



The Landmark Mansion in Park Slope
53 Prospect Park West, Brooklyn, NY 11215
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RULES OF THE HOUSE FOR EVENTS

53 Prospect Park West is a religious meetinghouse and a landmark building within a landmark district. To preserve our building, as well as our good relationship with our neighbors, the following procedures must be observed. Failure to follow any of the rules of the house before the event will lead to the automatic cancellation of your event.

1. **Building capacity:** The maximum number of people allowed is as follows:
 - a. Indoors: 100 people
 - b. Outdoors: 150 people
2. **Liaison:** Someone will be on duty during your event to provide information and assistance. The liaison is there primarily to enforce the rules of the house and to monitor the event; not to move tables or clean up.
3. **Smoking:** There is to be no smoking anywhere in the building. There are to be no cigarette butts on the lawn on the front steps. Kindly provide ashtrays outside for the convenience of your guests.
4. **Music:** All music is to be played in the main meeting room. Zoning laws forbid major amplification out of doors. Music volume must be turned off by 10:00 PM outside.
5. **Children:** For the general safety of your children, please make sure that they are supervised at all times.
6. **Decorations:** You may choose your own florist; however, you will be held financially responsible for any damages or additional cleanup. Kindly do not tape anything to the wall. Decorations may be taped to the woodwork only. Please do not throw rice, confetti, birdseeds, glitter, candy, small beans, or tiny pieces of paper of any kind on the floors, lawn, or front steps. All candles must be placed in glass containers. Please be sure to take down all decorations at the end of your event.
7. **Tables and Chairs:** for your convenience, tables and chairs are provided. We will set up chairs only for one hour events such as wedding ceremonies or memorials. We do not set up chairs for weddings receptions or any other events. Ten (10) 6 foot tables, three (3) 8 foot tables, fifteen (15) 48 inch round tables and approximately 100 folding chairs, and 70 stacking padded chairs are available for use. Please return the tables and chairs to the locations where you found them.

8. **Caterers:** For insurance purposes, we recommend the use of caterers approved by BSEC. BSEC has the right to reject any caterer who does not fit our standards and insurance requirements.

9. **Non-Refundable Deposit:** A security deposit in the amount of 35% of the total cost of the event hours is required to secure your event date. This deposit is non-refundable after signing the agreement.

10. **Additional Time:** Any additional time that is needed outside the agreed upon time will be charged at a rate of \$750 per/hr on the day of the event. If you need to exceed your contracted time, let the liaison know and make payment to the liaison for your additional time. Please make sure to call the office and speak to the Administrative Director regarding any changes to your contract. This will help avoid any misunderstandings.

11. **Rehearsals:** Rehearsal time is billed at the rate of \$200.00 per hour. Please check with the office about the best time to schedule rehearsals.

12. **Payment:** Thirty-five percent (35%) of the total cost will secure your date; however, this initial deposit is nonrefundable. Failure to remit the initial deposit may result in the loss of your date. The final balance is due thirty (30) days prior to your event. All payments may be made with a personal check, money order or credit card-(3% charge applies). If for any extenuating reason you do not send your final balance payment by the due date, you may pay by money order or certified check at least three (3) days before your event. If we receive no payment, we will not accept deliveries for your event and we will cancel your event.

13. **Deliveries:** Deliveries/Pickups for rental items and tents are accepted on Fridays/Mondays between 8:00 AM and 12:00 PM. All deliveries must be cleared in advance with the office. We cannot provide security for any deliveries and assume no responsibility for supplies or personal property. Tent deliveries should be scheduled no earlier than 2pm on Fridays and pickups no earlier than 2pm on Mondays.

14. **Electricity:** Please check with the Liaison before using any appliance. This is an old building; therefore any unauthorized use of appliances may result in power failure.

15. **Cleanup:** You, the client, are responsible for the cleanup of the space. The building must be returned in the condition in which it was found. The floors of the meeting room, sun room, and basement must be swept and mopped, if necessary. Please only damp mop the floors to protect the finish. Kindly remove broken glass, bottles, utensils, and any garbage from the lawn. Also, do not forget to take all hangers and personal items, plates, and wine glasses from the library. Please alert your caterer that they are not to leave the cleanup to the Liaison.

16. **Garbage:** All garbage is to be placed in the garbage pails with their tops locked shut. Separation of recyclables from other garbage is mandatory. All garbage should be placed in the back entry of the basement.

17. **Not-for-Profit Status:** If you are claiming not-for-profit status for your organization, please supply us with the proper documentation.

We request your assistance in ensuring that your event is successful by asking that you read the rules of the house and comply with our requests. We do not have the staff or the funding to provide additional cleanup or additional time beyond what is contracted for. We will do our very best to assist you during the process of planning for your event, but if your caterer becomes uncooperative or if you choose to disregard any of our rules, we reserve the right to terminate the rental agreement at any time.

For further information, contact the office at 718.768.2972 or bsecdirector@yahoo.com