

# Estonian Educational Society, Inc.

234 East 34<sup>th</sup> Street

New York, NY 10016-4852

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## Reservation and Facilities Use Agreement

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Tel: \_\_\_\_\_

Rental date and time: \_\_\_\_\_ Function Hours: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_

Number of People: \_\_\_\_\_

Will this event primarily attended by persons under the age of 21? Yes/No

Are you Member or an Associate Member of the Estonian Educational Society? Yes No

### ROOM RESERVATIONS:

Requests the use of the:

**Great Hall** (second level) \_\_\_\_\_

**Blue Room** (second level) \_\_\_\_\_

**Fireplace Room** (entry level) \_\_\_\_\_

**Café Bar** (entry level) \_\_\_\_\_

**Kitchen** (entry level) \_\_\_\_\_

**Fraternity Room** (lower level) \_\_\_\_\_

**Full House** (three floors) \_\_\_\_\_

### ROOM FEES AND OCCUPANCY:

Room	Occupancy	Member Fee (Up to 4 h)	Additional Hour	Associate Member Fee (Up to 4 h)	Additional Hour
<b>Great Hall</b>	Up to 100	\$400.00	\$100.00	\$600.00	\$150.00
<b>Blue Room</b>	Up to 25	\$200.00	\$70.00	\$400.00	\$100.00
<b>Fireplace Room</b>	Up to 14	\$100.00	\$50.00	\$200.00	\$50.00

<b>Café Bar</b>	Up to 50	\$200.00	\$50.00	\$400.00	\$100.00
<b>Kitchen</b>	N/A	\$200.00	\$50.00	\$400.00	\$100.00
<b>Lobby</b>	Up to 70	\$100.00	\$25.00	\$125.00	\$35.00
<b>Fraternity Room</b>	Up to 70	\$250.00	\$65.00	\$500.00	\$125.00
<b>Full House (three floors)</b>	N/A	\$1,500.00	\$400.00	\$2,400.00	\$800.00

**ADDITIONAL REQUIREMENTS:**

Tables (Quantity): \_\_\_\_\_ Podium Yes/No Microphone Yes/No  
 Round Table (seats 10 people): \_\_\_\_\_ LCD Projector/Screen Yes/No Piano Yes/No  
 Rectangular Table (6 ft): \_\_\_\_\_ Coat Check Yes/No Security Yes/No  
 Rectangular Table (8 ft): \_\_\_\_\_ Extra Cleaning Yes/No Bartender Yes/No  
 Square Table: \_\_\_\_\_ Table Linens (Quantity): \_\_\_\_\_ Chairs (Quantity): \_\_\_\_\_  
 Coat Rack (under 30 people): Yes/No

**EXTRA FEES**

A/V System (Microphone, amplifier, screen, speakers) \$30.00  
 Projector (HD) \$20.00  
 Additional equipment (DVD -, VCR -, CD - player) \$5.00  
 Piano \$50.00  
 Extra Tuning \$150.00  
 Cleaning \$150.00  
 Bartender \$150.00 (up to 4 h) + gratuity  
 Security \$150.00  
 Coat Check \$100.00 or \$2.00 per person  
 Table Linen \$5.00/\$10.00  
 Coffee Urn \$10.00

**FOOD AND BAR SERVICE REQUIREMENTS:**

Do you plan on having this event catered? Yes/No  
 Caterer: \_\_\_\_\_ Contact person: \_\_\_\_\_  
 Tel: \_\_\_\_\_  
 Will alcohol be served? Yes/No  
 Bar Service: \_\_\_\_\_ Extra Staff: \_\_\_\_\_  
 Special Bar Setup: \_\_\_\_\_

## PLEASE NOTE:

The Estonian House is a **private club**. Use of the facilities that you have reserved for the above event is exclusively for your use and that of your personally invited guests. Any general **advertisement** of this event in print, online or other media is strictly prohibited.

Our By-Laws require that at least one individual or the organization itself be a **Member or an Associate Member** of the New York Estonian Educational Society in order to use the facilities. Full payments must be made on the scheduled event. Rooms are tentatively booked at the time of request, but no room is confirmed until the **Reservation and Facility User Agreement** has been signed. Cancellation notice is due one (1) weeks in advance of your requested date. Cancellations made with **less than one (1) week** notice prior to the scheduled event will result **50%** of the rental deposit. Cancellations made with less than 3 (three) days notice will result in the loss of your deposit. The contact person must call at least **3 business days** prior to event to confirm arrangements.

We reserve the right to ask for security deposit of **\$300.00** to cover damage, loss or special cleaning. The security deposit shall be paid on signing the Agreement and will be returned only if the room and facilities are left in good order. The building must be completely vacated no later than **03:00 A.M.**

**Drug use and smoking** within the facilities are prohibited. Smoking is allowed outside away from the entrance only. The bartender(s) will not serve alcoholic beverages to any intoxicated patrons or person under the age of 21 years. If there is demonstrable evidence of any illegal activity in the Estonian House during the event (narcotics, firearms, etc.) at the very least, but not limited to, the security deposit will be forfeited and the organizer will be prohibited from future use of the Estonian House. Any additional damage, vandalize or destroy to the facilities in the Estonian House shall be deducted from the security deposit, and if any such damage exceeds the security deposit then it is the sole responsibility of such signed person(s) to the agreement.

The group shall, at its own expense, station a responsible person of suitable age and discretion, to monitor the street entrance door commencing one – half hour before the start of the function and terminating when all persons attending the functions have left, such person to have the responsibility of admitting to the function only those persons who are entitled to be admitted. If alcohol is served during the event, a responsible person must monitor that alcohol is consumed on the premises only. Any liabilities assumed by the Estonian House

due to lack of supervision by such signed person(s), can reduce the security deposit, and if such liabilities exceeds the security deposit then the difference is the responsibility of the signers utilizing the facilities.

The group shall be solely responsible for and shall hold Estonian House harmless against any claims for injury or loss to person or property by any person attending the event. Each organization is responsible for their guests in the building and assumes full responsibility for any losses or damage, beyond reasonable wear, that might occur to the facility or the equipment. Any such loss or damage is to be replaced or paid for immediately at current retail price for replacement and/or repairs.

Any organizations or person's requesting the use of the facilities **must adhere to the occupancy requirements** of the room being rented. The building is **not wheelchair accessible**, and the establishment does not hold itself liable for the lack of access to such facilities, and any associated responsibilities in knowledge of the lack of facilities accessible to wheelchair inaccessibility is the responsibility of such signer(s) to notify any attendees in advance.

A cleaning fee depends on how long it takes to return the building to pre-rental condition. Additional charges will apply to clean up vomit.

Secure all of the trash in the regular and/or recyclable containers provided for your convenience, throughout the facilities. All the facilities used must be cleaned of trash, decorations and debris. It is the group's responsibility to return the facilities back to the pre-rental condition following the event.

All equipment must be removed from the premises of the Estonian House upon the conclusion of the event due to liability and space constraints. No items may be stored at the Estonian House prior or after the event without management's prior approval. Additional fees may apply at the discretion of the management.

**Attachments:** Please attach the sketch of how you would like to set up the rooms.

I have read, understand the above and agree to all terms.

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Authorized Signature

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Date/Time

Please make checks payable to: Estonian Educational Society, Inc.