

House Rules 419 Lafayette Loft + Rooftop
Please note not all policies are applicable to every event.

CLEANING

Venue must be returned in broom-swept condition. A pre and post event walk through will be arranged with the site manager to verify the condition. Garbage which exceeds more than a 2-yard trash container is the client's responsibility to be removed. If the venue is left in an unfit condition or excessive rubbish is left behind, the client will be billed for additional cleaning fees and rubbish removal. The venue is not responsible for items left in the venue after load out. The Client is responsible for removing all branding poster boards and materials from the venue.

KITCHEN USE

With respect to any Event where food is served, the cleaning of the kitchen at the Premises (the "Kitchen") shall be arranged by the caterer providing such food. The Caterer may use 419 Lafayette's cleaning chemicals; provided that the Caterer shall pay for any additional cleaning chemicals at its sole cost and expense; provided, further that any additional cleaning chemicals purchased by the Caterer shall be purchased from the provider or be of comparable environmentally friendly standards as the cleaning chemicals that 419 Lafayette purchases from its provider. **The Caterer shall be responsible for mops, brooms, garbage bags and all cleaning needs other than the monthly supply of cleaning chemicals purchased by 419 Lafayette from its provider. Kitchen broom swept, moped, grease free, counters and cabinets, refrigerators.**

The caterer is required to provide protective covering for all food stations and food preparation areas located outside of the designated kitchen. Any frying must be approved in advance by The Venue. For any approved frying, the Caterer must also provide additional floor protection to prevent grease stains.

If any damage occurs, or if any repairs or replacements need to be made to the Kitchen, in each case as a result of the Caterer's access to or use of the Kitchen pursuant to this Agreement, the Caterer shall pay The Venue for any such damage, repairs, or replacements upon demand by 419 Lafayette.

GUEST COUNT & FLOORPLAN & SPACE USAGE

Final guest count must be provided to 419 Lafayette in writing, 10 business days prior to the event date.

No guest is permitted to utilize any floor other than the 7th floor and Rooftop (9th floor), at any time.

PACKAGE AND VENDOR RECEIVING

Priced upon request and subject to approval.

USE & ACCESS FEES

Any music must be turned off by 11 pm (Monday-Thursday) and 12am (Friday-Saturday). All music being played on the rooftop must have volume level checked and approved by Venue staff prior to the beginning of the event. Smoking and vaping is absolutely prohibited on the premises and in all exterior areas.

LOAD IN & OUT POLICIES:

Commercial vehicles may unload on Lafayette Street parallel to 419 Lafayette Street freight entrance.

Freight Elevator: A freight elevator is available on-site, providing access from street level to the 7th floor, with service to the 7th floor for event load-in and load-out purposes. Use of the freight elevator must be requested in advance of the scheduled load-in. Only the designated building freight elevator operator is authorized to operate the elevator; under no circumstances may clients or their representatives operate it themselves. Standard hours of operation for the freight elevator are from 9:00 AM to 12:00 PM and from 1:00 PM to 5:00 PM. Extended hours may be available upon request and are subject to availability.

Rooftop: For events requiring access to the Rooftop (9th floor), special accommodations may be granted to utilize the 8th floor and the public elevator for load-in and load-out purposes. These accommodations must be requested and approved in advance of the scheduled load-in date. Please note that due to structural limitations, certain items may need to be manually transported up one flight of stairs to reach the Rooftop.

Public Elevator: There is a public elevator that is used for access to all floors of the building. This elevator is shared among the tenants of 419 Lafayette Street, and may not be used for load in or load out, unless approved prior to load in/load out.

Transportation and Parking: The Venue does not include private onsite parking, but there are several commercial parking lots within walking distance, with the nearest option being Park-it at 403 Lafayette Street. It is the responsibility of the Client to arrange and pay for any parking required in connection with the Event, unless previous arrangements have been made between the Venue, the Client and the Garage. It is also the responsibility of the Client to ensure that the Event does not disrupt pedestrian and traffic flow on the surrounding streets or the residential uses of the neighborhood.

DELIVERIES:

A representative of the Client must be present one hour prior to the scheduled delivery time to receive all deliveries relating to the Event. The Venue takes no responsibility for deliveries received without a representative of the Client being present.

SPECIAL NOTE - FLOOR POLICY

Due to the fact that the floors at the venue are composed of a natural hard-wood material and not concrete or a similarly tough material, there is a real possibility that damage will occur to these floors if proper care is not taken. Absolutely no items may be dragged across the floors.

All furniture and other items must be lifted, carried and or on wheels. We must ensure that proper protection is in place before any equipment is moved into the space. This is to protect against any scratches, gouges, tears or water damage that may occur to the floors.

All dollies, carts, and any other wheeled equipment used within The Venue must be equipped with rubber-coated wheels. It is the responsibility of all vendors and staff to ensure their equipment complies with this policy prior to arrival.

Each vendor will be responsible for the provision of their own protective materials. These materials should include:

1. Sheets of Masonite for heavy loads
2. Blue or white masking tape. Duct tape must not be attached directly to the wood floor as it will damage the floor surface.
3. Protective plastic or waterproofing where liquid spillage may be a possibility. This would be the case at the food and beverage storage and dispensing areas.

This protection must take the form of protective masonite being laid in a 4' minimum width walkway from the elevator to the area of the studio where your equipment or supplies are to be transported to. In the case where heavy equipment, ie: scaffolding, sound equipment, etc., will be used, there must be a permanent base of protection installed under your equipment for the duration. This can be plywood or masonite, which can be wrapped or painted to disguise it from view if necessary. Extreme care must be taken to prevent liquid spillage.

SPECIAL NOTE - WALL AND ADHESIVE POLICY

Nothing may be attached to the walls, ceiling or floors of the Premises, except with the advance written approval of the Venue and upon agreement to pay the costs of returning the Premises to their original condition.

Due to the fact that the walls and brick at the Venue are historic they require low tack adhesive to be used. No mounting (including nails, 3M adhesives or vinyl are permitted without Venue approval}. If items are fixed to walls without permission from the Venue the Client is solely responsible for any charges to restore walls to their original condition.