



Deutsches Haus Rental Space

Invite your guests to experience a taste of German Culture in the middle of Manhattan.

Our unique Location

Deutsches Haus at NYU is located in the historical setting of the Washington Mews, just north of Washington Square Park in the Heart of Greenwich Village. With Fifth Avenue, the beautiful Park and a variety of ethnic cuisine within walking distance, this vibrant location is the perfect space for conferences, lectures, meetings, film screenings, and receptions.



Rental Policies and Procedures

RENTAL FEES: **NYU RATE:** \$75/Hour, \$250 four hour block
NON-NYU RATE: \$150/hr, \$500 four hour block

ROOM CAPACITY: With tables: 20-25 people
Without tables/ catering: 60 people seated or 100 people standing.
Since Deutsches Haus is a working environment, auditorium doors must remain closed during the function.

FOOD & BEVERAGE: All food and beverages must be set up inside the room; use of tables requires a waterproof tablecloth. Due to new carpeting, we ask that red wine not be served.

KITCHEN: There are no cooking facilities. All glasses, dishes, silverware, etc. must be provided by the renting party.

MEDIA EQUIPMENT: Please contact Campus Media (212.998.2655) to make necessary arrangements

SET UP: The renting party is responsible for the room design and set-up. The tables and chairs can be re-arranged from the current classroom set-up but must be returned to the original configuration.

CLEAN UP: The renting party is responsible for cleaning up after the event. The rental party must bring its own trash bags and remove all trash from the area. All events must end by 10:30pm. If the room is not adequately cleaned and/or set-up, an additional fee of \$100 will be charged as well as any damage costs.

STAFFING: If your event extends beyond office hours, an additional fee of \$15/hour for each of two staff members to be present applies. Deutsches Haus employees are not available for room set-up or clean-up.

GARDEN: The garden is not available. No exceptions.

CONTACT: Please contact Deutsches Haus at 212.998.8660 for date availability and additional information or fax an inquiry to: 212.995.4327



42 Washington Mews
New York, NY 10003
Phone (212) 998-8660
Fax (212) 995-4327
www.nyu.edu/deutscheshaus

DEUTSCHES HAUS RENTAL AGREEMENT

BEFORE YOU COMPLETE THIS FORM PLEASE VISIT US AND TAKE A LOOK AT THE ROOM TO MAKE SURE THAT IT SUITS
YOUR EVENT AND NUMBER OF ATTENDEES

RENTING PARTY: _____

ADDRESS: _____

CONTACT PERSON: _____ EXT: _____ FAX: _____

DATE(S) REQUESTED: _____ REQUESTED TIME FRAME: _____
(PLEASE INCLUDE SET-UP AND CLEAN-UP IN ESTIMATING TIME FRAME)

ESTIMATED ATTENDANCE: _____

WILL YOU USE CAMPUS MEDIA: YES NO

WILL YOU HAVE CATERING: YES NO

CATERER'S NAME: _____ CATERER'S ARRIVAL TIME _____

BILLING:

TOTAL AMOUNT DUE: \$ _____

PAYMENT METHOD: CHECK NYU JOURNAL TRANSFER

NYU ACCOUNT TO BE CHARGED:

ACCOUNT _____ FUND _____ ORGANIZATION _____ PROGRAM _____ PROJECT _____

APPROVAL SIGNATURE _____

The agreement releases Deutsches Haus at NYU from all liability stemming from the rental party's (and attendee's) participation and use of the facilities.

I HEREBY AGREE TO THE ABOVE TERMS AND CONDITIONS.

SIGNED _____ DATE _____