

THE JAZZ LOFT RENTAL INFORMATION

RENTAL INFORMATION (RATES EFFECTIVE JANUARY 1, 2018)

- \$850 rental fee for a 5-hour block.
- Full access to our premier performance space Club Q.
- Rental fee includes 1 full-time Jazz Loft staff member for assistance.
- Rental fee does not include any additional materials such as utensils, dishes, ice, coffeemakers, etc.
- All children must be supervised at all times.
- \$200 deposit fee for booking.

ROOM DIMENSIONS

- Club Q : 35 x 40 feet

TABLES & CHAIRS

- 21 Square Tables; 28 x 28 inches; 4 chairs per table.
- 84 Chairs; additional seating available upon advanced request.
- (2) 3ft x 6ft serving tables
- (1) 3ft square serving table

CATERING

- Certificate of liability insurance is required for caterers outside of the Stony Brook Village.
- Please notify The Jazz Loft in advance if there will be catering at your event.

RENTALS & VENDOR DELIVERIES

- Inform us if you are using rentals & indicate the arrival & pick-up dates.
- The Jazz Loft has specific hours of operation and we cannot sign for deliveries; please make vendors aware.
- The Jazz Loft is not responsible for any items left or picked up by vendors.

ADDITIONAL SERVICES

- The Jazz Loft offers a state of the art digital sound system for events requiring the use of microphones or the use of pre-recorded music. Our sound system is

available for use, but a Jazz Loft sound engineer must be present and used. The fee for a sound engineer for an event is \$175.00.

CLEAN-UP

- The facility does not have an automatic dishwasher, but a sink is available for washing. Please bring your own soap, dish towels, sponges, and heavy plastic bags.
- All garbage must be secured in heavy plastic bags and removed from the venue premises.
- Venue Rental fee does NOT include \$100 venue cleaning fee.

ADDITIONAL REQUIREMENTS

- No staples, nails, tacks, tape, glue or other type materials may be used to affix items or decorations to the walls, ceiling or floors.
- No art work, framed items or exhibit display items of any type may be moved. Any items desired to be relocated must be approved by and moved by Jazz Loft staff and will incur additional fees.
- Guests are not permitted to use any of the musical instruments (piano, drums, etc.).
- In addition to being a performance venue and educational facility, the Jazz Loft is a functioning and operating museum with a strong focus on preservation. Please ensure that our facility can continue to be made available for use to our community by communicating and encouraging your guests to refrain from touching any of the exhibits.
- No decorations which involve the use of water such as floating candles are permitted within the Jazz Loft.
- Events which encompass greater planning/coordinating such as a wedding will require the addition of a Jazz Loft Coordinator fee of \$250 and may rate higher than the flat rental fee.

CANCELLATION POLICY

When the Jazz Loft joins in contract for the rental of its venue it is referred to as the "vendor" with the renter being contractually referred to as the "purchaser".

Vendors' obligations are subject to prevention by Acts of God, riots, strikes, epidemics, public emergency, an act of public authority, or any other cause beyond the Vendors' control. Purchaser shall be bound by the terms of this contract if inclement weather prevents the services contemplated from being performed, so long as the vendor is present, ready and able to deliver the agreed upon services. Should purchaser cancel the engagement for any reason, purchaser shall be liable for 50% of the contract price if such cancellation is at least 30 days prior to the engagement date, and 75% of the contract price if cancellation occurs less than 30 days prior. A \$200.00 deposit is due immediately upon booking said date.