

4. The rental fee is \$800 inclusive of clean up plus a \$1000 refundable security deposit upon inspection of the lounge pre and post event.
5. Those renting this Lounge are expected to leave the space in the manner in which it was received, with the exception of vacuum needs and counter top cleaning. These areas are included in the rental fee and as part of the "cleanup" referred to above.
6. If any damage is incurred during the event, an itemized list will be provided to the Member who booked the room, and the cost for repairs will be deducted from the security deposit. Should the damage exceed \$1000, the applicable charges will be charged to the Member's common charges by the building.
7. Should Members and Guests remain 15 minutes past scheduled reservation end time, and if final inspection is not completed by this time, the Member risks being charged an additional fee of \$100/hour. This will be at the discretion of the Sky Club management and the Board.
8. When renting the Sunset Lounge, you have the option of covering the billiards table. Should the Member choose not to cover the billiards table during the event, the deposit fee will be \$2000. The deposit fee will be refunded upon completion of a formal walkthrough and if no damage is found.
9. A Sky Club staff member assigned to the event will do a formal "walk through" with the Members before and after the event to assess damage.
10. Members are required to arrive 15 minutes before the event begins.
11. The Member and the Sky Club staff representative will sign the sheet, which signifies the agreement of the condition before and after.
12. All rentals and other event-related deliveries must occur within the reservation time slot. Storage beforehand is not permitted.
13. All lounge reservations must be requested through BuildingLink or directly with Sky Club staff. Once the reservation is requested and in the calendar, a Sky Club manager will contact the Member to discuss reservation details.
14. Reservations are considered approved and confirmed only after the receipt of all required payment and forms is confirmed and will be indicated in the BuildingLink calendar.
15. Member must supply Sky Club staff with a list of all invited Guests 24 hours prior to reservation start time to distribute to door staff and have onsite to maintain capacity due to strict New York City fire codes.
16. Member must remove all food and drink upon conclusion of the event.
17. Owners who do not reside at the Sheffield and whose Units are occupied by Unit Owners' Tenants are not permitted to rent the lounge.
18. The television and radio system should not be turned up to a level that is considered loud or disruptive to other Members in or around the lounge. Due to the lounge hours (open 24 hours a day), Members and their Guests are responsible for being considerate and respectful of neighbors during all hours, especially those during which the Sky Club is unstaffed.

Lounge Cancellation Policy

Cancellation of an event at either the Sunset or Sunrise Lounge is subject to the following fees:

- \$0 if made 14 days or more prior to the event date;
- 50% of the rental fee if made no more than 7 days prior to the event date; and
- 100% of the rental fee if canceled fewer than 7 days prior to the event date.