

*the*  
SIXTH FLOOR LOFT



# THE ANNEX



The Annex is a 3000+ sq ft loft with high ceilings, a mezzanine loft, and AV equipment, is the perfect canvas to be transformed into your next dream event, corporate meeting, photo and film shoot, fashion show, performance, and more. It can be combined with the Sixth Floor Loft to create a spacious 4000+ sq ft space.

## PRICING

- |                                    |          |
|------------------------------------|----------|
| - Hourly fee (6 hours min)         | \$550/hr |
| - Extra hr between 12am to 8am     | \$600/hr |
| - 10 hr bundle (btw 8am - 12am)    | \$4500   |
| - All day rental (from 8am - 12am) | \$5500   |
| - Mandatory cleaning service fee   | \$250    |
| - Admin fee 5%                     |          |

## ADDITIONAL SERVICES

- |  |        |
|--|--------|
| - Chair Rental (up to 105 chairs)      | \$5.50 |
| - 72" Round Tables (up to 10)          | \$15   |
| - 7'x36" Rectangular tables (up to 5)  | \$10   |
| - Projector and Screen Rental each (2) | \$200  |
| - Podium Rental (1)                    | \$100  |
| - Basic Linens (Black or White)        | \$15ea |

## PRODUCTION RATES

- |                               |        |
|-------------------------------|--------|
| - Still shoots (10 hr bundle) | \$3000 |
| - Video shoots (10 hr bundle) | \$4000 |



## EQUIPMENT

- Sound System
- 2 Microphones
- 2x8' couches
- 1 coffee table
- 1x59" round black antique table
- 2 rectangular console tables
- wifi
- 4 cocktail tables
- 2 large antique buffet tables
- AC
- 2 Bathrooms
- Coat closet
- Prep area (includes a medium size oven, 2 coolers, refrigerator, coffeemaker and sink)



# THE LOFT



The Sixth Floor Loft is a 1200 sq ft loft, elegantly furnished, and with AV capability that is the perfect location to host your next intimate dinner party, press event, shower or cocktail event.

## PRICING

- Hourly fee \$350/hr
- Extra hr between 12am to 8am \$400/hr
- 10 hr bundle (btw 8am and 12am) \$2750
- All day rental (from 8am to 12am) \$3500
- Mandatory cleaning service fee \$150
- Admin fee 5%

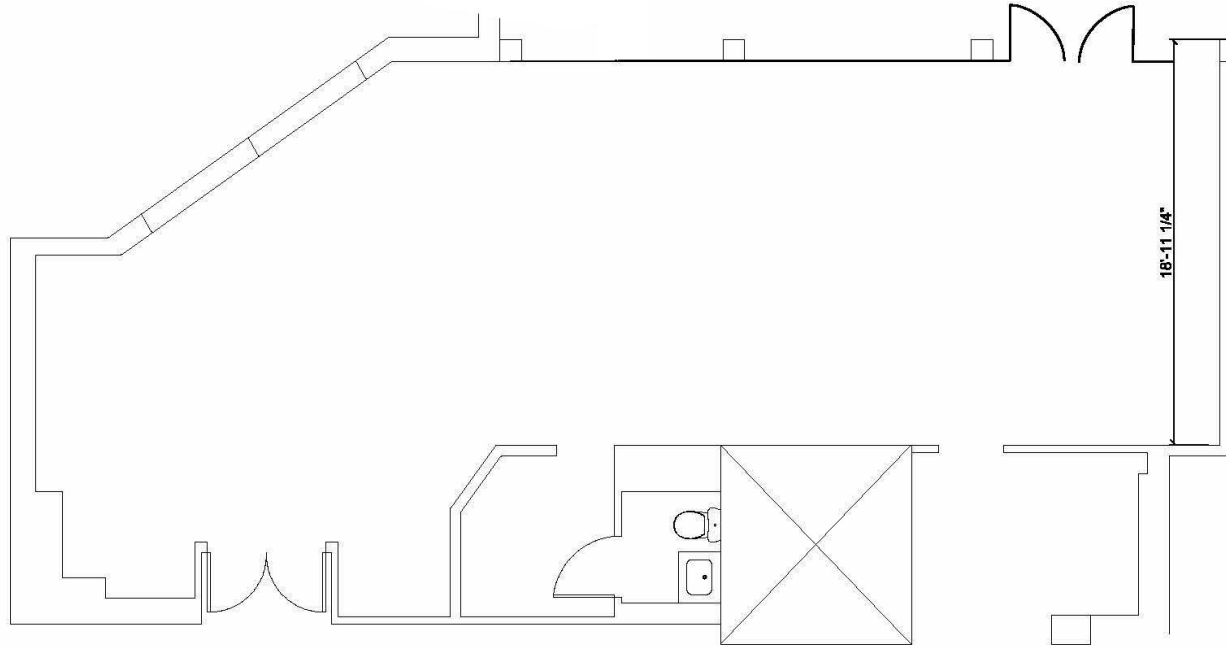
## ADDITIONAL SERVICES

- Chair Rental (up to 105 chairs) \$5.50
- 72" Round Tables (up to 10) \$15
- 7'x36" Rectangular tables (up to 5) \$10
- Projector and Screen Rental each (2) \$200
- Podium Rental (1) \$100
- Basic Linens (Black or White) \$15ea

**THE ANNEX and THE LOFT can be rented together to create a spacious 4000+ sq FT space.**

# SIXTH FLOOR LOFT FLOOR PLAN

Sixth Floor Loft



## EQUIPMENT

- Sound System
- 2 Microphones
- 2x8' couches
- 1 coffee table
- 1x59" round black antique table
- 2 rectangular console tables
- wifi
- 4 cocktail tables
- 2 large antique buffet tables
- AC
- 1 Bathroom
- Coat closet
- Prep area (includes a medium size oven, small refrigerator, coffeemaker and 3 compartment sink, and dishwasher)





100 White Chairs  
(\$5.50 each)



72" round tables  
up to 10 available  
(\$15 each)



30 Bellini Chairs off White  
(\$5.50 each)



7'X36" rectangular tables  
up to 5 available  
(\$10 each)



1 Podium (\$100)



2 couches 8'w x 41"d



1 couch 8'w x 41"d



1 wood antique table 102"w x 26"d x 31"h



2 console tables 73"w x 14"d x 29"h



1 coffee table 49"d x 69"w x 18"h



1 antique black table 59" round x 29"h



1 black stone antique table 103w x 21.5"d x 31  
(Only available for The Loft)



2 table lamps 32"h x 24" round



2 square marmorized wood  
blocks 16" x 16" x 18"



4 high tops 42"h x 24" round



3 light blue arm chairs

## BOOKING CONTRACT / CREDIT CARD CHARGE AUTHORIZATION

EVENT DATE \_\_\_\_\_

EVENT SPACE: ANNEX  SIXTH FLOOR LOFT

EVENT NAME (AS IT SHOULD APPEAR ON THE SIGNAGE FOR THE EVENT) \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ # OF GUESTS \_\_\_\_\_

BOOKING TIME (INCLUDING SET-UP AND BREAK-DOWN OF EVENT) \_\_\_\_\_ TIME OF MAIN EVENT \_\_\_\_\_

(Please note that 12am is the latest for any event and we allow the booking of an extra hour until 1am only for caterers clean up and break down of the event)

ARE YOU PLANNING TO SERVE WINE, BEER OR CIDER? \*REQUIRES COI\* YES  NO

ARE YOU PLANNING TO SERVE HARD ALCOHOL? \*REQUIRES CATERER WITH LIQUOR LICENSE\* YES  NO

IF YES TO EITHER, PLEASE PROVIDE NAME OF CATERER (Caterer must have State Liquor Authority License and Liability insurance)

\_\_\_\_\_

### PLEASE SPECIFY ADDITIONAL SERVICES REQUESTED:

PROJECTOR AND SCREEN (extra \$200)

PODIUM (extra \$100)

# OF CHAIRS REQUESTED (up to 130 chairs \$5.50 each) \_\_\_\_\_

ROUND TABLES (up to 10 tables \$15 each) \_\_\_\_\_

RECTANGULAR TABLES (up to 5 tables 7'X36" \$10 each) \_\_\_\_\_

LINENS ( in house tablecloths plain white only \$15 each) \_\_\_\_\_

INITIAL \_\_\_\_\_

**IN HOUSE FURNITURE/EQUIPMENT REQUESTED (no additional charge)\*:**

MICROPHONES (2 per loft, specify for which room)\_\_\_\_\_

COUCHES (up to 2)\_\_\_\_\_

COFFEE TABLE (1)\_\_\_\_\_

COCKTAIL TABLES (4)\_\_\_\_\_

ANTIQUE BAR TABLE (1)\_\_\_\_\_

CONSOLE SIDE TABLES (2)\_\_\_\_\_

\*Please note that 4 pillars with vases and branches, large stone table and large mirrors and cabinets cannot be moved from the Sixth Floor Loft.

I understand that I will restore the Sixth Floor Loft and/or Annex in the same conditions as found and authorize the Sixth Floor Loft and Annex to keep the following credit card on file:

CC #\_\_\_\_\_ Exp Date\_\_\_\_\_ CVV\_\_\_\_\_

CC Holder Name\_\_\_\_\_ Phone #\_\_\_\_\_ Email\_\_\_\_\_

Billing Address \_\_\_\_\_

I also authorize the use of the above card for a 10% security deposit that will be refunded once the event is complete and for the following extras occurrences:

- SFL Overtime \$350 per hour 8am to 12am - \$375 per hour 12am to 8am
- ANNEX Overtime \$550 per hour 8 am to 12am - \$575 per hour 12am to 8am
- Extra cleaning fee \$300-500

**INITIAL**\_\_\_\_\_

- Upholstery cleaning \$300 per couch
- Trash in excess of 5 bags \$10 per bag
- Other damages and incidentals that may occur as determined at the end of the event.

The client is also responsible to have all rentals delivered and picked up on time as well as personal belongings as agreed with the venue or a storage fee might apply.

**PAYMENT SCHEDULE:**

50% deposit will be charged upon receipt of this booking form. The full balance will be charged 30 days prior to the event. We will keep the credit card information on file to charge any additional extras that will occur the day of the event.

All payments must be made via ACH following the invoice link mailed electronically. **Payments by credit card will be subject to an additional 3% processing fee.**

**CANCELLATION POLICY:**

- 50% deposit is non refundable under any circumstances. If the cancellation of the booking is not made 30 days prior to the event, the client will be charged 100% of the estimated fees.
- The booking is valid only for the date originally indicated and the balance can't be transferred to a different date.
- If cancellation is caused by the event location, the client will not be responsible for any payment or it will be refunded in case a deposit or full payment has been paid.

**INITIAL\_\_\_\_\_**

Please read carefully before signing this contract: By signing this contract I agree that all the information provided is correct and:

1. In case earlier access to the premises is requested or a failure to leave the premises by the time stated in the contract will result in overtime charges.
2. Our facility is 100% no-smoking/vaping. Any infractions will result in the immediate termination of the event without refund.
3. Music is allowed at a level that is deemed acceptable. Any use of strong base or very high volume will not be accepted and if not respected will result in the immediate termination of the event without refund.
4. The consumption of alcoholic beverage is not permitted unless provided by a caterer with a Liquor License and liability insurance
5. Any property damage including disposing of inappropriate objects in our toilets or trash will result in additional charges to the client.
6. Depending of the event, we may require security service.

**PLEASE READ BEFORE SIGNING THIS CONTRACT and INITIAL ALL THE PAGES BEFORE RETURNING TO US:**

- **SIGNING OF AN ESTIMATE IS NON BINDING**
- **SIGNING OF THIS CONTRACT DOES NOT REPRESENT CONFIRMATION OF A BOOKING UNTIL PAYMENT IS MADE**
- **IF NO PAYMENT IS RECEIVED WITHIN 24 HOURS FROM RECEIVING THE INVOICE, WE RESERVE THE RIGHT TO SELL THE SPACE TO OTHER INTERESTED PARTIES IF ANY OR RELEASE THE HOLD**
- **FAILURE TO COMPLY WITH OUR LOFTS RULES INCLUDING NOT LEAVING THE PREMISES BY THE TIME STATED IN THE CONTRACT WITHOUT PRIOR CONSENT WILL RESULT IN A \$1,500 AUTOMATIC CHARGE**

By signing I agree to all the above stated.

Signature \_\_\_\_\_

Date\_\_\_\_\_

Print Name \_\_\_\_\_