



Make your event extraordinary at The Greene Space (TGS)!

The Jerome L. Greene Performance Space
44 Charlton Street (at the corner of Varick Street), New York, NY 10014

VENUE/SPACE Information

Live Space/Studio	1683 Square Feet 5 HD Cameras for Live Web Broadcasting and Video Capturing LED theatrical lighting system Function as recording studio Acoustic panels throughout the space Large windows facing Varick Street Performance Stage – 16’W x 11’D x 14” H Flooring: polished cement
Maximum capacity:	120 for Theater Style Seating; 150 for Cocktail Style Seating; 200 for standing room only
Lobby	Approx. 543 Square Feet, Flooring: polished cement Entrance located at 44 Charlton Street
Green Room	Approx. 12’x12’. Amenities includes chairs, a sofa, a coffee table and a private bathroom
Pantry	A sink and a refrigerator, a microwave, stainless steel working surfaces are available.
Public Restrooms	Each for ladies and gentlemen. 2 stalls each.
Accessibility	Accessible from street without stairs/access ramp to the studio, the lobby, and the public bathrooms. An access ramp is available for the stage.
Public Transportation	1 Train - Houston Street stop C & E Train - Spring Street stop Closest buses: M 20, M21, M6, M5
Parking:	On-street metered parking and numerous parking garages in a 2-block radius

FACILITY GUIDELINE

RENTAL HOURS & RATES

- **Minimum 4-Hour rental is required.**
- Staff arrival, receiving rental/catering deliveries onsite, artists/guest speakers/panelists arrival, catering set up, stage set up, space decorations, lighting focus, clean up and load out must be done within contracted hours.
- Additional hourly charge will be applied if such activities are not done within contracted hours.
- Starting Rate for For-Profit companies is \$4800 and for Non-profit organizations is \$3200.
- Rate sheet becomes available after submitted application is reviewed and approved by TGS.
- For non-profit rates, the organization, company or individual with IRS Determination Letter/proof of non-profit status, contract and both certificate of insurance documents must all be the same name or sponsoring entity.

CLEAN UP / RESTORATION

- **Facilities must be restored to conditions found prior to use.**
- 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.
- Additional cleaning time and/or janitorial service may be charged if all restoration and cleaning are not done within contracted hours.

STAFFING

- Staffing will be determined by TGS.
- Minimum of one technical crew with minimum work period of 4-hour is required for any events.
- All the in-house equipment will be managed by TGS staff.
- Staff/Crew contracted by client may not substitute TGS staff. Any crew plan by client needs to be consulted with TGS PRIOR TO CONTRAC SIGNING. This also may result in additional cost.
- Additional staffing for Box Office, House Management, and Coat Check, is available at cost.
- See "SECURITY & FIRE GUARDS", "SERVICE OF ALCOHOL", "CATERER/CATERING."
- 1-2 TGS staff will be act as a supervisor and onsite contact.

SAFETY/SECURITY & FIRE GUARDS

- A minimum of one security personnel provided by TGS is required for all rental events for the entire rental time.
- Safety, Public Health, Fire requirements, regulations and all the applicable laws of all city, state and federal regulations must be complied. Events may be subject to cancellation if any codes were violated.

STRISTCTLY PROHIBITED:

- Live Web Broadcasting/Video/Audio recording of any kind without TGS staffing approval
- Duck/Packing/Scotch tapes (painters/gaff/spike tapes are allowed in certain areas approved by TGS)
- Screws, Nails, Push Pins, Paint or Sharpies on the walls, floors, windows, tables or counters.
- Incents, Candles, Gel Fuel Cans or Any kind of flame
- Smoking of any kind
- Blocking entrances/exits, doors, staircases and hallways.
- Oil-based fog machine
- Discrimination against persons of race, color, religion, national origin, ancestry, sex, gender, sexual orientation, age, marital or domestic status, political affiliation or disability.

EXTERNAL GEAR/EQUIPMENT

- Brining any external, including rental, equipment need to be approval by TGS a week prior of event date.
- It may result in additional cost for staffing.

CATERER/CATERING

- The Greene Space has list of preferred caters. Please review the website for contact information.
- Renters are allowed to hire their own caterer, however, menu items and set-up must be approved in advance by TGS staff. Renters are responsible for finding a caterer that complies with TGS guidelines.
- Open flames of any kind are strictly prohibited.
- If client is providing own catering, minimum one TGS staff needs to be hired at cost.

SERVICE OF ALCOHOL

- 74 people or more will require a permit from the NYS Liquor Authority to serve alcohol.
- Beer & Wine ONLY: TGS can secure maximum two permits (one per bar) at a cost. Otherwise it must be arranged through TGS's preferred caterer.
- Liquor & Sprints: A permit MUST be secured via TGS's preferred caterer.
- Minimum one TIPS certified bartender is required to be on premises during the entire event. If caterer is not providing any TIPS certified bartenders, TGS MUST provide minimum on at a cost.

INSURANCE

- **All renters MUST provide two (2) Certificate of Insurance** documents for your event upon signing contract.

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
(Sample) <http://media.wnyc.org/media/resources/2012/Jan/09/certificate-liability-insurance.pdf>

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
(Sample) http://media.wnyc.org/media/resources/2012/Feb/16/WNYC_-_Sample_Certificate_of_Insurance.pdf

PRESS/ MARKETING / BOX OFFICE

- All the clients are responsible for marketing and promoting of their own events.
- New York Public Radio, WNYC, WQXR, or TGS logo's are not allowed to use marketing/promotional material.
- All the clients are also responsible for their own box office operation. TGS's ticketing system is not available for rental.
- Any materials that mention NY Public Radio, WNYC, WQXR Jerome L. Greene Performance Space MUST be reviewed by NY Public Radio's Department of Publicity.
- Any commercial use of the likeness of the building is prohibited without the express written consent of New York Public Radio and The Rector, Church-Wardens and Vestrymen of Trinity Church in NY.

ANYTHING ELSE???

APPLICATION PROCESS

- 1) Please review. **Rental Guideline** and **Tech Spec**.
- 2) Then, **Application Form** must be filled out and email the form to thegreenspace@wnyc.org
The form will be reviewed by TGS.
TGS will send Applicant/Client the notice of receipt.
- 3) A rough estimate and the Rental Rate Sheet will be sent to Applicant/Client, if application is approved by TGS to proceed.
- 4) **Contract** will be sent to Applicant/Client upon agree on estimate.
- 5) **Upon receipt of Signed Contract and 2 COIs** (Certificate of Insurance), an event date will be held as **“HOLD”** on TGS Calendar. (Ideally this is done 1 month or more prior to the event date.)
- 6) Upon receipt of **1st Deposit**, an event day will **“BOOKED”** officially on TGS Calendar.

MATERIALS TO BE SUBMITTED 2 WEEKS PRIOR to EVENT DATE

- Any material that is mentioned “NYPR, WNYC, WQXR or TGS” for approval.
- Run of show, Detailed Schedule
- Lobby layout
- Stage layout
- Playback music, Video, PowerPoint Presentation, Logo (PDF, 16:9) that are used on monitors
- Catering Info and location on site(If applicable)
- TPA for Alcohol Service (If applicable)
- Video Broadcasting Site (If applicable)
- Name of Staff and Attendees