



LANDMARK ON MAIN STREET
232 MAIN STREET, SUITE 1
PORT WASHINGTON, NY 11050
Phone: (516) 767-1384
E-Mail: Rental@landmarkonmainstreet.org

Rental Information and Contract

Effective March 29, 2022

Payment Schedule and Rental Requirements

- A non-refundable, non-transferable deposit and completed contract are required for confirmation of rental reservation.
- Remainder of balance is due seven (7) days in advance of event unless previously arranged.
- **Liability insurance:** Liability Insurance is mandatory for all rentals (call office for more information). A certificate of insurance naming Landmark on Main Street and other designees of Landmark on Main Street as additional insured must be filed with the office no later than seven (7) days prior to the event. Please see item 4 on page 4.

Cancellation Policy

- Forfeiture of deposit.

Room Rental Fees and Rental Space Dimensions

- See attached fee schedule pages 5-6.

Please note: The Jeanne Rimsky Theater and Landmark on Main Street are handicapped-accessible. Individuals in wheelchairs may enter Theater at side door. Limited wheelchair seating is located at either end of the first row. Adjacent seating is available for companions. Landmark appreciates prior notice of guests who have special seating requirements.

FOR MORE INFORMATION, PLEASE CALL THE LANDMARK OFFICE AT (516) 767-1384.

General Information:

- **Custodial services:** Reasonable post-event cleanup is included in room rental fee. Additional custodial services may be added for an additional fee.
- **Parking:** Landmark has a small parking lot located on the Main Street side of the building. No parking is allowed in the Webster Avenue lot at any time. Parking in the Main Street lot is allowed after 6:30 pm Monday-Friday and all day on Saturday and Sunday. Parking is allowed in the Main Street lot between 9:00 am – 6:30 pm Monday-Friday ONLY WITH prior office approval. Parking at the library is permitted only when the library is closed. Landmark does not provide a parking lot attendant.

Capacities:

- **Gym** – normal capacity 250 people. Capacity subject to change due to Covid-related restrictions. 6' separation must be maintained. Non-contact sports only.
- **Meeting Room** – Seats up to 30. Capacity subject to change due to Covid-related restrictions. 6' separation must be maintained.
- **Theater** – normal capacity 425 seats. Capacity subject to change due to Covid-related restrictions. Covid vaccination proof required for full capacity seating. If vaccinations are not required, max capacity is 72 orchestra, 20 balcony with 6' separation between ticketed parties (seating chart template available). Masks are optional for vaccinated patrons. **Renter is responsible for providing necessary staff to enforce Covid protocols and must check vaccine status at the door for full capacity events.**

Jeanne Rimsky Theater Information

- Landmark Technical Director: Sean Perry (516-767-1384); sean@landmarkonmainstreet.org.
- House Manager: Allison Rudman
allison@landmarkonmainstreet.org
- Piano usage fee is detailed on page 5.
- Piano moving & tuning only by Landmark authorized mover and tuner. The costs are the responsibility of renter. Details are available from Landmark office.
- Tables & chairs are available at no cost for lobby box office, merchandising, etc., with prior notification.
- Landmark reserves the right to distribute *Applause!* playbill in the theater.

Applicant agrees to assume full financial responsibility for any misuse of the Facilities and equipment. Landmark reserves the right to charge renter for any damages to Theater or equipment.



Policy and Regulations Use of the Jeanne Rimsky Theater Doctors' Gym & Rich Korobkin Meeting Room

A. Statement of Policy

Landmark on Main Street maintains the Jeanne Rimsky Theater, Doctors' Gym and Rich Korobkin Meeting Room (collectively, the "Facilities") for the benefit of the tenants of the Community Center and the community. At such times as the Facilities are not used by the Community Center tenants, the Facilities are available to rent for functions and meetings sponsored by others.

Granting of permission to use the Facilities does not imply endorsement or support of the aims, policies or programs of any group. Use of the Facilities is granted at the sole unfettered discretion of Landmark on Main Street. Completed and approved applications are required for the use of the Facilities.

Use of the Facilities may be denied where there is likelihood in the judgment of Landmark on Main Street of physical hazard to participants or audiences, or a misuse of the premises or equipment. Past misuse of the Facilities or other Landmark on Main Street property is grounds for denial of applications for future use.

B. Regulations Governing the Use of the Facilities

1. The applicant agrees to indemnify and hold Landmark on Main Street, Inc., its affiliates and its agents and their officers, directors and employees harmless from and against any and all loss, liability or expense (including without limitation attorneys' fees and disbursement) (a) arising out of applicant's use of the Facilities, equipment or parking area, and (b) incurred, suffered, or claimed by any person by reason of applicant's negligence or use of the Facilities or equipment or parking areas or other property of Landmark on Main Street, or (c) by reason of any injury, loss or damage to any person or property upon the Landmark on Main Street property not caused by the negligence of Landmark on Main Street.

The following activities are not permitted on the Landmark on Main Street premises:

- Games of chance or lotteries, except as permitted by law.
 - The sale of articles or services for profit without prior approval.
2. Applicants must adhere to all applicable laws, including without limitation liquor license laws and fire laws as to limitations on occupancy. Smoking is prohibited at all times in the building. Applicant is responsible for compliance with all Covid-related restrictions and safety requirements including those set forth by Landmark on Main Street.

No smoke producing machines such as cotton candy machines, popcorn poppers, theatrical hazers, flash paper, etc. are allowed. Sales of alcohol by renter are permitted, subject to the renter's obtaining appropriate permits. If any other items are to be sold during applicant's use of the Facilities, applicant must obtain and present to Landmark on Main Street any and all required permits from appropriate agencies and instrumentalities. Failure to provide a copy of the permit violates the terms of these regulations and applicant may be refused permission to use the Facilities.

3. At least ten (10) business days prior to the requested use, applicant must provide a Certificate of Insurance issued by an insurance company licensed in the State of New York rated at least A10 by Best's Key Rating Guide and otherwise in form and substance acceptable to Landmark on Main Street, naming: **Landmark on Main LLC; Landmark on Main Managing Member LLC; Landmark On Main Housing Development Fund Corporation; Landmark on Main Street Inc., RLH Management** and other designees of Landmark on Main Street, as additional insureds, which indicates general liability coverage of at least \$1,000,000. **NO EXCEPTIONS WILL BE MADE AS TO THIS INSURANCE REQUIREMENT.**
4. Application forms for use of the Facilities must be filled out completely, signed by the applicant and submitted to Landmark on Main Street with non-refundable, non-transferable deposit to reserve date.
5. A staff member approved by Landmark on Main Street must be present at all times. Theater equipment must be operated by Landmark on Main Street personnel (see fees listed on application) or by renter personnel as approved by Landmark on Main Street. Use of other equipment must be compatible with building systems and electrical supply.
6. At no time shall applicant utilize more space than approved in writing.
7. Minors must be supervised at all times. At no time are children under the age of 12 permitted in the balcony without adult supervision. No renter or guest will be permitted to enter areas of Landmark on Main Street property other than those approved in writing. Applications for use of the Facilities by minors must be sponsored and signed by an adult who will assume responsibility. Sufficient adults must be in attendance at all times. At no time are children under the age of twelve allowed in the Balcony without adult supervision.
8. Furniture, equipment or furnishings may not be moved outside the approved space without specific permission. Nothing may be affixed to walls or other parts of the building.
9. Applicant must leave the Facilities in the same conditions existing prior to function/ meeting.
10. Applicant agrees to assume full financial responsibility for any misuse of the Facilities and equipment.
11. Applicant must supply appropriate security personnel as required and approved by Landmark on Main Street.
12. Refreshments may be served at the discretion of Landmark on Main Street. Applicant may not utilize any food preparation equipment including microwave ovens and food steamers, without the prior written consent of Landmark on Main Street. No hot plates or open flames including candles are allowed at any time.
13. Applicant acknowledges that Landmark on Main Street may have insufficient parking for attendees of applicant's function or meeting. Applicant will abide by Landmark on Main Street's parking rules and regulations, which may include requiring applicant to provide off-site parking, shuttle buses and personnel to direct traffic. Applicant will take all steps to avoid unduly

interfering with or burdening neighbors of Landmark on Main Street with respect to parking.

14. Gym entry will be through the teen center doorway and applicant will monitor the entrance to ensure security.



Rates Effective July 30, 2019

Jeanne Rimsky Theater Rates and Fees

Standard Rates:

Friday/Saturday/Sunday rate	\$240 per hour for Theater Space
Monday through Thursday rate	\$205 per hour for Theater Space

Not for Profit Discounted Rates **:

Friday/Saturday/Sunday rate	\$205 per hour for Theater Space
Monday through Thursday rate	\$175 per hour for Theater Space

** proof of 501 C3 status required

Other Fees:

Administrative Fee (applies to all rentals):	\$100
Cleaning Fee after food is sold or served:	\$100
Piano Usage Fee:	\$150
Piano Tuning Fee:	Available upon request
Pipe & Drape System:	\$30
Event Marketing Opportunities:	Available upon request
Piano Bar	If opened by Landmark all proceeds go back to Landmark

* Fees include one technician. A Landmark technical staff member is required to be onsite for any use of Theater.

Minimum Theater Rental is four (4) hours. See below for technical fees.

Technical Specs:

Theater Dimensions	50 feet wide by 26 feet deep to wall with wings.
Actual Working Space	30 feet wide by 26 feet deep without wings.
Seating Capacity	425 seats and is fully air-conditioned.
No smoke producing machines such as cotton candy machines, popcorn poppers, theatrical hazers, flash paper, etc. are allowed.	

Technical Fees

Sean Perry, Landmark's Technical Director can be reached at sean@landmarkonmainstreet.org or by phone at 516-767-1384 to discuss your staffing needs. If additional technicians are required, you will be charged a minimum four hours per technician at \$40/hour.

Please Note for Theater rental: Signed contract and \$500 non-refundable, non-transferrable deposit must be

received within seven (7) days of inquiry to confirm date. All fees are subject to change and must be paid in full at least ten (10) business days in advance of the function by cash, check or credit card along with Accord Certificate of Liability. **In accordance with industry practice, any partial hour is rounded up to the next whole hour (for example, six hours and twenty minutes will be billed at seven hours).**



Rates Effective July 30, 2019

Doctors' Gymnasium Rates and Fees

Standard Rates:	\$135 First hour \$ 85 each additional hour
Not-for-Profit Discounted Rates: Proof of 501c3 status required	\$ 105 first hour \$ 85 each additional hour
Additional Fees; Tables and Chairs	\$30

Gym Dimensions 3000 sq. ft. 250 people capacity.

Only (1) inflatable piece of equipment is permitted in Gym (see page 8)

No smoke producing machines such as cotton candy machines, popcorn poppers, theatrical hazers, flash paper, etc. **are allowed.**

Rich Korobkin Meeting Room Rates and Fees

Standard Rates:	\$160 first hour \$ 85 each additional hour
Not-for Profit Organization Discounted Rates: 501c3 certificate required	\$ 95 first hour \$ 50 each additional hour

Meeting Room Dimensions – Approx. 26 ft. long x 21 ft. wide. Seats approximately 25-30. Fully air-conditioned kitchenette with sink, electric kettle, Keurig and refrigerator. Private rest room.

Please Note for Gymnasium and Meeting Room Rental: Signed contract and deposit of 50% of estimated balance must be received within seven (7) days of inquiry to confirm date. All fees are subject to change and must be paid at least ten (10) business days in advance of the function by cash, check or credit card along with Accord Certificate of Liability. **In accordance with industry practice, any partial hour is rounded up to the next whole hour (for example, six hours and twenty minutes will be billed at seven hours).**



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DIRECTIONS

From New York City

Take the Long Island Expressway (I-495) EAST to Searingtown Rd., Exit 36. At the traffic light at the end of the exit ramp, make a left onto Searingtown Rd. Head north for about 4 miles. As you cross over Northern Boulevard (RTE. 25 A) Searingtown Rd. will change to Port Washington Blvd. Continue straight for approximately three miles and make a left onto Main Street. Continue just over ½ mile to LANDMARK on MAIN STREET on the left, directly opposite the Port Washington Public Library. A blue canopy marks the entrance to the Theater.

From Eastern Long Island

Take the Long Island Expressway (I-495) WEST to Searingtown Rd., Exit 36. At the traffic light at the end of the exit ramp, make a right onto Searingtown Rd. Head north for about 4 miles. As you cross over Northern Boulevard (RTE. 25 A) Searingtown Rd. will change to Port Washington Blvd. Continue straight for approximately three miles and make a left onto Main Street. Continue just over ½ mile to LANDMARK on MAIN STREET on the left, directly opposite the Port Washington Public Library. A blue canopy marks the entrance to the Theater.

By Long Island Railroad

Take the Port Washington line to Port Washington, the last stop on the line. The station is on Main Street. As you come out of the Station, make a left onto Main Street. Landmark on Main Street is approximately a 10-minute walk from the station. A blue canopy marks the entrance to the Theater.

Parking

Landmark has a small parking lot located on the Main Street side of the building. No parking is allowed in the Webster Avenue lot at any time. Parking in the Main Street lot is allowed after 6:30 pm Monday-Friday and all day on Saturday and Sunday. Parking is allowed in the Main Street lot between 9:00 am – 6:30 pm Monday-Friday ONLY WITH prior office approval. Parking at the library is permitted only when the library is closed. Landmark does not provide a parking lot attendant.



Event Marketing

- All signs to be mounted on Landmark fence require prior approval. A weekly fee will be charged for space on the fence.
- **Poster Signs** (516-883-2795; eric@postersigns.com) is the only company authorized to produce and erect signs on Landmark property.
- Flyer, sign, poster, and advertisement content require prior approval from our office. Please send your materials to Rental@landmarkonmainstreet.org.
- The Landmark on Main Street Box Office does not sell tickets for rental events. We strongly encourage you to provide our office with a phone number and/or website for ticketing inquiries.

Parking

If your event begins before 6:30 PM on weekdays, please inform all performers and audience members (including parents) that they must park **OFF SITE**. Parking in the Library parking lot is not permitted during Library operating hours. Please discuss parking concerns and logistics with the office staff prior to your event at 516-767-1384.

Access to venue

Access to the space begins at the start of your rental period (as determined between the client and the Technical Director). Landmark Building staff is prohibited from allowing access to the space prior to the arrival. The client needs to be completely out of the space (audience included) by the end of the rental period to avoid incurring additional hourly charges.



Prop Storage/ Equipment Storage

Prop Storage/ Equipment Storage allowed onsite only with prior approval of the Theater's Technical Director. Do not ship/mail/deliver props or equipment to the Theater without notification and approval. The Theater assumes no responsibility for damage to items left at the Theater.

Use of Theater

The Theater must be returned to the repertory setup found at the beginning of the rental by the end of your rental period, unless otherwise determined by the technical director.

The use of safety pins/straight pins to hang banners or signs on the Theater's soft goods or curtains is strictly prohibited.

Only tape/adhesives approved by the Technical Director may be used on the Theater's stage floor and/or Theater walls.

Staffing For a Successful Event

The Theater provides one Technical Staff Person with each rental. Responsibilities of this Technician are as follows:

- Oversight of building and equipment usage (Including instruction of proper operation of equipment).
- Operation of either the lighting system OR the sound system during the rehearsal/ show, and a very basic lighting/sound design
- Assistance with light rigging (i.e. –hanging of a banner or a sign)

Any additional assistance the Technician provides the Production/ Client is at the Technician's discretion. Any Labor and/or Theatrical Design are strictly the responsibility of the Renter.

Please consider your staffing needs prior to arrival at Landmark. We suggest that you look carefully at your needs for: load-in, load-out, stage management, running crew, box office, ushering, parking lot, security, merchandise and concessions sales, tables and chairs set up and break down, and post-event clean up.



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Effective October 20, 2021

ROOM RENTAL CONTRACT

Name of Organization/Individual: _____

Name of person who will supervise activity: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day/Evening (____) _____ Cell Phone (____) _____

Email: _____

Is your organization a not-for-profit? No Yes - If answering Yes, please attach copy of your 501(c)(3).

Space Requested: Theater/Dressing Room Doctors' Gym Korobkin Meeting Room

Rental Day(s), Dates(s) & Times(s) including Rehearsals: _____

What is the nature of your event? _____

Additional items requested: Tables/Amount _____ Chairs/Amount _____ Piano Mirror

Other items (please specify here): _____

Please return this form to Landmark by mail or email with your non-refundable, non-transferable \$500 deposit for use of Theater or 50% of estimated total for use of Meeting Room or Gym. Insurance and final payments are due no later than 10 business days before event(s).

I understand that there is **NO PARKING** or use of the building's parking lot **Monday thru Friday before 6:30 PM**. Parking is never permitted in the lot on the Webster Avenue side of the building which is reserved for the tenants of the building's senior housing.

(Please check here) I confirm that by signing this document, I have read this Rental Contract with all attachments and agree to the terms:

Signature _____ Date _____

Credit Card Number: _____ (Landmark never keeps your credit card information on file)

Billing Zip Code: _____ Security Code: _____ Expiration Date _____