



WELCOME TO THE PRINCE GEORGE BALLROOM

House Rules

Clients, please read this document carefully, sign it, and return it with the signed Venue Rental Contract to the venue manager.

- 1) No outside alcohol is allowed in the venue. Any alcohol donations must come to the venue directly from a distributor. The distributor must send the venue manager a hard copy letter, printed on their letterhead, stating the nature and quantities of the alcohol being donated, at least two weeks prior to the event.
- 2) Rentals can be delivered at the venue space beginning at 9:00 a.m. the day of the event. All equipment and rentals must be removed immediately following the conclusion of the event, unless other arrangements have been approved by venue manager. All catering food, supplies, equipment and waste must be loaded out immediately at the end of the event.
- 3) Setup time in The World Monuments Fund Gallery must be arranged and approved by venue manager. Art cannot be removed unless given permission by venue manager. There will be a charge for painting and spackling if other art is hung by client or its vendors in the gallery.
- 4) If your event has any audio/visual, production, or staging components, a walk-through with Wizard Studios, our exclusive audio/visual provider, is required, and must be conducted at least 30 days prior to the event. If your event requires additional electrical support (above 80 amps), the Prince George ballroom will provide an additional 400 amps at a supplemental charge of \$500.00 per day. Only the Prince George Ballroom building staff shall be permitted to operate the electrical circuit breakers.
- 5) As per NYC Fire Department regulations, client must observe our "no open flames policy," which means that at no time can candles or other open flames can be used without being enclosed in a glass container, such as votives or hurricane candle holders. No flammable, combustible, explosive, or pyrotechnical materials may be delivered or used in the venue space. Any decoration or fabric, affixed to the interior surfaces of the venue space, must be flame retardant or fire proof and conform with NYC Fire Department Regulations. A certificate must be submitted at least two weeks prior to the event to Venue Manager.
- 6) No equipment, goods, or products shall be dragged along the floor or across the Ballroom floor. Any moving equipment (such as hand trucks and dollies) must be equipped with rubber wheels. Protective paper or plastic must be laid on the floor if there is any work to be done such as florals, staging, gift assembly, etc. The only tape permitted to be used on the floor is painter's tape. Nails, tacks, pins, strong adhesives, and any other material that might damage the venue surfaces shall not be used without a prior written agreement by venue manager. Pixie dust, glitter, confettis, etc., are not allowed in ballroom. Management reserves the right to assess a clean-up fee if such materials are used.
- 7) The Prince George Ballroom office staff shall be allowed to operate during regular office hours (9:00 a.m. to 5:00 p.m.) without any interference and be permitted to conduct walk through during the set up time of each event.
- 8) Floor plans, production schedules, and description of the utility services are due no later than two weeks prior to the setup of the event. Client shall not contract or permit any service companies such as telecommunication, IT, electrical, digital, etc., without prior written notice to the venue manager
- 9) Smoking is prohibited anywhere on the premises of the Prince George Ballroom
- 10) The Prince George Ballroom venue manager retains the right to enforce all rules and regulations on public safety, egress, and any other emergency preventive measures, at any time during any event. Client and vendors must comply with such rules and regulations. Stairways, elevators, fire lanes, fire exits, emergency exits, and hallways and entrances must be kept clear, unlocked and unobstructed at all times.
- 11) The gallery restrooms are professionally cleaned prior to each event. During the event, it is the client's responsibility to hire restroom attendants. If the client needs attendants, he/she must contact the venue manager or his/her caterer.
- 12) Client is responsible for obtaining all permits, certificates, and insurances required for his/her event, including sidewalk or curb permits for outside the venue if needed.
- 13) The Prince George Ballroom takes pride in recycling! Caterers working in the venue space must use clear and black plastic bags to sort waste and recyclables. The venue manager will direct the caterer's staff regarding disposal.
- 14) At the end of each event, the client shall be responsible for returning the venue space to a broom-clean condition, including the kitchen, the bathroom and the main entrance. The kitchen counters and tops must be wiped down and the floor swept and mopped before vacating the event space.
- 15) If dancing is planned during the event, client must rent a dance floor. Please contact venue manager for in-house dance floor rate.
- 16) The event, music and catering services must stop by 1:00 a.m. Cleanup can begin directly after the event is over and must be completed within the hours agreed upon in the contract, otherwise overtime for venue, security, maintenance and venue manager will be added and invoiced to client.

We thank you for choosing The Prince George Ballroom and wish you a successful event!

Client Signature: _____

Date: _____

Did you know? 100% of proceeds from your rental go toward supporting Common Ground's mission to end homelessness in New York. For more information, please visit www.commonground.org. Thank you!