

# 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: \_\_\_\_\_