

# the sheffield

## **Sky Club Lounge Rules and Regulations Agreement**

- Either lounge can be rented for one of two time slots – 10:00 AM to 4:00 PM or 4:00 PM to 10:00 PM.
- Both lounges cannot be rented on the same day, even if the rental times do not overlap.
- Both lounges can never be rented at the same time.
- The Sunrise (58<sup>th</sup> Floor) Lounge may be booked for an event from 10:00 AM to 4:00 PM or 4:00 PM to 10:00 PM once from Monday-Thursday and once from Friday-Sunday.
- The Sunset Lounge (57<sup>th</sup> Floor) may be rented several times throughout the week, in congruence with the above stated policy.
- The lounges cannot be rented on “blackout dates” and holidays (as prescribed in the Sky Club Rules and Regulations).
- All reservations must be made through BuildingLink.
- Reservations will not be approved until all necessary paperwork and associated rental fees are submitted and received. Confirmation of receipt by the Sky Club manager is required.
- The Sunrise Lounge and Deck, on the 58th floor can be booked for a \$1200 fee for either time slot. There will also be a \$1,000.00 security deposit, which is refundable after the lounge and deck have been cleaned and inspected confirming there are no damages. If there are damages, an itemized list will be provided to the member that booked the room and the cost for repairs will be deducted from the security deposit. Should the damage exceed \$1,000.00 the Unit Owner will be charged as additional Common Charges. All food and drink should be taken with the member when the event is over. Nothing can be stored in any area of the Sky Club.
- The Sunset Lounge and Billiards Room, on the 57th floor, can be booked for an \$800 fee for either time slot. There will also be a \$1000.00 security deposit, which is refundable after the lounge has been cleaned and inspected confirming there are no damages. Checks must be made payable to ‘322 West 57<sup>th</sup> Street Condo, Inc.’ and submitted to the Sky Club front desk. Should the member choose not to cover the billiards table during the event, the deposit fee will be \$2000.
- Residents cannot come into a lounge before their time slot and must begin setting up for their event within their reserved time. No exceptions will be made. If a delivery arrives before the reserved window, it will be turned away. Sky Club staff is not responsible for any deliveries, nor will any member of the staff sign for the deliveries.
- An owner who is renting out his/her apartment at the Sheffield does not have use of the Sky Club facilities including reserving the lounge.
- Residents must be finished with their event and have all furniture back in place with everything cleaned up including all food, drinks and decorations used during their event by the end of their time slot. The \$1000 deposit check will be deposited should guests remain 15 minutes after the scheduled reservation end-time or if the clean up and restoration requires the additional time of Sky Club staff.
- If Resident rents equipment from an outside supplier, the delivery cannot be stored in the lounge before the reservation time. If equipment arrives before start time, resident can look into options such as storing in one’s apartment or leaving at Service Entrance but must make arrangements prior. The Resident can then bring equipment up at the start of their time slot. At the end of the event, the rental equipment must be picked up or brought down to the Service Entrance. No equipment or any other outside furniture or belongings can be stored in the lounge or Sky Club before or after the approved reservation time.