



# PENTHOUSE 45

## *Frequently Asked Questions*

### **What features and amenities does my license fee include?**

- Available Tables - (15) 30" Round [42" or 30" High], (10) 60" Round, (10) 72" Round and (14) 72" x 30" Rectangular
- Available Seating - (70) Reception Chairs and (45) Bar Stools
- Inside - 6' Wood & Stainless Steel Bar, (2) Stainless Steel Ice Bin Carts, (2) Coat Racks with Hangers, (3) Stainless Steel Garbage Receptacles, (2) Handicap-Accessible Bathrooms and a Gas Fireplace
- Outside - (4) Teak Chairs, (2) Teak Benches, (2) Teak Coffee Tables, (3) Standing Ashtrays
- Kitchen - Refrigerator, Dishwasher, (2) Ovens, Induction Cooktop, Double Sink
- Audio/Video - Built-In Audio System with Speakers and (6) 40" LCD Monitors, Ipod Docking Station, DVD Player, Wireless Microphone, HD Cable TV DVR, Wireless A/V Laptop Connection and Wireless Internet Access. \*
- Staff - (2) Penthouse 45 staff members (an event coordinator and a doorman) are provided for each event.
- Optional Rentals – For an additional fee, we offer linens, china, flatware and glassware rentals, and A/V. The projection screen is built into the ceiling. The video projector is mounted on the ceiling. The projector package is available to rent for an additional fee. Neither the projector nor the projection screen can be moved.

### **What is the capacity of Penthouse 45?**

Penthouse 45 can accommodate up to 70 guests for seated events and 100 guests for standing events.

### **Is there a time limit?**

The curfew for your guests and music is 11:00PM. At this point, your guests will depart the space and your vendors can begin breaking down. The vendors will have until 12:00AM to clean up and leave the space.

### **How do I hold a date at Penthouse 45?**

At no charge, we can reserve your date as a tentative soft hold. This noncommittal hold entails placing your name and contact information on a date for one (1) week. The hold is non-binding and will automatically be released after one (1) week, unless proceeding with booking the date.

**How do I book a date at Penthouse 45?**

A \$1,000 refundable security deposit and signed contract are required to book an event. We accept checks, money order, or credit cards as forms of payment. The full event payment is due thirty (30) days prior to the event date. If the event date is less than one month away upon booking, the remaining balance is due two weeks prior to the event date. The security deposit will be refunded in full within thirty (30) days following the event should no damages occur.

**Is there a cancellation policy?**

Notice of cancellation is required at least thirty (30) days prior to the event date, in which case the \$1,000 security deposit will be forfeited. If the event is cancelled less than thirty (30) days prior to the event, the full event payment will be forfeited and the security deposit will be returned.

**What rentals can Penthouse 45 provide?**

Typically, we include most of the furniture you would need for an event. For an additional fee we offer linens, china, flatware and glassware rentals.

**Do I need to provide insurance for my event?**

We require a certificate of insurance that covers general liability. If alcohol is being served, liquor liability must also be included. Your caterer will often provide this certificate. You can also acquire insurance at [privateeventinsurance.com](http://privateeventinsurance.com) or [theeventhelper.com](http://theeventhelper.com).

**Is someone from Penthouse 45 here during the event?**

There are at least two staff members (a doorman and an event coordinator) present during the entire event.

**What does the event coordinator do?**

Our event coordinator will be attending to duties before, during, and after the event. Prior to guests arriving, they are assisting with setup in numerous ways. Some of which include: ensuring all our rental furniture is in place as directed in the floor plan, helping vendors with any questions or concerns upon arrival, directing deliveries to the proper area, maintaining temperature control in the space, overseeing the in-house lighting, directing vendors on where to dispose of refuse, maintaining the cleanliness and supplies in the bathrooms, overseeing general cleanliness of the space during the event, shutting down the facilities, collecting any lost items after the guests have left, etc.

**What does the doorman do?**

Our doorman is stationed in the lobby and/or the elevator to escort guests into the building.

**Are there any restrictions on decorations?**

Confetti, rice, sparklers, real flame candles, helium balloons and flower petals are not allowed.

**Who is responsible for cleaning the space?**

Your caterer and/or decorators are responsible for breaking down their items at the end of your event. We ask that they essentially leave the space as they found it. Once they leave, we have a professional cleaning crew that arrives afterwards to go over the fine details.

**Can I bring in any caterer I want?**

We have a list of preferred caterers we work with regularly. If you would like to bring in caterer, they will need to enroll as a new vendor. This is a quick, easy process that ensures the caterer and venue are on the same page regarding our policies and venue information.

**Can I bring my own alcohol/liquor?**

You may bring your own alcohol and liquor as long as you provide Certificate of Liability insurance no less than five (5) days prior to your event.

**Do you have a video projector and a projection screen?**

Yes. The projection screen is built into the ceiling. The video projector is mounted on the ceiling. The projector package is available to rent for an additional fee. Neither the projector nor the projection screen can be moved.

\*Penthouse 45 does not guarantee compatibility of renters or vendors equipment and technology with in-house A/V system