



Founded 1973

Old bricks

Faith in people

Preserving community

Clinton Housing Development Company

HARTLEY HOUSE • 413 WEST 46TH ST • NEW YORK, NY 10036

RENTAL INFORMATION– Please see License Agreement for complete terms and conditions

Booking

Hartley House spaces may be booked by the hour or for specified, extended periods.

- Hourly Rentals may be booked up to 30 days in advance and must be paid in full at the time of booking.
- Advance Rentals (more than 30 days in advance) require a deposit of 1/3 of the total fee for the rental period. The balance is due at the start of the rental period.
- Exclusive Rentals/Buyouts are available in daily and weekly increments. Contact the Hartley House Booking Agent at 917-309-3551 or cameostudios@clintonhousing.org for rates and availability. A deposit of 1/3 of the total fee for the rental period is required at the time of booking. The balance is due at the start of the rental period.
- Extended License Period Rentals/Recurring Rentals (rentals that span more than 30 days) require a deposit of 1/3 of the total fee for the rental period at the time of booking. The balance is due at the start of each month of the rental period.

❖❖ ACCESS TO HARTLEY HOUSE SPACES WILL NOT BE PERMITTED PRIOR TO RECEIPT OF FULL PAYMENT ❖❖

Capacity

Hartley House rooms/spaces have the following capacity:

- Theater – 110 people
- Courtyard – 150 people
- Formal Dining Room/Parlor – 25 people
- Gallery – 35 people

Requirements and Restrictions

- All rentals begin promptly at the reservation time. Reservation time includes one hour for set-up and one hour for clean-up. Licensee is responsible for all set-up and clean-up.
- A guest list of all attendees is required for every event. Hartley House does not permit licenses for events open to the public, such as when tickets are sold at the door. The guest list must be received by Hartley House no later than 48 hours prior to the start of the event.
- Tampering with the thermostat is not allowed.
- All events are by invitation only and are not open to the general public.
- The playground area, slide and fire escape are off limits to all guests before, during and after an event.

- Conduct –
 - Licensee and guests must use the premises in a considerate manner at all times.
 - Congregating or loitering on the sidewalk is not permitted.
 - Hartley House Courtyard may be used for smoking and quiet conversation until 9:00pm.
 - Drug use of any kind is strictly forbidden in or around Hartley House property and will result in immediate expulsion from the event and the space, as well as immediate termination of the rental period, without refund.
 - Disparaging remarks and any type of violence will not be tolerated and are grounds for immediate expulsion from the event and the space.
 - Conduct may be deemed disorderly at the sole discretion of Hartley House staff, and may result in expulsion from the premises, revocation of license and termination of the rental period, without refund.
- Noise -
 - Hartley House is located near residential units, therefore, the noise level at the event must be controlled, so as not to disturb nearby occupants.
 - Music in the Theater must end by 10:00pm on weeknights and midnight on weekends.
 - Music in the Courtyard is limited to dinner music at low volume and must end by 9:00pm on both weeknights and weekends.
 - Unresolved noise disturbance may result in termination of the rental period, without refund.

❖❖ DAMAGE TO THE RENTAL SPACE DURING THE RENTAL PERIOD IS THE RESPONSIBILITY OF THE LICENSEE, AND MAY RESULT IN LOSS OF DEPOSIT AND OTHER FEES ❖❖

Cancellations

- Hourly Rentals:
 - Cancellation 48 hours or more prior to the scheduled booking = Full Refund or Credit for future booking, based on availability
 - Cancellation fewer than 48 hours prior to the scheduled booking = No Refund or Credit
- Exclusive Rentals/Buyouts, Advance Rentals, Extended License Period Rentals/Recurring Rentals:
 - Cancellation 30 or more days prior to the scheduled booking = Full Refund or Credit for future booking, based on availability
 - Cancellation 8 – 29 days prior to the scheduled booking = Credit for future booking, based on availability
 - Cancellation 7 or fewer days prior to the scheduled booking = No Refund or Credit
- Cancellation by Hartley House for any reason = Full Refund or Credit for future booking, based on availability