### Please PRINT Clearly!

**Make Payment Payable to:** Hartley House **Today’s Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 413 West 46th Street  
 New York, NY 10036

### Contact Information

\*Name (“RENTER”):

Email Address:

Preferred Phone: Secondary Phone:

Address:

City: \_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Phone: \_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you rented with us in the past? ⬜ Yes ⬜ No

If yes, please indicate the date and type of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Purpose

Special Occasion: ⬜ Anniversary ⬜ Baby Shower ⬜ Birthday

⬜ Show \_\_\_\_\_\_\_\_\_\_ Other: ⬜ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference/Meeting: ⬜ Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding: ⬜ Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Single Event or Multiple Days: ⬜ Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many attendees expected? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Space Accommodations

⬜ Theater (**12** Folding Tables, **100** Chairs) ⬜ Gallery (**6** Tables, **25** Chairs)

⬜ Dining Room (**1** Conference Table, **14** Chairs) ⬜ Parlor ⬜ Courtyard ⬜ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*** The above named has elected to host their event at Hartley House located at 413 West 46th Street, New York, NY 10036 on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the rental fee of \_\_\_\_\_\_\_\_\_\_\_\_between the hours of \_\_\_\_\_ (am/pm) and \_\_\_\_\_ (am/pm). These hours include an hour for set-up and clean-up (included in the rental package).

|  |
| --- |
| A Security deposit of $200 has been collected: ⬜ Credit/Debit Card/PayPal  Insurance Received:   Guest List Received: ⬜  Payment Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_ ⬜ Tender \_\_\_\_\_\_\_\_\_\_  Payment Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_ ⬜ Tender \_\_\_\_\_\_\_\_\_\_  Payment Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_ ⬜ Tender \_\_\_\_\_\_\_\_\_\_  Payment Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_ ⬜ Tender \_\_\_\_\_\_\_\_\_\_  Payment Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_ ⬜ Tender \_\_\_\_\_\_\_\_\_\_  Payment Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_ ⬜ Tender \_\_\_\_\_\_\_\_\_\_  Payment Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_ ⬜ Tender \_\_\_\_\_\_\_\_\_\_  Payment Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_ ⬜ Tender \_\_\_\_\_\_\_\_\_\_  **Payment can be made at Hartley House during the following hours:**  Monday, 10:00AM-7:00PM  Tuesday, 10:00AM-7:00PM  Wednesday 10:00AM-7:00PM  Thursday 10:00AM- 6:00PM  Friday 10:00AM-3:00PM |

**CONDITIONS AND RESPONSIBILITIES OF RENTER**

Please read the material below to insure all parties understand the requirements of providing for everyone’s safety and keeping Hartley House a well-maintained and safe location for future use.

1. RENTAL FEES

All balances must be paid in full to Hartley House *two weeks* prior to the event.

**A security deposit, a 50% payment, and signed agreement are all required to reserve the date and space.**

**Security deposits** are to be made by credit/debit card\* or PayPal\* ONLY.

All other payments may be made by check, credit/debit card\*, PayPal\*, or money order. The space may not be utilized until full payment is received.

***\* Paying by credit card or through PayPal carries a 5% convenience fee***

1. SECURITY DEPOSIT AND DAMAGE(S)

A **security deposit of $200.00** made via credit/debit card or PayPal to **Hartley House** is **required** and due at time of **reservation**. Please note that this security deposit is **separate** and **different** from the 50% payment to secure the date and space. The security deposit will be ***refunded*** within five (5) business days following the rental period provided the premises are left in the same condition as when rented, **(i.e. space rental checklist must be followed)** and satisfactory to Hartley House management. However, if any cleaning or repairs are deemed necessary beyond normal use, or if any violations are issued by DSNY, your security deposit will not be returned. If the building or any or its historic contents, including furniture or artwork, is damaged during the event, renter will be solely responsible for such damage.

If for any reason clean-up is not completed at the end of paid time; the extra cost will be taken from the security deposit. A minimum of 1 base hour plus reception costs will be charged for late departures. Hartley House will not mail out the refunded security deposit check. It is the renter’s responsibility to pick up the check after five (5) business days following the rental. Advance notice is needed before a refunded security check is processed.

1. CAPACITY

Renter understands that the maximum standing capacity of the Hartley House rooms are as follows:

* Theater – 110 people
* Courtyard – 150 People
* Formal Dining Room/Parlor – 25 People
* Gallery – 35 People

**A guest list of all attendees is required for every event. Hartley House does not permit space rental for events open to the public, such as when tickets are sold at the door. The guest list must be received by Hartley House no later than 48 hours prior to the start of the event**

1. SITE DECORATION

Hartley House wants to make every event here a special experience; therefore, every effort will be made to accommodate Renter’s creative decor. We ask that tables, chairs, and any furnishings be returned to their original places. The piano should not be moved at any time. No nails, screws, staples or penetrating items should be used on the walls or wood. Any tape or gummed backing materials must be properly removed; any wall damage will be deducted from the deposit.

1. SPECIAL EVENT INSURANCE

**Hartley House requires all parties to purchase special event insurance.**

Insurance can be obtained through any insurance broker you choose. You may choose to use RV Nuccio & Associates Insurance Brokers, Inc.; they can be reached at 1-800-364-2433 or [www.rvnuccio.com](http://www.rvnuccio.com).

We require all renters to carry $1,000,000/2,000,000 personal liability, with $1,000 in medical coverage. Alcoholic beverages are only permitted to be served on premises at weddings and fundraisers for registered 501(c)(3)s. If Alcoholic beverages will be served, you must add a host liquor liability. **Renters** **will be required to purchase this coverage upon renting space and must present the Certificate of Insurance within 48 hours of reservation**. Please name Hartley House, Inc. as the certificate holder and include the following address: 413 West 46th Street, New York, NY 10036

***Note: Champagne for toasts are considered alcoholic beverages and would need the coverage indicated above. Hartley House does not permit the sale of alcohol or alcoholic beverages under any circumstance*.**

1. CONDUCT

There is absolutely no drug use of any kind tolerated on premises. All parties are by invitation only and are not open to the general public. The Hartley House courtyard can be used for smoking and light conversation until 9 pm. At no time should the temperature in the space be adjusted. Please speak to the receptionist regarding any issues. No loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks, or any type of violence, will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Hartley House staff shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases, NO refund of the rental fee shall be made. **The playground area and fire escape are off limits to all guests before, during, and after an event.**

1. NOISE

Renter acknowledges that the premises are located near residential units and therefore agrees to control the noise level at the event such that it does not disturb neighboring occupants. In the event that renter’s event creates a disturbance due to high noise volume, renter shall immediately reduce the volume. If repeated disturbances are created, at the discretion of Hartley House, renter may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the rental fee will be refunded to renter.

**Note:** Music must end by 10 p.m. during weeknights and by midnight on weekends in the Theatre space. DJs are not permitted to play dance music in the courtyard. Outdoor music will be limited to low, dinner music only and MUST end by 9 p.m. during weeknights and weekends.

1. **ENTRY AND EXIT**

Renter agrees that Hartley House staff may enter and exit premises during the course of the event. A representative of Hartley House will be on-site during your entire event and will be checking periodically with the responsible parties to ensure everything is going smoothly and that the party is conducted according to Hartley House rules. We will also be checking the bathroom, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to issues that may arise.

1. Catering, Cleaning, Trash and Equipment Removal

There is no open flame or frying allowed on site, nor is use of the stove or oven permitted. However, use of a charcoal BBQ grill is allowed but only on the red brick located in the center of the courtyard.

Hartley House will be in a clean condition prior to your event. Within one **(1)** hour following the event, you are required to return the space to the same clean condition in which it was found. Any spills in the theater space should be cleaned with a mop (which will be provided by Hartley House) and water. **(No chemicals should be used on the wood floors)** If there are not any spills, then the floor can be swept with a dust mop.

Hartley House requires those renting space to remove all trash, including sorted recyclables. Hartley House will provide renter with black bags for regular trash and clear bags for recyclable items. All trash must be collected, properly bagged and removed by the Renter to the Hartley House alleyway where garbage is stored for pick-up. All liquids should be emptied prior to disposal. *Hartley House will provide 4 garbage bags and 4 bags for recycling. Please see front desk reception for supplies.*

All rental equipment must be removed no later than noon the following day.

**GLASS AND PLASTIC BEVERAGE CONTAINERS**

* ARE TO BE PLACED INTO A CLEAR PLASTIC BAG TOGETHER.

**TIN FOOD CONTAINERS AND BEVERAGE CANS**

* ARE TO BE PLACED INTO A CLEAR PLASTIC BAG TOGETHER

**CARDBOARD**

* ARE TO BE PLACED INTO A CLEAR PLASTIC BAG ALONE
* HERMETICALLY SEALED ITEMS **(PRESSURE TANKS/ HELIUM TANKS)** CANNOT BE LEFT BEHIND FOR HARTLEY HOUSE TO DISPOSE OF. DISPOSAL/RETURN IS THE RESPONSIBILITY OF THE RENTER.
* ELECTRONICS ARE NOT TO BE LEFT BEHIND FOR HARTLEY HOUSE TO DISPOSE OF; SANITATION WILL NOT COLLECT SUCH ITEMS CURBSIDE.

1. Acts Beyond Hartley House’s Control

In the event the space or any part thereof is damaged or destroyed by fire or any other cause, or if any casualty or unforeseen occurrence shall render Hartley House’s fulfillment of this Agreement impossible, then this Agreement shall terminate, and Hartley House shall return the rental charge and the security deposit to the renter. The return of the these items shall be the renter’s sole and exclusive remedy for the termination of this Agreement, and the Renting Party hereby expressly waives any claims for damages or compensation arising from or related to the termination of this Agreement under this paragraph.

1. **SUBLETTING**

The renter may not do any of the following without Hartley House’s written consent:

(A) Sublet all or any part of the rental space, or (B) Permit any other person or business to use the rental space.

1. **CANCELLATION**

A written cancellation request must be received by Hartley House to cancel an event. Refunds will occur as follows:

Written Cancellation Received Refund of security deposit and rental fee paid:

More than 60 days prior to rental date *in full*

Between 30 and 59 days prior to rental date: *Less 50% cancellation fee*

28 days or fewer prior to event *No Refund*

1. Rain date

Renter understands that Hartley House cannot control the weather.  If the renter chooses to rent the courtyard for a specific event, Hartley House will do whatever it can to make another area available upon request.   Hartley House cannot guarantee the availability of another space; however, every effort will be made to accommodate and find a comparable space within Hartley House. The rental cost will remain the same as the original contracted amount.

***Renter agrees to all terms and conditions listed in this contract. By signing below, you are accepting the rules set forth by Hartley House.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Coordinator Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter Signature Date

**RENTER’S CHECKLIST**

The attached Renter’s Checklist is a tool for clean-up assistance. The Checklist details what Hartley House deems sufficiently clean or left in good condition. The renter will need to provide a point person who is responsible for referring to the list at the end of the event. If the renter has not left the space in accordance with the Checklist, the renter will forfeit the security deposit and may be subject to additional penalties. The receptionist will walk through after the event to ensure the space is in good condition.

*Please refer to the checklist below to assist with the clean-up process. The renter is responsible for completing the tasks below that will return the space to its pre-rental condition. The renter is responsible only for the space(s) that are rented or used. Staff will do a brief walk-through to ensure the space is in good condition. Non-compliance will result in forfeiture of security deposit.*

|  |  |
| --- | --- |
| **TASK** | **DONE** |
| **Theater/Balcony** | |
| Empty trash and recycling bins, replace bags, and take to the alleyway |  |
| Wipe down tables |  |
| Sweep floor and/or mop up any sticky areas of the floor |  |
| Return tables and chairs to their original positions |  |
| If applicable, move speakers and/or other equipment back to original positions |  |
| **Courtyard** | |
| Sweep ground |  |
| Empty trash and recycling bins, replace bags, and take to the alleyway |  |
| Return any HH equipment (chairs, tables) back to Theater |  |
| **Reading Room/Library** | |
| Empty trash and recycling bins, replace bags, and take to the alleyway |  |
| Wipe down tables |  |
| Sweep floor/pick up any trash |  |
| Return tables and chairs to their original positions |  |
| **Kitchen** | |
| Empty trash and recycling bins, replace bags, and take to the alleyway |  |
| Remove any non-HH equipment |  |
| Clean any HH utensils, equipment, or glassware |  |
| Wipe down counters, remove all food and beverages from the refrigerator/freezer |  |
| Sweep floor and/or mop up any sticky areas |  |
| **Bathrooms** | |
| Sweep floor and/or mop up any sticky areas |  |
| Ensure that trash is properly disposed of |  |
| **Alleyway** | |
| Make sure garbage and recycling bags and boxes in alleyway leave a clear 36” wide path |  |
| **Lobby** | |
| Empty trash and recycling bins, replace bags, and take to the alleyway |  |
| Sweep/vacuum floor and/or mop up any sticky areas |  |
| Remove any signs, balloons, etc. from front of the house outside |  |

Hartley House Initial here: \_\_\_\_\_\_\_\_\_\_\_\_ Page 7