

# MIDTOWN LOFT

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## CLIENT CHECK LIST FORM

Event Date \_\_\_\_\_

**This form MUST be signed, dated and returned to the ML&T Sales office 30 days prior to your event date.**

Client \_\_\_\_\_

Event Type: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Catering Company \_\_\_\_\_

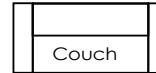
**RENTALS:** All rentals must be picked up on the day of the event, immediately after the event has ended. If you don't comply with this term there will be a charge of \$1,000.00 to your credit card.

Event time frame: **From** \_\_\_\_\_ **To** \_\_\_\_\_ **Set-up Start** \_\_\_\_\_ **Break-Down Start Time** \_\_\_\_\_

**FREIGHT ELEVATOR AVAILABLE TIMES: (9 am - 12 pm) and (2 pm - 4 pm)**

**SPACE RENTED:** \_\_\_\_\_ **Loft** \_\_\_\_\_ **Terrace** \_\_\_\_\_ **Loft & Terrace** Please check one

**Couches** \_\_\_\_\_ Please indicate the number you would like. There are up to seven couches in total.



**Coffee Tables** \_\_\_\_\_ Please indicate the number you would like. There are up to five coffee tables in total.



**Sonos Audio System**  Yes  No

**Microphone**  Yes  No

**Red Carpet**  Yes  No **Note:** If weather permits, upon guests arrival only.

**Ficus Trees**  Yes  No **Note:** "Yes" to all four trees, or "No" to none.

**Illuminated Bar**  Yes  No **Note:** It can be rolled into kitchen area. If you want it moved out of the space, it will cost \$250 extra

**Entrance Curtains**  Yes  No **Note:** This option is only available for weddings. If your event is not a wedding, please check No.

**Catering Memo**  Yes  No **Note:** You have received the "Caterers Memorandum", and have your preferred caterer sign it.

**Open Bar**  Yes  No **Note:** If your event is an open bar, you are subject to a \$300 cleaning fee.

### TERRACE INFO

**Terrace Furniture**  Yes  No

**Note:** Will cost \$250 extra to move furniture out of the Terrace

**Terrace Sonos System**  Yes  No

**Terrace Microphone**  Yes  No

**Retractable Awning**  Yes  No

**(Must notify 24 hours in advance to avoid \$500 fee)**

### PLEASE NOTE:

- All Furniture requests must be submitted along with the second payment, 30 days before the event. Any changes made on the day of the event will not be accepted. Mirror is a part of the space and can not be removed.
- Terrace Interior Lounge Furniture consists of (1) dark blue sofa (3) ottomans, (1) coffee table and (1) mahogany bar. An additional \$250 will be charged if removed from the Terrace.
- Illuminated Bar Removal an additional \$250 will be charged if removed from the space.
- Space Includes (4) 6 ft buffet tables.
- Charging Station available in the interior space with USB ports.
- WiFi will be available to all clients.
- Verbal Agreement made between Midtown Loft sales representatives and client will not be accepted by the event manager. Any agreements made must be stipulated in the contract.
- Note all items listed above are included in the Loft rental fee.

Client Sign: \_\_\_\_\_ Date: \_\_\_\_\_