

PARK AVENUE CAMPUS EVENT GUIDELINES



PUBLIC SPACE USAGE GUIDELINES

1. "Public Spaces" are defined as the entirety of the first-floor lobby including the conference center, the outside patio, and all parking areas.
2. Public Spaces are for the use of existing tenants or their affiliates, with the prior consent of the building's property manager.
3. Conference center or parking lot usage may occur during weekday work hours (7:00 a.m. - 5:00 p.m.) through pre-booking/pre-approval by the management office.
4. You may book our conference center for a maximum of 2 consecutive days only. Our conference center must serve all our Campus tenants and we are unable to accommodate long-term, extended bookings. However, we have several off-site preferred vendors who are very well suited for longer conferences. We recommend contacting:

Wendy Tait, Park Ave Club - wtaid@parkavenueclub.com
Erin Bennani, Archer Hotel - erin.bennani@archerhotel.com
Danielle Di Disarno, The Ave. - ddisarno@aveliving.com or
The Wyndham, Susdasilva@wyndham.com

AFTER-HOURS EVENT PROCEDURES

5. All events held within Public Spaces must be pre-approved by the property manager.
6. Events may begin at 5:00 p.m. unless determined otherwise by the property manager. Events will cease by 8:00 p.m.*
7. The Host must disclose their maximum-expected number of guests to the property manager at least one week prior to the event.
8. All vendors and services attending to an event (including but not limited to caterers, musicians, florists, rental companies, transportation companies, contracted staffing, etc.) are to present all proper insurance coverages prior to the function. Insurances are to be submitted to the property management at least 1 week in advance of the function.
9. Tenants electing to serve alcohol must submit Host/Liquor Liability at least 1 week in advance of their event.
10. The Host will assume financial responsibility for any electrical usage required for an event, such as HVAC.
11. There must be a building representative on site throughout the entirety of an event.
12. The property manager or the building engineer reserves the right to stop all event operations, if the situation demands cessation as deemed by management.

CATERING, SNACKS & DRINKS

13. Please note that any event that looks to serve ANY form of food or drink, must work with one of our preferred vendors to serve as event caterer. For example, even serving snacks like cookies requires a caterer with proper insurance coverages, and in this example our Dartcor on-site caterers are a great fit and happy to serve as your event caterer.

14. Tenants must select their event's food service provider from our list of [Preferred Vendors](#), who hold the proper approvals to provide food services on campus.

15. If the Host demonstrates a reasonable need that necessitates the use on an outside vendor, such vendors are required to be vetted at least 2 weeks prior to the event by the property manager. Management has the right to refuse the Host's request to use an outside caterer.

16. It is requested that the Host's planning individual or team keeps the building management staff continually updated on all event proceedings and changes throughout the entirety of the planning process.

17. The caterer must organize a walk-through of the event space with the concierge, the building engineer and the Host, at least 48-hours prior to the function.

18. No gas containers or open flames are allowed in the building. Ovens/hot boxes/coffee makers and other electronic equipment must be inspected before the start of an event by the building engineer, with all power output levels and building electrical outlet-usage approved prior by the engineer.

19. Caterers are responsible for complete set-up/break-down to an event. The caterer will depart once the property management team deems all public spaces as being thoroughly clean and in presentable condition.

20. All doorways, hallways and access points must be kept clear at all times prior to and during an event. Surface areas must be covered if food or beverages are being consumed within their proximity.

21. The caterer must bring at least one working fire extinguisher on site and in close proximity to the event.

ENTERTAINMENT/EQUIPMENT

22. Music of any kind may not commence prior to 5:00 p.m.
23. Entertainers that will be plugging into the building's electrical system must first get clearance to do so from the building engineer.
24. The building engineer must be made aware of any electrical components being utilized, including all electrical outputs.
25. Volume must be kept at levels deemed appropriate by the property manager. Music and amplification must cease by 8:00 p.m.

CLEAN-UP

26. Host is required to assure proper staffing for both set-up and break-down of event.*
27. In general, Park Avenue Campus does not allow event signage. However, if such signage has been permitted, any and all signage must be removed at the close of the event.

**For events past 8pm, housekeeping will provide 5 people (4 cleaners, 1 supervisor) to clean up after the event for a cost of \$219.00 +Tax (Pricing good until 3/2019). Events lasting late into the evening or requiring more extensive cleanup, may require additional staff and will be invoiced accordingly.*