

The Jerome L. Greene Performance Space  
44 Charlton Street (at the corner of Varick Street)



*Make your event extraordinary at The Greene Space!*



To contact The Greene Space Rental Manager, call 646.829.4190, fax 646.461.5788  
or e-mail [nsaechao@nypublicradio.org](mailto:nsaechao@nypublicradio.org).

SPACE USAGE APPLICATION

The information you provide in this application will be used strictly to determine an appropriate price quote. Please fill it out in its entirety and return via email to [nsaechao@nypublicradio.org](mailto:nsaechao@nypublicradio.org). If the details of your request change, then the price quote will be adjusted to reflect the modifications. PLEASE NOTE: Any requests for dates, times, and services shall not be deemed confirmed unless a contract and invoice are issued and signed by both parties. This application does not suggest any formal agreement.

**Application for use of the space:**

Non-Profit – 501 (c)(3) status

For-Profit

*PLEASE NOTE: The organization, company or individual, IRS Determination Letter/proof of non-profit status and both certificate of insurance documents must all be the same name or sponsoring entity.*

Organization/Company/Individual Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

Secondary phone: \_\_\_\_\_

Potential Date(s) of Event: \_\_\_\_\_

Estimated Amount of Guests expected to attend: \_\_\_\_\_

(Please check one below)

Theater Style (100-120 max) \_\_\_\_\_ Standing Room (200 max) \_\_\_\_\_ Cocktail Style (150 max) \_\_\_\_\_

Name of Event: \_\_\_\_\_

All renters **MUST** provide **two (2) Certificate of Insurance** documents for your event. **Please confirm** \_\_\_\_\_

**(Certificate #1) naming New York Public Radio as additional insured.**

New York Public Radio - The Jerome L. Greene Performance Space, 160 Varick Street, 7th Floor NY, NY 10013

**(Certificate #2) naming The Rector, Church-Wardens and Vestrymen of Trinity Church in NY as additional insured.**

The Rector, Church-Wardens and Vestrymen of Trinity Church in NY, 74 Trinity Place, NY, NY 10006

**Alcohol Service:**

Beer & Wine Only\* \_\_\_ **Permit required** to serve – TGS can secure via The NYS Liquor Authority

*\*We require a licensed bartender who is TIPS certified to be on premises during the entire event. TGS can provide at a cost.*

Liquor & Spirits \_\_\_ **Permit required** and can be secured via an alcohol licensed caterer for TGS and the specific date

**Please confirm** \_\_\_\_\_



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Set-up time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Event time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Clean-up time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**TOTAL HOURS:** \_\_\_\_\_ (Total of 4 hour minimum – includes set-up & strike)

**Please note:** all DELIVERIES AND PICKUPS (furniture, catering, musical or technical equipment, floral, etc.) must be coordinated within your rental window. Extended time and/or day may be requested at an additional rate.

**PLEASE CHECK:**

Performance (Dance, concert, play, music, etc.) \_\_\_\_\_  
Conference/Lecture: \_\_\_\_\_  
Panel: \_\_\_\_\_  
Film/Video Screening: \_\_\_\_\_  
Other (Please describe): \_\_\_\_\_  
Number of people in the performance/event? \_\_\_\_\_  
Anticipated attendance: \_\_\_\_\_  
Is this event open to the general public? \_\_\_\_\_  
Food to be served: \_\_\_\_\_ Via Caterer: \_\_\_\_\_ *yes or no*

**Please note: Video recording of any kind is strictly prohibited.**

**Equipment/Technical Needs (please check):**

Live Video Webcast: \_\_\_\_\_ (An embedded player will be provided 24-48 hours before your event for use on your website.)  
Video Capture: \_\_\_\_\_ Audio Capture: \_\_\_\_\_  
(A DVD and/or AUDIO copies will be provided within 24-48 hours of the event.)  
Microphones: \_\_\_\_\_ Piano and Tuning: \_\_\_\_\_  
Projector & Screen on stage: \_\_\_\_\_ Music Stands/Lights: \_\_\_\_\_  
TV Monitors: \_\_\_\_\_  
CD/DVD Playback (please provide 2 copies of your media): \_\_\_\_\_  
PowerPoint (please provide 2 copies of your media): \_\_\_\_\_



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**Please note the following information:**

**BOX OFFICE**

Usage of Box Office area that includes a Greene Space team member is at an additional fee.

**SERVICE OF ALCOHOL**

Serving alcohol may require a license. This is determined by the # of people occupying the space – 74 people or more will require a license to be secured by the renter or by the caterer.

**CATERER INFO**

The Greene Space preferred caterer is Great Performances. Renters are allowed to hire their own caterer, however, menu items and set-up must be approved in advance by our staff. Open flames of any kind are prohibited.

**SECURITY & FIRE GUARDS**

A minimum of one security personnel is required for all rental events for the entire rental time.  
Two fireguards are required for all rental events for the entire rental time.

**PRESS**

Any press related items that mention NY Public Radio's Jerome L. Greene Performance Space **MUST** be reviewed by NY Public Radio's Department of Publicity. Please contact Jennifer Houlihan at [jhoulihan@nypublicradio.org](mailto:jhoulihan@nypublicradio.org).

**CLEAN UP / RESTORATION**

It is the renter's responsibility to gather all items and/or garbage (loose paper/programs, signage, food and beverage) and place in the designated area at the end of your event. Additional spaces such as lobby, green room and pantry should also be cleaned and restored. With prior approval, any items to be picked up must be left in an approved area of the performance space.

*Please note: We will review your application and contact you within three to five business days at which time we will provide you an estimate/quote for your event. The complete rental fee is due in the form of a certified check payable to New York Public Radio no later than ten (10) days prior to the date of your event.*

RENTER Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE