

**For Hudson Guild Office Use Only**

- ELLIOTT CENTER**
- FULTON CENTER**

**SPACE RENTAL AGREEMENT**

**The following activities are not allowed during the rental period:**

- The serving/consumption of alcoholic beverages is prohibited
- Any form of gambling
- Partisan political activities
- Fundraising
- Religious services unless they are directly connected to the event (examples: wedding, funeral)
- Unsupervised minors
- Loud noise at a volume that interrupts disturbs other activities
- Bicycles, rollerblades, skates, and pets
- Tampering with smoke detectors or other safety equipment
- Smoking
- Fighting

**Access**

Renter may use the space only for the purposes indicated in the Space Rental Form. Renter may not enter the space until the "Set Up Time" specified on the Space Rental Form, and the room must be empty and clean at the end of the "Breakdown Time" specified on the form. Any change must be approved in advance by the Hudson Guild Event Representative. The Guild reserves the right to cancel any rental at any time when, in the sole view of the Guild, the space is being used in ways that are inconsistent with Hudson Guild's mission or that would disrupt the normal working atmosphere of the Guild.

**Room Reservation**

Rooms must be reserved at least 45 days in advance of the event. The security deposit is due at time of booking, and all other fees must be paid two weeks prior to the event. Events that are not paid in full two weeks in advance will be cancelled. The person listed as Renter on the Space Rental Form and signing this form must be the same person. The person listed as Renter must be present from the beginning of the "Set Up Time" to the end of the "Breakdown Time," and is fully responsible for all aspects of this agreement. The end of the "Breakdown time may not be later than 10 pm for any event.

If the reserved space becomes unavailable for reasons beyond Hudson Guild's control (including, but not limited to, acts of nature or NYCHA requirements), the full amount of deposit and/or rental fee will be returned approximately three (3) weeks after the date of cancellation. Hudson Guild reserves the right to require payment for additional staff due to the nature or size of the event.

**Security Deposit Return**

Security deposit is intended to secure a room reservation and to cover any cost of damage to or misuse of Hudson Guild's facilities resulting from the event. Hudson Guild reserves the right to require an increase in the security deposit based on the size or nature of the event. Hudson Guild will keep some or all of the security deposit if, in the sole discretion of Hudson Guild, any property was damaged, misused, lost or stolen as a result of the event. If the renter meets all the terms of the rental agreement, and no Hudson Guild property is damaged or misused, the security deposit will be returned in approximately three weeks from the date of the event.

**Cancellation**

No security deposit refund is given for cancellation one (1) month or less prior to date of the function. Refunds for cancellation will be returned approximately three weeks from the date of the cancellation.

**Capacity**

The number of participants who attend the event cannot exceed the number specified in the Space Rental Form. The Guild reserves the right to limit any additional persons beyond the contracted number. Hudson Guild reserves the right to require payment for additional staff if the event attendance exceeds the number specified on the Space Rental Form.

**Room Set-Up**

Requests for furniture set-up of tables and chairs must be made at least two weeks in advance by the Renter to the Hudson Guild Event Representative. It is the responsibility of the Renter to obtain Hudson Guild approval of all set ups in advance of the event. No alterations to the room set up will be made on the day of the event. All Hudson Guild furniture must remain inside the premises at all times. Furniture or any other equipment cannot block any doorways or fire exits at any time. Renters may not use garbage cans as coolers, or to store liquids or ice.

**Equipment**

The Renter must provide a list of equipment to be used (speakers, lighting, television, etc.) at the event at the time of booking. Hudson Guild will not be responsible for any liability or misuse of renter's equipment. Hudson Guild will request a Liability Insurance coverage from third party vendors where warranted. Hudson Guild reserves the right to charge the Renter for repair or replacement of any equipment or furniture that is damaged or missing during the period it was rented to the Renter.

**Housekeeping**

It is the Renter's responsibility to leave the room as clean and clear as it was at the "Set Up Time" specified in the Space Rental Form. Renter must place all trash and recyclables in designated receptacles, and must notify the Front Desk if additional trash receptacles or trash bags are needed.

**Decorations**

No tape of any kind can be use on walls, doors, light fixtures or any painted surface. No posting of any signs or materials outside or inside of meeting space is allowed without permission from the Guild. The renter must remove all literature, decorations, signs, etc. and discard unwanted items in the appropriate receptacles at the end of the event.

**Food and Beverages**

Hudson Guild does not provide catering services. The Hudson Guild Fulton Center has no kitchen available to Renters. The Hudson Guild Elliott Center kitchen may only be used with prior permission and according to Hudson Guild rules provided by the Hudson Guild Event Representative. The Renter is responsible for providing necessary items for serving food and beverages. Renter is responsible for disposing of all unconsumed food and beverages in the appropriate garbage receptacles at the end of the event, as well as removing any serving or catering supplies.

**Deliveries**

Renter must be present for any and all deliveries related to the event. Hudson Guild is not liable for any deliveries that arrive when the Renter is not present.

**Noise**

Renter must keep all noise, music, and other sounds within the event at a reasonable volume. Sounds that interrupt any other activities within the building are unacceptable, and may, at the sole discretion of Hudson Guild, result in the termination of the event.

**Storage & Property**

Hudson Guild will not be responsible for equipment or property that is left on its premises, and reserves the right to dispose of any property left on the premises. The Guild cannot be held responsible for personal belongings or loss of property.

**Security**

Hudson Guild is a space of courtesy and respect, and all guests are asked to behave in a manner of mutual consideration that does not disrupt the operation of the Guild in any way. Renters are responsible for monitoring and controlling the behavior of their attendees before, during and after their events. If an attendee becomes disruptive to an event, or potentially disruptive to other people or events in the building, and the Renter is unable to get the person to leave the event, the Renter must contact the Front Desk immediately. A Hudson Guild Representative will assess the situation and take appropriate action including, but not limited to, terminating the event or calling the police. The Renter is held solely responsible for any property damage or any injuries sustained during, or arising from, the event.

**Indemnity**

The Renter agrees to indemnify and hold harmless the New York City Housing Authority (NYCHA), Hudson Guild and its officers, employees, agents, directors, partnering organizations, and invitees from and against any and all claims, demands, expenses, losses, damage, injury, taxes, and liability of every kind and nature and however caused resulting from, arising out of, or in any way connected with the activities or actions of the Renter or its guests, in preparation for, furtherance of, or otherwise a part of the event (including, but not limited to, reasonable attorneys' fees and disbursements, penalties and fines, whether incurred in actions between the parties or otherwise), except as caused by or arising out of the grossly negligent or willful misconduct of Hudson Guild and/or any of the Hudson Guild's employees or agents.

**Signatures**

By signing below, the Renter acknowledges that he/she has authority to enter into agreements and that he/she has received, read and fully understands the above Agreement.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed and Approved by Executive Assistant

\_\_\_\_\_  
Date



441 West 26<sup>th</sup> Street, New York, NY 10001  
212-760-9800

**SPACE RENTAL FORM**

Space use at Hudson Guild is governed in accordance with policies established by the NYC Housing Authority.

Name of Renter \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Is the applicant renting on behalf of an organization? Yes \_\_\_ No \_\_\_ If Yes, please provide the following:

- a) Organization \_\_\_\_\_
- b) Alternate contact \_\_\_\_\_
- c) Address/Telephone \_\_\_\_\_
- d) Applicant's Role in Organization \_\_\_\_\_

Type of function \_\_\_\_\_

Date of function \_\_\_\_\_

Set Up Time From \_\_\_\_\_ To \_\_\_\_\_

Start and End Time From \_\_\_\_\_ To \_\_\_\_\_

Breakdown Time From \_\_\_\_\_ To \_\_\_\_\_

Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_

Lay-out (please describe or attach a diagram): \_\_\_\_\_

Building requested: [ ] Elliott Center, 441 West 26<sup>th</sup> Street, New York NY 10001 (between 9<sup>th</sup> & 10<sup>th</sup> Aves.)  
[ ] Fulton Center, 119 Ninth Avenue, New York, NY 10011 (between 17<sup>th</sup> & 18<sup>th</sup> Sts.)

Room(s) desired \_\_\_\_\_ Number of people expected \_\_\_\_\_

Type of refreshments to be served: \_\_\_\_\_

Kind of entertainment, if any: \_\_\_\_\_

Please describe any equipment to be used: \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_

Total Fee \$ \_\_\_\_\_

NOTE: The signature of the event representative indicating receipt of this request does not constitute approval. You will receive a confirmation once your request is reviewed and approved.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~~~~~  
FOR OFFICE USE ONLY

Deposit                   \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Receipt # \_\_\_\_\_

Security Deposit       \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Receipt # \_\_\_\_\_

Balance                   \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Receipt # \_\_\_\_\_