

MIDTOWN TERRACE

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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 _____ Today's Date _____

Event Type: _____

Tel: _____ Cell: _____ Email: _____

Catering Company _____ Tel: _____

Event time frame: **From** _____ **to** _____ **Set-up Start** _____ **Break-Down End** _____

FREIGHT ELEVATOR AVAILABLE TIMES ARE: (2pm - 5pm)

RENTALS: Pick up time should be directly following the event unless otherwise arranged with Midtown Loft team.

Sonos Audio System Yes No

Microphone Yes No

Retractable Awning Yes No

Catering Memo Yes No

Note: Must notify 24 hours in advance to avoid a \$500 fee. Please leave blank and notify account manager if unsure.

Note: You have received the "Caterer Memorandum", and had your preferred caterer sign it.

PLEASE NOTE:

- Client is responsible to inform guests to arrive in the lobby on 3 East 29th street.
- Client agrees that after the event client must vacate the premises using the passenger elevator located on the 11th floor.
- 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 result in a \$250 fee.
- 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.
- Space includes (4) 6 ft buffet tables and (1) outdoor bench.
- Venue is equipped with an audio system compatible with Sonos App.
- Charging station available in the interior space with USB ports.
- Client agrees Midtown Loft has full control over the music played in the lobby.
- Client agrees Midtown Loft has full control over the facade lighting.
- Client agrees the illuminated ceiling will be set at a blue color.
- WiFi will be available to all clients.
- Client must make sure caterer follows recycling rules.
- 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 Terrace rental fee.

Client Sign: _____ Date: _____