten (10) days from the rental date.

Funds may be deducted from security deposit in the following cases:

- a) Damage to the facility or loss of property occurred during the party.
- b) Rented area was not properly cleaned at the conclusion of the rental.
- c) Gathering exceeded contracted hourly limit.
- d) Overtime fees were not paid at the conclusion of rental.
- e) Improper discarding of trash in the compactor receptacle.

**8. Supervisor's Duties**

A supervisor is needed to maintain a clean, safe and secure environment and to monitor the facility. Any special arrangements must be made with this person. All questions and concerns regarding the rental may be directed to the supervisor. Management will not be held responsible for any false information given by any person other than the supervisor.

**It is not the supervisor's responsibility to set up, clean up or serve the guests.**

9. Excessive decorations are not permitted. Nails and or/ staples may not be used to hang decorations from walls or ceilings of 5. Renters are permitted to use table cloths, balloons and flowers.
10. Management will require evidence of insurance from any caterer or other vendor hired for this party coming on the premises ten (10) days prior to the rental of areas. The insurance rider must name "5, its Management and employees, and One Hanson Place Condominium Management of New York" as insured in an amount no less than \$1,000,000.
11. Management will require evidence of insurance from resident ten (10) days prior to the rental of 4 areas, which covers potential injury or property damage claims by your guests, business invites, agents, or employees due to negligent acts or omissions. The insurance rider must name "The One Hanson Place Condominium, its Management and employees, and One Hanson Place Condominium Management of New York as insured in an amount no less than \$1,000,000." Renters should also be aware of the present Host/Host Liquor Laws.
12. A guest list must be submitted to 5 no less than seven (7) days prior to the date of the gathering. Those not listed on the guest list will be denied entrance into the building.

**B) Kitchen and Cleaning Policies:**

- Renters may use kitchen facilities.
- All party and cleaning supplies must be provided by renter.
- Outdoor grilling and barbecuing is strictly prohibited.
- Food and drink may not be taken outside the rented area.
- All party supplies must be removed promptly and the conclusion of the rental.
- Management will not be held responsible for belongings left at 5 after the conclusion of the rental.
- Catering by an approved caterer is permitted, prior arrangements must be coordinated with
- Management to facilitate early access, if necessary.
- Cleaning is the responsibility of the renter. Cleaning responsibilities include the following:
- Cleaning all counter and table tops of the Lounge, Game Lounge, Screening Room, Sun Deck areas.
- Mopping floors of the kitchen.
- Vacuuming all carpeted areas of Game Lounge
- Cleaning of the terrace area of all debris.
- Emptying trash receptacles and properly disposing trash in the compactor chute.
- Cleaning of kitchen appliances: oven/ refrigerator, microwave, sink, cabinets, and counter tops.
- No glassware allowed on sundeck

**\*Please note that renter must provide their own cleaning materials, Non-compliance with this policy will result in a deduction from the security deposit.**

# The One Hanson Place Condominium

Another Quality Club Operated By One Hanson Place Condominium

## Private Party Rental Contract

All residents who wish to rent any areas for private gathering may do so in accordance with the following rules and regulations:

1. Each of the four amenity spaces has its own rules which must be followed. This list of the rules are located in each space.
2. Resident agrees to defend and hold harmless One Hanson Place Condominium Management of New York, their agents, employees and The Cooper Square Group from any liability whatsoever arising from the use and/or occupancy of the facilities by itself, guest, employees or agents.
3. Reservations can be made only with the Resident Manager. All reservations are granted on a first come, first serve basis. Reservations may be made up to six months advance.
4. The renter must be a resident of The One Hanson Place Condominium, in good standing and must be present for the duration of the function. Renter may not charge admission to his/her guests and may not sell products or services. **ALL PROFIT MAKING ACTIVITES ARE PROHIBITED.**
5. Resident is responsible for all damages occurring at their gathering. Pre and Post inspections will be performed with the renter and a manager representative. Any pre-existing damages will be listed on the party contract and renter will not be held responsible for those damages. Damages occurring during the gathering will be documented by management and signed off by the renter at the conclusion of the rental. Damage charges will be determined by the Building Management and will be deducted from renter's security deposit ( see Section C, Item 4).
6. Management reserves the right to terminate any rental which, in the sole judgment of the management, is inappropriate or results in unlawful conduct or activities or which violates the rules and regulations stated.
7. Resident agrees to abide by the "**NO SMOKING**" policy in all amenity spaces including the 21<sup>st</sup> Floor Sundeck. Management reserves the right to terminate any gathering in which the no smoking policy is not adhered to.

# One Hanson Place Condominium

## Private Party Rental Contract (continued)

I set my hand this \_\_\_\_ day of \_\_\_\_ 2011 in agreement and acceptance of the rules and regulations contained herein as it respects my rental of the \_\_\_\_\_ floor on \_\_\_\_\_ 2011. Additionally, I have received herewith a copy of the rules and regulations that govern the use of the \_\_\_\_\_ floor facilities. I understand that if all required monies and proof of insurance necessary are not submitted ten (10) days prior to the reserved date, the date will be forfeited. NO EXCEPTIONS WILL BE MADE. MY SIGNATURE HERE INDICATES THAT I UNDERSTAND THAT NO EXCEPTIONS TO ANY OF THE GUIDELINES OR REQUIREMENTS WILL BE MADE AT ANY TIME.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Apt. #

Date \_\_\_\_/ \_\_\_\_/ \_\_\_\_

\_\_\_\_\_  
Received by (One Hanson Place Condominium Employee)

Date \_\_\_\_/ \_\_\_\_/ \_\_\_\_

One Hanson Place Condominium Management has no objections to the above rental, provided all funds and documents are received 10 days in advance of the rental date.

\_\_\_\_\_  
One Hanson Place Condominium Management

Date \_\_\_\_/ \_\_\_\_/ \_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_