

Sunrise Lounge and Terraces (58th Floor) (Lounge Maximum Capacity – 37; (Terrace Maximum Capacity: 10)

1. Members are limited to renting the Sunrise Lounge (and Terraces) the following number of events per week:
 - a. Winter Schedule: The Sunrise Lounge may be rented for a maximum of two events in one week: one event from Monday-Thursday and one event from Friday-Sunday.
 - b. Summer Schedule (Memorial Day Weekend to Sept. 30): The Sunrise Lounge may be rented for a maximum of one event per week: Monday-Friday only.
2. For rental purposes, an “event” can be rented for one of two time periods:
 - a. from 10:00 AM to 4:00 PM or
 - b. from 4:00 PM to 10:00 pm.
3. The Sunrise Lounge may never be rented at the same time or on the same day as the Sunset Lounge.
4. The Sunrise Lounge may not be rented during holidays as these are days when the Sky Club has limited hours of operation.
5. For groups of 11 or more Guests, a reservation and rental are required. Multiple Members cannot combine Guest allowances to exceed 11 people.
6. The three terraces surrounding the Sunrise Lounge are included as part of the Sunrise Lounge rental. The terraces will be reserved for the exclusive use of an event and will not be available to other Members or Guests during that time. Members are welcome to use the recreational spaces on the 57th and 59th floor in the event the lounge and its surrounding terraces are booked.
7. The fee for a 6-hour rental period of the lounge is \$1200 inclusive of cleanup. 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.
8. There is a \$1000 security deposit, which is refundable after the lounge and terrace have been cleaned and inspected, confirming there is no damage.
9. Should Members and Guests remain 15 minutes past scheduled reservation end time, and if final inspection is not completed by this time, the Member will be charged an additional fee of \$100/hour. This will be at the discretion of the Sky Club or Sheffield management.
10. 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.
11. All lounge reservations must be requested through BuildingLink or directly with the Sky Club staff. Once the reservation is requested and in the BuildingLink calendar, a Sky Club manager will contact the Member to discuss reservation details.
12. **Reservations are considered approved and confirmed only after the receipt of all required payment and forms are confirmed and will be indicated in the BuildingLink calendar.**
13. 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 to have onsite to maintain capacity due to strict New York City fire codes.
14. A Sky Club staff member assigned to the event will do a formal “walk through” with the Member before and after the event to assess damage.
15. Members are required to arrive 15 minutes before the event begins.
16. The Member and the Sky Club staff representative will sign the sheet, which signifies the agreement of the conditions before and after the event.
17. All rentals and other event-related deliveries must be coordinated with the Sky Club and Sheffield management.
18. Member must remove all food and drink upon conclusion of the event.
19. Storage of food, drink, or any other personal items is not permitted.
20. Owners who do not reside at the Sheffield and whose apartments are occupied by Unit Owners’ Tenants are not permitted to rent the lounge.

Sunset Lounge (Maximum Capacity: 48)

1. Members can rent the Sunset Lounge anytime throughout the week for one (1) event per day unless the Sunrise Lounge is booked on that day. The Sunset Lounge may never be booked at the same time or on the same day as the Sunrise Lounge.
2. The Sunset Lounge may be booked for an event either (a) from 10:00 AM to 4:00 PM or (b) 4:00 PM to 10:00 PM.
3. The Sunset Lounge may not be rented during holidays.