

### Welcome to La.venue.

To help us maintain the restorative beauty of the venue, we ask that client read the below carefully and regard La.venue space as an extension of their home while producing an event. We are happy to host your company and your guests and look forward to a continued relationship.

#### LOAD -IN / LOAD-OUT

- Unless otherwise contracted, the Rental Fee encompasses a 17-Hour Day, from 7 am to 12 midnight, which includes all vendors load-in, load-out, rental delivery and removal, and any break time.
- Specific arrangements for pre-delivery of freight or rentals must be made in advance and scheduled in writing. Weekend Rentals pickups may be scheduled on the following Monday morning between 9 am and 12 noon. La.venue management will need to approve all planned schedules.
- A production liaison person needs to be onsite at all times to direct crews and receive deliveries on event day.
- Any items left overnight will accrue a \$500/day storage fee until removed.
- To maintain the natural beauty of our wood floors we require that vendors and delivery companies use masonite hardboards , or any type of protective material to wheel freight and deliveries into La.venue space.
- We also request vendors and exhibitors to use ONLY 3M Brand Light adhesive tape when installing carpeting or any floor based equipment or wiring. The use of Gaffers tape or vinyl stickers on the floors or walls is strictly prohibited. There will be a \$500 fine per occurrence/ damage.

#### PRODUCTION

- All large-scale productions and build-outs must be approved by La.venue management and require submission of Architectural Designs and Floor plans for use of venue. This includes any wall and ceiling hangings, or anything that might compromise the structure of the venue.
- La.venue original wood beams & columns and brick walls cannot be drilled or screwed-in at anytime.
- La.venue management will be happy to provide efficient and aesthetic alternatives.
- Gas, Open Flame, large fryers and Grilling equipment, and Other Hazardous items are prohibited in La.venue.
- All Electrical wiring must conform to the National Electrical Code Safety Rules.

- All pipe and drape and other fabric used for Décor must be flame retardant in accordance with Local NYC Fire Department Codes. Materials may be inspected and tested by a fire Marshal at any time. Certificate of Flame Resistance must be present and available at all time during the event.
- Smoking is Prohibited in La.venue.

## **EGRESS**

- All Floor plans need to be submitted in pdf format, 3 weeks prior to your event and approved by La.venue management.
- For the safety of you and your guests, any EXIT doors or doorways cannot be blocked, as they are regulated and coded fire exits.

## **SECURITY**

- Every event is obligated to adhere to the Security guidelines set by La.venue management. Please note that La.venue do not offer camera surveillance devices on site or overnight alarm system.

## **MANDATORY**

- ⇒ 1 Guard per 100 guests need to be hired to insure a safe and uncompromised event.
- ⇒ 1 additional armed Guard if event requires a cashier area. Please note that CASH BAR are strictly prohibited at La.venue and all events must be BY INVITATION only.

## **OPTIONAL**

- ⇒ 1 Guard during Load in and Load out need to be hired to secure platforms and delivery accesses
- ⇒ 1 Guard during Overnight if client wants to protect its exhibitor's merchandise, and vendor's equipment.
- ⇒ Bodyguard and other VIP /Executive Security services upon demand.

## **CLEANING**

- Every event is obligated to adhere to the staffing guidelines set by La.venue management

## **OPTIONAL**

- Each vendor is responsible for the breakdown and removal of their equipment and all items that have been brought on site within the rental period and prior to the cleaning.
- All food garbage must be double-bagged and brought to the sanitation area specifically designated for your event. Any leakages due to improper disposal of liquids will result in additional cleaning charges.
- All standard garbage & recyclables should be consolidated and will be removed from the building at the end of the event.
- Large production refuse must be coordinated and removed from premises by client. Failure to remove all trash will require La.venue to bill the client an additional trash removal fee.

## **INSURANCE**

- All vendors must provide a certificate of insurance that covers general liability. Persons hosting social functions must have also coverage. One day policy are available through several companies, feel free to contact us and request a listing.
- If alcohol is being served, liquor liability must also be included and provided by your caterer. All vendors on the production must show work compensation coverage on their COI, for their staff and employees.

### **Your vendors and company COI should read as follow:**

#### **DESCRIPTION OF OPERATIONS**

Waterfront NY Realty Corp

224 12th Avenue, New York, NY 10001, its affiliates and its members, principals, officers, employees and agents are included as additional insured.

#### **CERTIFICATE HOLDER**

Waterfront NY Realty Corp

224 12<sup>th</sup> Avenue

New York, NY 10001

- Your Catering Company will be required to file a Temporary Liquor permit for each bar installed on site. This filing needs to be done with NYS Liquor Authorities at least 3 weeks in advance. Penalties will incur if filed less than 2 weeks prior to the event. Please download the following application form and submit to your caterer:  
[http://www.abc.state.ny.us/system/files/special\\_event\\_permit\\_final\\_022409.pdf](http://www.abc.state.ny.us/system/files/special_event_permit_final_022409.pdf)

## **LIGHTING & SOUND**

- Client may not alter in anyway the in-house lighting and sound system of La.venue.
- La.venue offers a track Lighting System and custom built Sound System surrounding the perimeters of the space

## **TERMS**

- Event dates are not considered booked and secured unless La.venue is in receipt of:
  - ⇒ Signed agreement
  - ⇒ 50% deposit
- Balance due 1 month prior to the event
- Insurance certificates, Damage deposit and Service fees must be received no later than 2 weeks prior to your event.
- Please be aware that any additional services, storage, damages and overtime will be deducted from the Damage Deposit if unpaid by end of event. If you have any questions at all, please don't hesitate to contact us at: 212-695-8090.

**We look forward to a successful event.**