



432 West 45th Street ♦ New York, NY 10036 ♦ (212) 545-5700 ♦ Penthouse45.com

DAILY RENTAL RATES – 2016

MONDAY - THURSDAY	\$6,000
FRIDAY	\$6,500
SATURDAY - SUNDAY	\$7,000

QUESTIONS & ANSWERS

What is the capacity of Penthouse 45?

Penthouse 45 can accommodate up to 70 guests for a seated style event.

Do I need to provide insurance for my event?

We require a certificate of insurance that covers general liability. If alcohol is being served, liquor liability must also be included. Your caterer will often provide this certificate. You can also acquire insurance at privateeventinsurance.com or theeventhelper.com.

How do I hold a date at Penthouse 45?

At no charge, we may reserve a date for you as a tentative soft hold. This noncommittal hold entails placing your name and contact information on a date for one (1) week. The hold is non-binding and will automatically be released after one (1) week, unless proceeding into a rental contract and placing security deposit. We reserve the right to place soft holds on a discretionary first come first serve basis.

How do I book a date at Penthouse 45?

A \$1000 refundable security deposit and signed contract are required to book an event. We accept checks, ACH, money order, or cash as forms of payment. We do not accept credit cards. The full event payment is due thirty (30) days prior to the event date. If the event date is less than one month away upon booking, the remaining balance is due upon booking. The security deposit will be refunded in full within thirty (30) days following the event should no damages occur or additional fees.



432 West 45th Street ♦ New York, NY 10036 ♦ (212) 545-5700 ♦ Penthouse45.com

QUESTIONS & ANSWERS

Is there a cancellation policy?

Notice of cancellation is required at least thirty (30) days prior to the event date, in which case the \$1000 security deposit will be forfeited. If the event is cancelled less than thirty (30) days prior to the event, the full event payment will be forfeited and the security deposit will be returned.

Is someone from Penthouse 45 here during the event?

There are at least two staff members (a doorman and an event coordinator) present during the entire event. **Our event coordinator** will be attending to duties before, during, and after the event. Prior to guests arriving, they are assisting with setup. Some of which include: ensuring all our rental furniture is in place as directed in the floor plan; helping vendors with any questions or concerns upon arrival; directing deliveries to the proper area; maintaining temperature control in the space; overseeing the in-house lighting; directing vendors on where to dispose refuse; maintaining the cleanliness and supplies in the bathrooms; overseeing the general cleanliness of the space during the event; shutting down the facilities; collecting any lost items after the guests are gone; etc. **Our doorman** is stationed in the lobby and/or the elevator to escort guests into the building and up to the penthouse.

Are there any restrictions on decorations?

Confetti, rice, sparklers, real flame candles, helium balloons, and flower petals are not allowed.

Who is responsible for cleaning the space?

Your caterer and/or decorators are responsible for breaking down their items at the end of your event. We ask that they essentially leave the space like they found it. Once they leave, we have a professional cleaning crew that arrives afterwards to go over the fine details.

What time will my event shut down?

The curfew for your guests and music is 11:00PM. At this point your guests will depart the space and your vendors can begin breaking down. The vendors will have until 12:00AM to clean up and leave the space.

What rentals can Penthouse 45 provide?

We offer our complimentary inventory of furniture, which typically covers all standard event needs.



432 West 45th Street ♦ New York, NY 10036 ♦ (212) 545-5700 ♦ Penthouse45.com

SERVICES & AMENITIES

Rental rates include all complimentary furniture and space features detailed below, as well as, electricity, heating, air conditioning and bathroom amenities.

Available Tables – (15) 30" Round [42" or 30" High], (10) 60" Round, (10) 72" Round and (14) 72" x 30" Rectangular

Available Seating – (70) Reception Chairs and (45) Bar Stools

Inside – 6' Wood & Stainless Steel Bar, (2) Stainless Steel Ice Bin Carts, (2) Coat Racks with Hangers, (3) Stainless Steel Garbage Receptacles, (2) Handicap-Accessible Bathrooms and a Gas Fireplace

Outside – (4) Teak Chairs, (2) Teak Benches, (2) Teak Coffee Tables, (3) Standing Ashtrays

Kitchen – Refrigerator, Dishwasher, (2) Ovens, Induction Cooktop, Double Sink

Audio/Video – Built-In Audio System with Speakers and (6) 40" LCD Monitors, Ipod Docking Station, DVD Player, Wireless Microphone, HD Cable TV DVR, Wireless A/V Laptop Connection and Wireless Internet Access will all be available if tested at least 2 hours prior to an event*

Staff – (2) Penthouse 45 staff members (an event coordinator and a doorman) are provided for each event.

Optional Rentals – For an additional fee, we offer linens, china, flatware and glassware rentals, and A/V. The projection screen is built into the ceiling. The video projector is mounted on the ceiling. The projector package is available to rent for an additional fee. Neither the projector nor the projection screen can be moved.

Optional Catering Coordinator – For an additional fee, Penthouse 45 will handle your catering needs to suit your specific event requirements, which may include food, beverages, and wait staff. Please inquire for catering packages and further details.

* Penthouse 45 does not guarantee compatibility with in-house A/V system