



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

## **Rental Information and Contract**

*Effective January 1, 2026*

### **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 Twelve (12) 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 Twelve (12) days prior to the event. Please see item 3 on page 6.

### **Cancellation Policy**

- Forfeiture of deposit.

### **Capacities**

- **Gym** – Capacity 250 people.
- **Meeting Room** – Seats up to 30.
- **Theater** – Capacity 425 seats. Total Capacity Including Renter's Staff / Performers **515**

### **Access to Venue**

Access to the space begins at the start of your rental period (as determined between the client and the Production Manager). Landmark's General Building staff is prohibited from allowing access to the space prior to the arrival of Landmark's Designated Technical Staff Person. Renter needs to be completely out of the space (audience included) by the end of the rental period to avoid incurring additional hourly charges.

## Event Marketing

- Landmark on Main Street does not provide complimentary marketing for rental events. A marketing rate sheet is available upon request.
- 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; postersigns.com) is the only company authorized to produce and install signs on Landmark property.
- Flyers, signs, posters, and advertisement content require prior approval from our office. Please send your materials to [allison@landmarkonmainstreet.org](mailto:allison@landmarkonmainstreet.org).

## Event Ticketing

**The Landmark on Main Street Box Office does not sell tickets for rental events.** Renters are required to provide our office with a phone number and/or website for ticketing inquiries for all public events.

## 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 at the library is permitted only when the library is closed. Check the Library Hours at <https://pwpl.org>. Renter is responsible to make sure their patrons adhere to all of Landmark on Main Street's parking rules.

## Handicapped Accessibility

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.

For more information, please email Allison at [allison@landmarkonmainstreet.org](mailto:allison@landmarkonmainstreet.org) or call office at (516) 767-1384.

## 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 Production Manager.
- **Prop Storage/ Equipment Storage** allowed onsite only with prior approval of the Theater's Production Manager. 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.
- 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 Theater's Production Manager 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.

## **Custodial services**

Reasonable post-event cleanup is included in room rental fee.  
Additional custodial services may be added for an additional fee.

## **Contact Information**

- Landmark Production Manager: Dante Bombardiere  
[dante@landmarkonmainstreet.org](mailto:dante@landmarkonmainstreet.org).
- Rental Manager: Allison Rudman  
[allison@landmarkonmainstreet.org](mailto:allison@landmarkonmainstreet.org)

# **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 shall indemnify, defend and hold harmless Landmark on Main LLC; Landmark on Main Managing Member LLC; Landmark On Main Housing Development Fund Corporation; Landmark on Main Street Inc., RLH Management (hereinafter collectively "Landmark") and its officers, directors, employees and agents from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by Applicant's negligence in connection with the use of the facilities. Notwithstanding anything else to contrary, in no event shall either party be responsible for any (a) damage, expense, loss or other liability to the extent attributable to the negligence, acts or omissions of the other party, and (b) indirect, special, punitive, incidental or consequential damages.

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

- Games of chance or lotteries, except as permitted by law.
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.

No smoke producing machines such as cotton candy machines, popcorn poppers, theatrical hazers, flash paper, etc. are allowed. Sales of alcohol by renter are prohibited by law.

3. At least twelve (12) 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 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 hold 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.
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. Landmark reserves the right to charge renter for any damages to Theater or 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. A \$100 cleaning fee may be charged depending on the scope of refreshments being served.
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. 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 January 1, 2026*

## **Jeanne Rimsky Theater Rates and Fees**

### Standard Rates

<b>Friday/Saturday/Sunday rate</b>	<b>\$280</b> per hour for Theater Space
<b>Monday through Thursday rate</b>	<b>\$245</b> per hour for Theater Space

### Not for Profit Discounted Rates \*\*

<b>Friday/Saturday/Sunday rate</b>	<b>\$245</b> per hour for Theater Space
<b>Monday through Thursday rate</b>	<b>\$215</b> per hour for Theater Space

\*\* proof of 501 C3 status required

### **Other Fees:**

Administrative Fee (applies to all rentals):	<b>\$100</b>
Cleaning Fee if food is sold or served:	<b>\$100</b>
Piano Usage Fee:	<b>\$150</b>
Piano Tuning Fee:	Available upon request
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:

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

### Technical Fees

Dante Bombardiere, Landmark's Production Manager, can be reached at [dante@landmarkonmainstreet.org](mailto:dante@landmarkonmainstreet.org) to discuss your staffing needs. If additional technicians are required, you will be charged a minimum four hours per technician at \$50/hour.

**Please Note for Theater rental:** Signed contract and \$500 non-refundable, non-transferrable deposit per date being reserved 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 twelve (12) business days in advance of the function by cash, check or credit card along with Accord Certificate of Liability. A 3% convenience fee will be charged for all payments made by credit card or through the Intuit payment portal. 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 January 1, 2026*

## **Doctors' Gymnasium Rates and Fees**

<b>Standard Rate:</b>	<b>\$125 per hour</b>
<b>Not-for-Profit Discounted Rate: Proof of 501c3 status required</b>	<b>\$115 per hour</b>
<b>Additional Fee: Tables and Chairs</b>	<b>\$30</b>

**Gym Dimensions**                      3000 sq. ft. 250 people capacity.

**Only (1) inflatable piece of equipment is permitted in Gym**

**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**

<b>Standard Rate:</b>	<b>\$85 per hour</b>
<b>Not-for Profit Organization Discounted Rate: 501c3 certificate required</b>	<b>\$60 per hour</b>

**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 twelve (12) business days in advance of the function by cash, check or credit card along with Accord Certificate of Liability. A 3% convenience fee will be charged for all payments made by credit card or through the Intuit payment portal. **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).**



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

Effective January 1, 2026

ROOM RENTAL CONTRACT

Name of Organization/Individual: \_\_\_\_\_

Name of person who will supervise activity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day/Evening (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Name, phone & email for patron questions and ticketing: \_\_\_\_\_

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

Other items (please specify here): \_\_\_\_\_

Please return this form to Landmark by mail or email with your non-refundable, non-transferable \$500 per-day 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 12 business days before event(s).

I understand that there is NO PARKING or use of the building's parking lot Monday through 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 \_\_\_\_\_ Name on Card \_\_\_\_\_

A 3% convenience fee will be charged for all payments made by credit card or through the Intuit payment portal.