



RENTAL HALL APPLICATION

All rentals must follow any public health orders in effect on the day of event

Signature KST Restaurant, Bar & Lounge Rental Agreement

RENTER INFORMATION

CONTACT NAME: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

PHOTO ID (ATTACH A COPY): **Yes** | **No**

EVENT DETAILS: _____

PAYMENT TYPE: _____

PAYMENT DETAILS: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____

HOURS OF THE EVENT: _____

NUMBER OF ATTENDEES: _____

AGE RANGE OF EVENT ATTENDEES: _____

REGULATIONS TERMS AND CONDITIONS FOR SIGNATURE KST RENTAL HALL

RENTAL RATE: \$200 per hour

PAYMENT:

- Payment is due in full, or a 50% deposit is required to secure the rental hall on the specified date and time, at least one week in advance. The remaining 50% balance is due at least five days before the event. Failure to pay the remaining balance at least (5 days) before the event will result in the cancellation of the event and forfeiture of 50% of the deposited payment. For rental requests made less than 1 week (7 days), payment must be made in full. Payment must be made upon signing this agreement.

RENTAL DURATION:

- The minimum rental duration is 2 hours. Additional hours will be charged at the standard rate of \$200 per hour.

ADDITIONAL SERVICES:

- Services such as event catering and waitstaff are priced as additional services and are not included in the \$200 rental hall rate. These services must be arranged separately and comply with all applicable health and safety regulations.

NO SMOKING POLICY:

- Smoking, vaping, hookah, bonks, and other similar smoking devices are strictly prohibited on the premises. Any violation of this policy will result in the immediate termination of the event and forfeiture of payment and/or deposit.

CANCELLATION POLICY:

- Cancellations made within 3 weeks (21 days) or more in advance: 95% refund of the full payment or deposit will be issued.
- Cancellations made within 1 week (7 days) before the event or less: Full payment and/or deposit will be forfeited.

DAMAGES AND LIABILITY:

- The renter is responsible for any damages incurred during the rental period. All damages will be assessed and billed to the renter accordingly.

THEFT:

- Any theft of items belonging to Signature KST will be reported to and handled by the proper authorities. The renter is liable for any losses incurred due to theft or damage.

ALCOHOL POLICY:

- All applicable New York State and New York City laws and regulations must be followed. The renter is responsible for ensuring that all attendees of the legal drinking age consume alcohol responsibly. A licensed and insured bartender must serve all alcoholic beverages.

CLEANUP:

- The renter is responsible for cleaning up the rental hall after the event. Failure to do so will result in additional cleaning fees. A cleaning deposit may be required at the time of booking, refundable upon satisfactory inspection post-event.

SECURITY:

- The renter is responsible for the security of the event and ensuring that all attendees behave respectfully. The renter may be required to hire licensed security personnel for events (depending on the event) with more than 30 attendees or where alcohol is served.

OCCUPANCY:

- The rental hall occupancy is maxed at a 30-person capacity. The renter adheres to this requirement. Failure to adhere to this requirement may result in the cancelation of the event and forfeit of payment.

NOISE POLICY:

- The renter must comply with New York City noise ordinances.

PARKING:

- The renter and their guests must comply with all local parking regulations. Signature KST is not responsible for any parking violations or towing fees incurred.

COMPLIANCE WITH LAWS:

- The renter agrees to comply with all local, state, and federal laws and regulations, set by New York City and State. Any illegal activity will result in immediate termination of the event and notification to the proper authorities.

FOOD AND BEVERAGE POLICIES:

- **Food Safety:** Signature KST Rental Hall follows all health and safety regulations. No outside food or beverages are permitted unless pre-approved by Signature KST Restaurant, Bar & Lounge.

MENU AND GUEST COUNT CONFIRMATION:

- **Menu Selection:** Final menu selections must be confirmed no later than seven (7) days before the event if catering services are requested.
- **Guest Count:** A final guest count is required seven (7) days before the event. This number will be considered the guaranteed minimum, and the client will be billed accordingly even if fewer guests attend.

SERVICE CHARGES AND TAXES:

- **Taxes:** All applicable state and local taxes will be added to the total cost of the order.

ADDITIONAL COSTS:

- **Overtime:** Any additional hours beyond the agreed event time will be billed at an hourly rate specified in the contract..
- **Damage Fees:** The client is responsible for any damage to the property or equipment caused by guests or outside vendors

LIABILITY AND INDEMNIFICATION

- **Liability:** Signature KST Rental Hall is not liable for any loss, damage, or injury resulting from the event.
- **Indemnification:** The client agrees to indemnify and hold harmless Signature KST, Restaurant, Bar & Lounge from any claims, damages, or expenses arising from the event.

DISPUTE RESOLUTION:

- Any disputes arising from this agreement shall be resolved through binding arbitration by the rules of the American Arbitration Association. The arbitration will take place in New York, NY, and the arbitrator's decision will be final and binding.

ENTIRE AGREEMENT:

- This agreement constitutes the entire understanding between the parties and supersedes all prior discussions, agreements, or understandings of any kind.

By signing this agreement, the renter acknowledges that they have read, understood, and agreed to all the terms and conditions outlined above.

SIGNATURES:

Signature of Renter: _____

Date: _____

By signing below, you understand and agree to abide by the terms and conditions outlined in this rental agreement.

Renter's Full Name: _____

Renter's Signature: _____

Date: _____

For Office Use Only:

Full Payment Made: Yes | No

Deposit Paid: Yes | No

Amount: \$ _____

Date Received: _____

Remaining Balance: _____

Remaining Balance Due Date: _____

Authorized Representative Name: _____

Authorized Representative Signature: _____