



RENTAL PROSPECTUS

email: rrental@hunter.cuny.edu
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

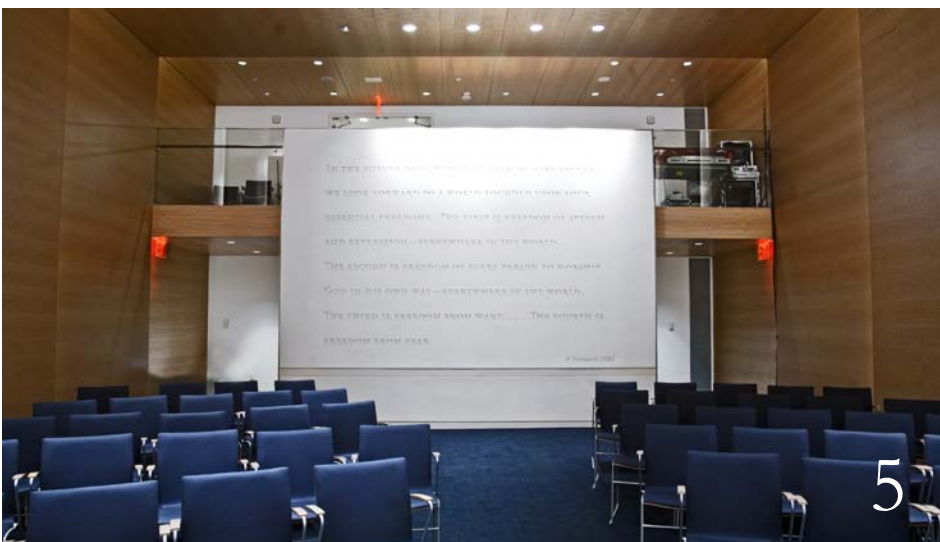
ADDITIONAL INFORMATION

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
rhrental@hunter.cuny.edu
www.roosevelthouse.hunter.cuny.edu