



## **RENTAL PROSPECTUS**

email: [rrentals@hunter.cuny.edu](mailto:rrentals@hunter.cuny.edu)

tel: (212) 650-3174

### **ROOSEVELT HOUSE HISTORY**

Roosevelt House, a double townhouse located at 47-49 East 65th Street, was built in 1908 as a wedding gift from Sara Delano Roosevelt to her son, Franklin, and his new bride, Eleanor. At Roosevelt House, Franklin began his storied political career, rising from New York State Senator and Assistant Secretary of the Navy to Governor of New York and President of the United States.

The Roosevelts became actively involved with their neighbor, Hunter College. When in town Eleanor often walked over to visit with students and speak at special events. In 1940, President Roosevelt dedicated the new Hunter building on Park Avenue. When Sara died in 1941, the family put the combined house up for sale. A nonprofit consortium, organized on behalf of Hunter student groups, agreed to buy it for the college. President Roosevelt made the first contribution toward the purchase.

In November 1943, Eleanor attended the dedication of the house, honoring Sara Delano Roosevelt's commitment to interfaith and interracial understanding. Roosevelt House flourished as a vibrant center of student life for nearly 50 years. The building became a city landmark in 1973, and joined the National Register of Historic Places in 1980.

### **ROOSEVELT HOUSE TODAY**

Under the leadership of Hunter President Jennifer J. Raab and with a stunning interior design by noted architect James Polshek (Ennead Architects), Roosevelt House has undergone a complete restoration and is now the home of the Roosevelt House Public Policy Institute at Hunter College, and a state-of-the-art facility offering a prime venue for lectures, conferences, special events, film and television, product launches, film screenings and social events.

The dramatic auditorium, carved out of the lower levels of the building is ideal for lectures, conferences, and other programs. The elegant and distinguished former reception areas and dining rooms on the first floor are also available for a variety of intimate affairs, including weddings, business gatherings, and high-profile corporate and social functions.

### **RENTALS**

Roosevelt House can accommodate a wide range of special events and programming, and is available for rentals year-round. If you are interested in renting Roosevelt House as a venue for your special event, conference or program, please contact our staff at (212) 650-3174, or email [rrentals@hunter.cuny.edu](mailto:rrentals@hunter.cuny.edu). We will connect you with with an event planner who will help you schedule and organize your event.



Total costs for events at Roosevelt House are calculated individually based on the event's needs. Costs are dependent on a variety of factors; time of the event, setup required, and labor and equipment. Note that all rates are subject to change without notification at the discretion of Roosevelt House management. Consult with your Roosevelt House event planner for any changes to the following rates.

<b>Four Freedoms Room</b>		<b>First Floor</b>
<p>The Four Freedoms Room, 690 sq. ft., is an ideal space for cocktail receptions and seated functions. The formal reception areas are attached to The Four Freedoms Room allowing for guest check-in an elegant environment.</p> <p>Services included in the Rental: Five hours, inclusive of setup and strike time, and basic utilities.</p>		
<b>Base Fee</b>	<b>For-Profit Rate</b>	<b>\$2,000 (5-hour event)</b>
	<b>Non-Profit Rate</b>	<b>\$1,000 (5-hour event)</b>

<b>Auditorium</b>		<b>L2 Level</b>
<p>The dramatic auditorium, 1,100 sq. ft., carved out of the lower levels of the building, has excellent acoustics and is ideal for lectures, conferences, and other programs. The Auditorium is equipped with 91 seats set in a lecture layout, AV projection and sound, projection screen, amplification, and access to internet. A warming pantry is conveniently located adjacent to the auditorium, and there is also a coat check space, rest rooms on the balcony level. Services included in the Rental: Five hours, inclusive of setup and strike time, and basic utilities.</p>		
<b>Base Fee</b>	<b>For-Profit Rate</b>	<b>\$3,000 (5-hour event)</b>
	<b>Non-Profit Rate</b>	<b>\$2,000 (5-hour event)</b>

<b>Formal Reception Rooms</b>		<b>First Floor</b>
<p>These elegant rooms are ideal for a small social gathering or cocktail reception.</p> <p>Services included in the Rental: Five hours, inclusive of setup and strike time, and basic utilities.</p>		
<b>Base Fee</b>	<b>For-Profit Rate</b>	<b>\$ 1,000 (5-hour event)</b>
	<b>Non-Profit Rate</b>	<b>\$ 500 (5-hour event)</b>

<b>Administrative Fee</b>	<b>5% of Room Rental</b>
<b>Refundable Deposit</b>	<b>\$1,000</b>
<b>Event Staff Fees</b>	<b>Hourly Rate *</b>
Custodial services	\$ 25.00
Laborer services	\$ 50.00
Electrician services	\$ 73.50
Event Planner (5 hour period)	\$ 250.00
On-Site event manager (5 hour period)	\$ 250.00
Public safety services	\$ 50.00
AV Technician	\$ 75.00
* Overtime charges may be incurred depending on event schedule.	

<b>Second and Third Floor Classrooms</b>		
<p>These stunning rooms are ideal for a board meetings, round table events, dinners and luncheons. The rooms are equipped with Mobile AV unit and table and chairs in fixed layout .</p> <p>Services included in the Rental: Five hours, inclusive of setup and strike time, and basic utilities.</p>		
<b>Base Fee</b>	<b>For-Profit Rate</b>	<b>\$ 2,000 (5-hour event)</b>
	<b>Non-Profit Rate</b>	<b>\$ 1,000 (5-hour event)</b>

<b>Equipment Fees</b>	<b>Base Rate</b>
Basic sound	\$ 300.00
Projection Equipment	\$ 250.00
Projection Screen	\$ 200.00
Use of DSL line	\$ 250.00
Wi-Fi access	\$ 500.00
Lectern	\$ 40.00
Wireless Handheld MIC	\$ 50.00
Wireless Lapel/ Lavalier MIC	\$ 50.00
<i>Additional equipment is available for rent. Fees may apply.</i>	



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tel: (212) 650-3174

We require proof of \$1,000,000 liability insurance each occurrence, \$5,000,000 aggregate. The insurance policy must name Hunter College, the City University of New York (“CUNY”), the Dormitory Authority of the State of New York (“DASNY”) The City of New York and The State of New York , as additional insured.

**ADDITIONAL FEES**

Costs for additional Hunter College personnel vary according to technical requirements, complexity of the event and the time of day labor is required. Please note that the staffing size is determined at the discretion of the Hunter College management.

Additional event manager services	\$ 50.00/hour	Catering	Responsibility of Client
Additional technical personnel	\$ 75.00/hour	Décor	Responsibility of Client
Additional security personnel	\$ 50.00/hour	Rentals	Responsibility of Client
Additional custodial personnel	\$ 25.00/hour	Liability insurance	Responsibility of Client
Additional laborer personnel	\$ 43.50/hour	Liquor license	Responsibility of Client
Additional electrician personnel	\$ 66.00/hour	VIP Parking	Responsibility of Client
Additional maintenance personnel	\$ TBD/hour	Vignette tour of Roosevelt House	\$250 based on availability
Ticket printing for public events	\$ 250.00		
Archival recording fee, video	\$ 500.00		
Archival recording fee, audio	\$ 250.00		
Commercial recording fee, TV or film	\$ 5,000.00		
Commercial recording fee, video shoot	\$ 3,000.00		
Commercial recording fee, magazine/still photography	\$ 2,500.00		
Commercial recording fee, audio	\$ 1,250.00		



Sara Delano Roosevelt Entryway

**ADDITIONAL INFORMATION**

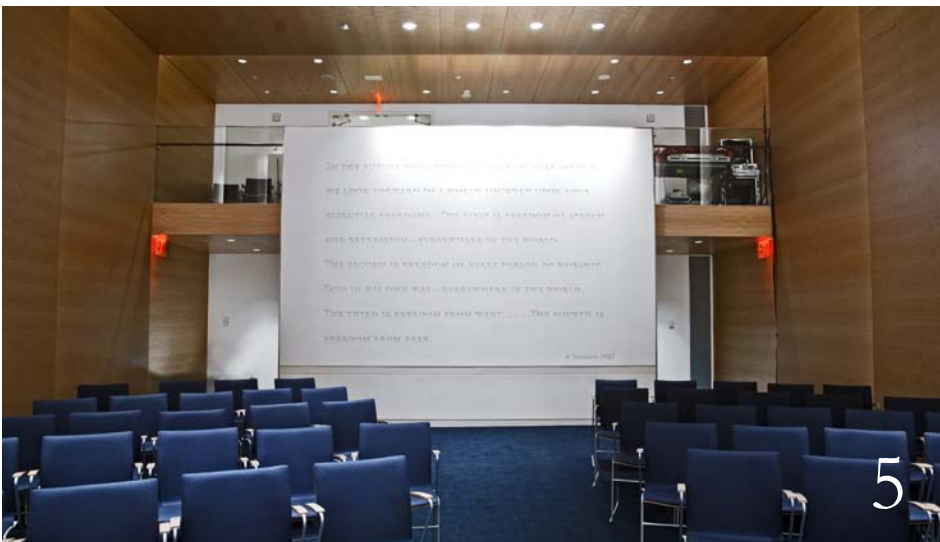
Clients may be required to contract with Hunter College’s exclusive vendors, including catering, event rental, and audio/visual services.

All caterers must present the following at least one business day prior to the event:

1. Copy of the caterer’s license to provide liquor OR the on-premise liquor license from caterers having an affiliation of restaurants seating 50 person or more;
2. Copy of the caterers’ one-time permit to serve liquor at Roosevelt House for the specific event. This must be secured from the NY State Liquor Authority. Application must be received by the Liquor Authority, a minimum of 15 business prior to the function; and
3. Liquor liability insurance (see above).

Roosevelt House has a policy of offering equal access for political candidates renting the facility. When a candidate for public office rents the Roosevelt House in a connection with his or her candidacy for office, all other recognized candidates will be offered the same opportunity to rent the venue. Any political candidate should contact Roosevelt House directly at (212) 650-3154 for further clarification.





*Pictured Above:*

1. Roosevelt House, 47-49 E. 65th Street,
2. 2nd Floor Conference Room
3. Auditorium with skylight
4. Four Freedoms Room
5. Auditorium and Mezzanine

**INQUIRIES:**

Roosevelt House  
Public Policy Institute at Hunter College  
47-49 E. 65th Street  
New York, NY 10065  
(212) 650-3174  
<http://www.roosevelthouse.hunter.cuny.edu>