



META Center New York Room Rental Agreement

Before renting space at the META Center New York, clients or representatives of the client renting space from the META Center must read, accept and adhere to the Terms and Conditions outlined in the Room Rental Agreement.

Signing the Room Rental Agreement will cover this and all subsequent bookings, however for multiple bookings at a future date, a separate contract will be required.

CONFERENCE ROOMS

DEPOSIT

- 50% deposit for the total cost of room and equipment rental is due upon confirmation of the room booking.

BALANCE OF PAYMENT

- Full payment for all reservations MUST BE PAID TWO WEEKS before the date of the Event.

OVERTIME FOR CONFERENCE ROOMS

- Overtime is charged at \$25 per 15 minutes.
- Overtime penalties will be charged in quarter-hour increments commencing at the end of your scheduled reservation and must be paid prior to departing the Center on the date of the Event.

CANCELLATION – CONFERENCE ROOMS SINGLE DATE BOOKING

- Less than 2 weeks – No refund.
- Between 2 - 4 weeks – Deposit is non-refundable.
- More than 4 weeks - Full refund.

CANCELLATION – LONG TERM / MULTIPLE / WEEKEND BOOKINGS

- Less than 8 weeks prior to scheduled event(s) – Full rental fee is due.
- 8-10 weeks prior to scheduled event(s) – Deposit is non-refundable.
- More than 10 weeks prior to scheduled event(s) – Full refund.

MINIMUM HOURS & EVENT TIMES

Conference Rooms have minimum booking requirements:

EVENINGS

- | | |
|---|--|
| 3-hour min. for evening bookings Mon-Fri: | 6.30pm-9.30pm |
| 3-hour min. for weekend bookings Sat-Sun | 7pm-10pm (<i>Large Conference Room Only</i>) |

DAYS

- | | |
|--|---------------------------|
| 8-hour min. for weekday bookings Mon-Fri | 9.30am-5.30pm |
| 8-hour min. for weekend bookings Sat-Sun | 9.30am-5.30pm or 10am-6pm |

HOURLY

- | | |
|--|---------------|
| 2-hour min. for weekday bookings Mon-Fri | 9.30am-5.30pm |
|--|---------------|

Conference Rooms are only available during actual rental times. Extended hours may also be arranged but only in advance for an additional cost.

RATES

Rates quoted and agreed upon for facilities and equipment will be in effect through the Event, but may be subject to change for future Events.



DISCOUNTS – CONFERENCE ROOMS

Discounts are available for 6 or more consecutive full day or evening bookings in the conference rooms with first and last month's deposits paid up front. These bookings are subject to the Long Term / Multiple / Weekend Booking Cancellation policies.

CONFERENCE ROOM USE

Conference rooms are reserved for classes, groups or meetings of 3 or more. Each Conference Room, depending on the size of the room has a particular total amount allowed in the room for attendance. Check each room description for more details.

PRIVATE CONSULTATION ROOMS

DEPOSIT

- 50% deposit for the total cost of room rental is due upon confirmation of the room booking.
- Full payment for the room rental must be paid 48 hours prior to room rental.
- Bookings made less than 48 hours must be prepaid by credit card.

OVERTIME FOR CONSULTATION ROOMS

- Overtime is charged at \$5 per 15 minutes.
- Overtime penalties will be charged in quarter-hour increments commencing at the end of your scheduled reservation and must be paid prior to departing the Center on the date of your reservation.
- If your session is likely to run over your allocated time, please advise the Front Desk and they will confirm if additional time is available.

CANCELLATION – CONSULTATION ROOMS

- Less than 48 hours notice – No refund
- Single Day Reservations cancelled with a minimum of 48 hours prior notice – No penalty (i.e. if your scheduled appointment is 3pm, you must cancel before 3pm, 2 days prior) NO

EXCEPTIONS.

- If you book a consultation room with your conference room booking, you must cancel 2 weeks prior to receive a full refund.
- We advise you to establish your own cancellation policy/fees with your clients. You will be liable for room rental fees if your client cancels in less than 48 hours of the appointment time.

DISCOUNTS – CONSULTATION ROOMS

Discounts are available for an annual commitment of 44 weeks or more, with 8 or more hours per week (\$15 per hour) or 3-7 hours per week (\$18 per hour). Requires a yearly contract with dates pre-booked each week, and first and last month's rent paid up front.

PRIVATE CONSULTATION ROOM USE

Consultation rooms are to be used for consultations only (**Not Classes**), with up to 2 clients plus one practitioner allowed in the room (3 people total).

POLICIES

PROMOTIONAL FLYERS

- Standing display racks are available for promotional materials for Customers of the Center.
- Display materials should not be larger than the standard 8 ½" x 11" layout.
- Display space is only available to Customers of the Center for Events scheduled at the Center or frequent renters of the Private Consultation Rooms.
- Expired flyers will be removed, and brochures belonging to Customers whose Events at the Center have been completed may be subject to removal.



- Display space is limited and must be shared among many Events. We recommend 50 event flyers per Customer

The Center is not responsible for the promotion of Customer's Event(s). You must also do your own promotion for your Events

CALENDAR OF EVENTS (CONFERENCE ROOM BOOKINGS ONLY)

- Submissions for the META Center monthly calendar are **required by the 10th of the month prior**. This is a free service provided by the META Center and is not intended for sole promotion of your event. Renters are expected to do their own promotion as well.
- **If submissions are not received by the 10th of the month prior, your event will be listed by speaker name, event name, date, time, cost, contact information, email and website only.**
- We encourage early submission of event content for posting on the META Center website.

Please follow the format below for your submission. Either complete the Calendar of Events Form or send your text by email to info@metacenterny.com with the words 'META Center Calendar' in the subject line

Date of Event: (on the first line)
Title of Event: (on the second line)
Speaker Name: (on the third line)
Time of Event: (on the fourth line)

Write a **maximum of 120 words** about your event and include the cost and if pre-registration is required (putting the cost of your event in the calendar is optional). At the end of your text please include your contact information, email and web site.

NO SHOE POLICY

- The META Center is a "shoes off" facility – please notify your clients ahead of time. Ample cubbies are provided for footwear.
- Please respect our wishes and preserve our property by helping us to enforce the removal of shoes throughout the Center.
- Socks are available for sale for \$1.

DRESS CODE

- META Center is a professional environment. Please dress appropriately.

CARE OF META CENTER PROPERTY

- Attaching anything to the walls, doors, windows or floors of the Center is **strictly prohibited**.
- Customers and their guests may not remove or move anything belonging to the Center without permission or supervision of the Center's staff.
- **Furniture can only be moved by META Center staff.**
- Please treat all items supplied with rental (chairs, tables, marker boards, A/V equipment) with care. Damaged items will be the responsibility of the Customer.
- The use of candles, sage, incense or other lit items may occur but only with prior permission and supervision by META Center staff, and if handled in proper vessels.

NO PET POLICY

- The META Center has a no pet policy.



SHIPPING & STORAGE

- If your event requires the Center to receive or store special materials required for your Event, please arrange with us in advance.
- Reasonable storage requests will be handled at no additional charge prior to Event.
- Large packages for Events at the Center must arrive no earlier than two (2) business days prior to the Event for which they will be used, and must leave the center within one (1) business day of the completion of the Event.
- Any items left for more than one (1) business day will be charged storage at \$30 per day or disposed of. All shipping arrangements and costs are sole responsibility of the client.
- The use of hand trucks, shopping carts, large racks, dollies or other shipping devices is prohibited in the passenger elevators of our building, but a freight elevator is available from **9am-12 Noon and 1pm until 4.45pm, Monday through Friday**, no exceptions. Please note the building has strict freight elevator policies.
- Permanent storage at the Center is NOT AVAILABLE.

NOISE

- There may be multiple Events occurring at the Center simultaneously. The space is designed to minimize the interruption of events by other scheduled activities, however the rooms are not fully sound proof so we ask you to respect other Customers at the Center, and as a result, excessive noise is prohibited. No excessive loud music, screaming or jumping.
- You **MUST** inform the Center at the time of your booking if your event may create noise that might disturb others.

SMOKING

The META Center is a non-smoking facility in a non-smoking building. Please have all guests adhere to this policy and to New York City Law.

CLEAN-UP

Customers will be required to place all trash in appropriate receptacles and remove items used for their Event at the conclusion of the Event. Please breakdown any boxes.

FOOD & BEVERAGES

- Alcoholic beverages are forbidden anywhere on the premises.
 - Food and beverages are not permitted in the conference or consultation rooms with the exception of water.
 - If a client wants to provide food to event participants, we can provide tables for food and beverages in the lobby area. We provide tables and tablecloths, the customer must provide all food, paper & plastic goods, trays, baskets etc.
 - The client is responsible for the monitoring and cleanup of any food they provide for their events.
 - No illegal drugs or alcoholic beverages are permitted in the Center.
 - Water and healthy snacks are available at the reception desk for an additional cost.
- With permission, you can provide food for your workshop attendees in the lobby area.

UNUSUAL ACTIVITY

- We do expect the paranormal and metaphysical at the Center, but excessive physical activity such as screaming, running, jumping or the rough handling of Center property is prohibited.
- The Center reserves the right to remove any Customer or guest whose behavior is unacceptable at the sole discretion of The Center Management.
- Use of the Center's roof access or fire escapes is strictly prohibited.



BICYCLES

- We have limited space for 1-2 "folding" bicycles.
- You must use the freight elevator and note the available freight elevator times - **from 9am-12 Noon and 1pm until 4.45pm, Mon-Fri, no exceptions.**

EXPLICIT ACTIVITY

- No event or consultation may take place at the Center that involves sexual contact or nudity. - Tantric events are allowed only by consent of the Center Management.

LOSS & LIABILITY

Please note the META Center is not liable for any injuries sustained on the premises or any loss or damage to personal property.

ADDITIONAL TERMS

Customer also acknowledges that all Rental Agreements are subject to the Center's ability to provide space for the Customer's event(s) while the Center is operating with a valid lease at 214 W29th Street, 16th Floor, New York, NY 10001. If any circumstance shall cause the termination of the Center's lease, the Center's obligations to provide space per this Agreement shall no longer be in effect.

The META Center reserves the right to update or change the Terms and Conditions herein.

By completing the information below, I acknowledge and agree to the Terms and Conditions outlined in the Room Rental Agreement:

First Name:

Last Name:

Email Address:

Today's Date:

Phone Number:

Date of Event:

Signature:

Please fax this form to META Center: 212 736 8174