



## Private Event Space Rental APPLICATION

All residents who wish to rent any areas for a private gathering may do so in accordance with the following rules and regulations. In addition, each of the four amenity spaces has its own rules located in the space which must be followed. Reservations can be made only with the Resident Manager. All reservations are granted on a first come, first serve basis and can be made up to six months in advance. 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 guests and may not sell products or services; all profit making activities are prohibited. Management reserves the right to terminate any rental which, in the sole judgment of the Management, is inappropriate, violates the rules and regulations stated, or results in unlawful conduct or activities.

### Renter Information

Name \_\_\_\_\_

Apartment Number \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_

Phone Number (Work) \_\_\_\_\_

Phone Number (Mobile) \_\_\_\_\_

Business or Other Address \_\_\_\_\_

### Date desired (weekdays only)

1st Choice \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2nd Choice \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Time desired

Spaces available from 6:00am and 11:30 pm

Maximum of 4 hours

Rental time is inclusive of set up and clean up

From \_\_\_\_ to \_\_\_\_





## Private Event Space Rental RULES

In addition to the rules listed below, each of the four amenity spaces has its own rules located in the space which must be followed.

### **1 Payments**

All fees must be paid via bank check or certified check.

They will be deposited into an account for "One Hanson Place Condominium".

Checks must be received ten days prior to the date of rental.

Failure to timely remit these fees will mean a forfeiture of your right to hold this event.

#### Rental Fees

Rental for up to 3 hours: \$200

One additional hour: \$150

#### Deposit

A \$500.00 deposit check must be posted with Management by Renter.

Funds may be deducted from this 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
- f) The space is not cleaned and vacated four hours after the start time (the entire \$500 deposit will not be returned)

\*Note: Renter is responsible for all damages occurring at their event. Pre- and post-inspections will be performed with the Renter and a Management 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 Management and will be deducted from Renter's security deposit.

Remaining deposit due renter will be returned no later than 10 days from the rental date.



## **2 Insurance**

Management will require evidence of insurance from Renter 10 days prior to the rental, which covers potential injury or property damage claims by your guests, business invitees, 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.

Management will require evidence of insurance from any vendor hired for this event coming on the premises 10 days prior to the rental. 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.

## **3 Guest List**

A guest list must be submitted no less than 7 days prior to the event date. Those not listed on the guest list will be denied entrance into the building.

## **4 Supervisor**

Management will assign a Supervisor for the event. A Supervisor is needed to maintain a clean, safe and secure environment and to monitor the facility. All questions and concerns regarding the rental may be directed to the Supervisor. Any special arrangements must be made with 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.

## **5 Decorations**

Excessive decorations are not permitted. Nails and or/ staples may not be used to hang decorations from walls or ceilings. Renters are permitted to use table cloths, balloons, and flowers.

## **6 Alcohol**

Renters should be aware of any applicable Social Host and Liquor laws.



## **7 Smoking**

Renter agrees to abide by the “NO SMOKING” policy in all amenity spaces including the 21st Floor Sundeck. Management reserves the right to terminate any event in which the No Smoking policy is not adhered to.

## **8 Kitchen and Food**

Renters may use kitchen facilities.

Food and drink may not be taken outside the rented area.

Outdoor grilling and barbecuing is strictly prohibited.

No glassware allowed on sundeck.

Catering by an approved caterer is permitted; insurance is required; prior arrangements must be coordinated with Management to facilitate early access.

Management will not be held responsible for belongings left after the conclusion of the rental.

## **9 Cleaning**

Cleaning is the responsibility of the Renter. Cleaning responsibilities include the following:

Cleaning all counter and table tops.

Mopping and/or vacuuming all floors.

Emptying trash receptacles and properly disposing trash in the compactor chute.

Cleaning of the terrace area (if rented) of all debris.

Cleaning of appliances in kitchen (if rented): oven, refrigerator, microwave, sink, cabinets.

Please note that Renter must provide their own cleaning materials; non-compliance with this policy will result in a deduction from the security deposit.

