







Make your event extraordinary at The Greene Space!













To contact The Greene Space Rental Manager, call 646-829-4216, fax 212-633-7611 or e-mail njohnson@nypublicradio.org.

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









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 njohnson@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 us	se of the space:	□ Non-Profit – 501	(c)(3) status ☐ For-Profit
<u>PLEASE NOTE:</u> The organize documents must all be the			n-profit status and both certificate of insurance
Organization/Compan	y/Individual Name: _		
Mailing Address:			_
			_ _
Contact Name:		Title:	
Phone:	Fax:	*E-mail:	
Secondary phone:			
Potential Date(s) of Ev	ent:		
Estimated Amount of	Guests expected to a	ttend:	
(Please check one belo	ow)		
Theater Style	(100-120 max)	_ Standing Room (200 max)	Cocktail Style (150 max)
Name of Event:			
All renters <u>MUST</u> prov	ride two (2) Certificat	e of Insurance documents for you	ur event. Please confirm
(Certificate #1) namin	g New York Public Ro	adio as additional insured.	
New York Pub	lic Radio - The Jeromo	e L. Greene Performance Space, 1	.60 Varick Street, 7th Floor NY, NY 10013
(Certificate #2) namin	g The Rector, Church	-Wardens and Vestrymen of Trin	ity Church in NY as additional insured.
The Rector, Ch	nurch-Wardens and V	estrymen 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 N	YS Liquor Authority
*We require a licensed b	artender who is TIPS ce	ertified to be on premises during the e	entire event. TGS can provide at a cost.
Liquor& Spirits	Permit required an	ıd can be secured via an alcohol li	censed caterer for TGS and the specific date
			Please confirm

New York Public Radio 160 Varick Street, New York NY 10013

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VENUE USAGE INCLUDES:

- Live Space and Lobby 1823 Sq ft
- Performance Stage 16'W x 12'D
- Green Room approx. 12'x12'
- Dressing Room Area with private restroom
- Catering Pantry

Public Restrooms

- Coat Check
- 1 Greene Space Production Team Member
- 1 Technical Team member for basic needs

Space Usage Fee (For-Profit): Space Usage Fee (Not-for-Profit Rate^): \$3500.00 (4 hour minimum which includes set- up & strike) \$1750.00 (4 hour minimum which includes set- up & strike)

Production items available at NO ADDITIONAL FEE*:

Stage (basic set-up) Lectern

100 black stacking leather chairs

40 black leather counter stools 10 music stands 10 orchestral chairs Fazioli 7ft Grand Piano

1 Cello chair Drum Kit 110" projection screen & projector, laptop – PC only LED theatrical lighting system (standard pre-set)

Ten glass cocktail tables

Two – 6' tables

Two – 4' tables

Black linen floor length table cloths

Four silver signage stands fitting 8½w x 11h paper Two silver signage stands fitting 11w x 14h paper

Additional costs and staffing will be determined based on your submitted application.

Please <u>describe</u> your event. Please include a brief summary/description along with as many details as possible. For
example include – program order or flow, # of speakers/panelist, live or recorded music, artist - # of musicians &
instrumentation, use of piano, lectern, tables and/or chairs, music stands, video recording, event to include food &
beverage, etc.:

[^] Proof of 501 (c)(3) IRA Determination Letter must be provided to establish Not-for-Profit status

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Set-up time: am/pm <i>to</i>	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 (furn	iture, catering, musical or technical equipment, floral, etc.) must be
coordinated within your rental window. Extend	ded 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 strice	ctly 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: (A DVD and/or AUDIO copies will be provided within 24-48	Audio Capture: B 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 yo	our media):
PowerPoint (please provide 2 copies of your me	edia):

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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.

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	-	