



## OFFICE OF SPECIAL EVENTS

### Special Events' Guidelines for the use of The New York Public Library Stephen A. Schwarzman Building 2012

#### GENERAL EVENT GUIDELINES

##### OVERVIEW

You hereby agree that you and your employees, agents, guests and invitees will comply with all of the Library's rules and regulations and with all laws (including, but not limited to, occupancy limits, public assembly matters, fire and building codes) applicable to your use of the Library's facilities.

You will comply with the directions of the NYPL personnel overseeing the event concerning the use of the NYPL. All decisions on these matters by the NYPL personnel are final.

##### EVENT RESTRICTIONS

No political or religious functions are permitted.

No coming-of age parties are permitted.

No sales of products and/or services may take place at the event.

No events open to the public are allowed.

##### **Wedding Ceremonies:**

Civil ceremonies are allowed on Library premises. Civil ceremonies are defined as a nonreligious marriage ceremony performed by a government official rather than by a clergyman. Any civil ceremony taking place on Library premises must be without any religious affiliation and meet the legal requirements of the State and City of New York.

A written synopsis of the ceremony and verification that the ceremony will be performed by one of the following must be presented to the NYPL in writing by the date given you.

The following are acceptable officiates for a civil ceremony at the Library:

- the mayor of a city or village;
- the former mayor, city clerk or one of the deputy city clerks who has legal authority;
- a county executive of a county, city magistrate, police justice or police magistrate of a city;
- a court clerk or county clerk who has legal authority;
- a justice or judge.

##### **Fundraisers**

If the event is a fundraising event, the following conditions must be met:

- 1) The event does not conflict whatsoever with Library's own fundraising activities
- 2) The event does not involve any direct solicitation of funds nor the payment of funds in cash or otherwise at the event
- 3) The sale of products and services may not take place at the event.

Determination of whether an event meets these criteria will be at the sole discretion of the NYPL. The NYPL has the right to decline any event based such determination.

## FEES/HOURS

Fees are not negotiable and are quoted upon request. Fees include basic operational expenses (basic security and maintenance) and administrative support for the event. Any other arrangements, not contracted, will incur additional charges.

- Daytime Event: Rental fees are based on a five-hour event.  
Evening Event: Rental fees are based on a five-hour event until midnight. After five hours or midnight, whichever occurs first, an hourly overtime charge will be in effect for each hour or portion thereof (wedding receptions and social events may only continue until 1 a.m.).  
Film Shoots: Fees are quoted on a case-by-case basis.  
Day before load-in: Fees are available upon request.

The earliest time an event may start in Astor Hall, the McGraw Rotunda, or The Lionel Pincus and Princess Firyal Map Division is at least one hour after the Library has closed to the public.

## CONTRACTS

All renting parties will be required to sign and comply with a standard facilities rental agreement in order to use Library space. *All contracts are non-negotiable.*

## INSURANCE

All renting parties will be required to produce appropriate insurance for their event. Insurance requirements vary with each type of event. All required insurance must be issued by a company with an A.M. Best rating of at least A-VII and licensed to do business in New York.

## WINE & LIQUOR

The New York Public Library maintains a liquor license and the purchase of wine and liquor for your event must go through the NYPL. If liquor is to be served, you will also be required to sign a separate liquor contract and your caterer will be required to obtain liquor host and liability insurance covering the distribution of liquor and naming The New York Public Library and The City of New York as additional insured (if your caterer cannot meet the needed liquor liability requirements, you will be responsible for obtaining the appropriate insurance).

Under no circumstances may wine, liquor or other alcoholic beverages be sold at the event for cash or its equivalent.

## INVITATIONS/PROMOTIONAL MATERIALS

We are not the sponsor of your event and our name, logo or image(s) may not be used without permission - for any reason.

All invitations, press releases, and other promotional materials relating to the event that refer to the facility of The New York Public Library are subject to our approval. A proof copy of such materials must be submitted to the Office of Special Events for approval before final printing.

Original sample copies of all printed materials, including invitations, program card, menu, etc. must be submitted to the Office of Special Events prior to your event.

## FRONT STEP USAGE

No events or filming may take place on the front steps or Plaza without written permission from the NYPL in conjunction with Bryant Park (separate fees, contract, and insurance apply).

Events or filming on the Front Steps of the NYPL cannot take place while the NYPL is open to the public. No event may disrupt the public's ability to enter the Fifth Avenue or 42<sup>nd</sup> Street entrances at any point during open hours.

In the event that the front steps are used while the NYPL is open to the public (by special permission only), all work by the renting party must be conducted in a controlled and supervised manner. No cables or equipment may be placed in the direct path of the public entering or leaving the building. It is the responsibility of the renting party to secure any area where work will be taking place on the Front Steps during open hours and to ensure the safety of the public.

### **SECURITY**

No armed security guards or bodyguards will be allowed in the NYPL. Armed security or body guards arriving for an event will be asked to leave their weapons with NYPL security, or to wait outside NYPL premises.

If outside security staff is brought into the NYPL to work an event they must be in contact with NYPL security with regard to NYPL policies and procedures - well in advance of the event. Outside security is subject to approval by the NYPL and must provide NYPL security with a written list of all guards that will be present at an event at least 1 week prior to the event.

NYPL Security has final say in all security matters.

### **BAG CHECK**

The Library reserves the right to inspect any and all packages, boxes, bags, purses, backpacks or similar items and their contents that you, your employees, agents, guests or invitees bring into the Library. The Library may refuse to admit certain persons and/or certain packages or certain contents into the Library premises based on any security concerns we may have.

### **PLANNERS, VENDORS & CATERERS**

The Library has approval over all vendors (including planners and caterers).

The NYPL has a list of Recommended Vendors that your Event Coordinator will discuss with you.

You may choose to use a vendor or caterer not on that list.

A list of vendors (including caterer) with contact person and telephone number must be given to the Office of Special Events for approval as per your contract with the NYPL.

All vendor delivery and arrival schedules (including equipment, vendors, catering, rental, staff, etc.) must be submitted well in advance of the event and approved by the Office of Special Events.

All wedding receptions and social events taking place at the NYPL require a professional event planner to coordinate the event.

### **EQUIPMENT**

All equipment entering the building is subject to the Library's approval. A list of all equipment must be given to the Office of Special Events for approval as per your contract with the NYPL.

All equipment must be removed immediately following the event.

The Library does not provide genie lifts, ladders, extension cords or any other equipment.

### **MUSIC, ENTERTAINMENT, AND PERFORMING ARTS GROUPS**

The selection of music, entertainment, or a performing group for your event must be approved by the Office of Special Events, and we will determine any delivery, set up, and/or any rehearsal time.

Any event using music and taking place in public areas of the NYPL must perform sound checks while the NYPL is closed or within the designated and agreed upon rehearsal time.

### LOAD-IN/SET-UP

The load-in and set-up times for your event will be determined by the Office of Special Events. The earliest set-up time in Astor Hall, the McGraw Rotunda, or The Lionel Pincus and Princess Firyal Map Division is immediately after the Library closes to the public. A day before load-in will incur charges to be determined by your Event Coordinator.

### LOAD-OUT/BREAKDOWN

All equipment and rentals must be removed from Library premises and all spaces used by the rental party must be returned to their original state immediately following the event.

### FLOORPLANS

You may ask your Event Coordinator, visit [www.nypl.org/spacerental](http://www.nypl.org/spacerental), or go to [www.meetingmatrix.com](http://www.meetingmatrix.com) where you can download and work within the Meeting Matrix program to lay out your event.

### STAFF/ENTRANCE & EXIT

All event staff must arrive through 11 West 40th Street.

The Fifth Avenue and/or 42nd Street doors will open only immediately prior to the start of your event. Your event staff is responsible for general hosting responsibilities, dissemination of directional information, distribution of any materials, gifts, etc.

For security purposes, a complete, alphabetized list of guests & staff must be delivered to the Office of Special Events at least three days prior to your event.

### GIFTS/MATERIALS/SUPPLIES

The delivery time and available storage of any supplies or gifts/materials to be distributed to your guests will be determined by the Office of Special Events.

It is your responsibility to remove any remaining supplies or gifts/materials from the Library immediately following the event. The New York Public Library shall have no responsibility to protect, and you shall bear all risk of loss as to, your supplies and materials.

### PHOTOGRAPHY, PRESS, VIDEOGRAPHY

Photography, press, and videography are allowed within the rental spaces on the day of the event, subject to NYPL approval. Full details and schedules of any filming and photography must be submitted to the NYPL in writing at least 2 weeks in advance of the event.

If the NYPL is mentioned in any way, you must work with appropriate NYPL personnel to ensure that the Library is appropriately represented and that all information (including spelling) is accurate.

Fees may be incurred and they will be determined when all details of the shoot are reviewed.

The rental client is responsible for the coordination of all photography, press or videography.

Bridal photography, both inside and outside the building, is only allowed if the subjects are having their wedding reception at the NYPL.

### LIBRARY SHOP

Rental clients are entitled to a discount at The Library Shop on merchandise purchased for use during their rental event only. You must organize purchases through your Event Coordinator.

## **BUILDING & FACILITIES GUIDELINES**

### **LOAD-IN/LOAD-OUT/BREAKDOWN**

You or your planner are responsible for ensuring that there is someone on site at all times during load-in and load-out who is responsible for all activities and has full authority to make all necessary decisions. That person should not leave the building until load-out is completed.

All spaces must be broom cleaned and the kitchen area must be mopped and surfaces wiped clean before your vendors and catering staff leave the building.

All garbage must be properly bagged and carried to the loading dock for disposal.

### **ELECTRICAL**

The dome spotlights in the Celeste Bartos Forum cannot be readjusted.

Any additional lighting brought in for event must be approved by the Library's Building Manager. The lighting vendor must meet with either the Building Manager or his Assistant at least 2 weeks prior to the day of the event to discuss electrical requirements.

Any electrical appliances must be approved by the Office of Special Events and electrical requirements and any unusual requests for layout or power must be given in writing to the Office of Special Events at least 2 weeks prior to the day of the event.

### **VENDORS/CATERING**

All vendors and equipment must arrive and exit through 11 West 40th Street.

Loading dock plans and measurements will be made available to you. It is your responsibility to ensure that all vendors are supplied with the appropriate information.

Waiters are to be instructed to change clothes only in the staff restrooms and/or appropriately designated areas.

Coat check staffing and equipment are the responsibility of the caterer.

Gas of any kind for cooking is absolutely prohibited. Sterno-heated proofing cabinets are allowed. No frying or open flame is allowed in any space in the Library including the loading dock area.

### **SMOKING/BEVERAGES**

There is no smoking in any interior area of the building, including the loading dock and adjacent areas. Without exception, anyone caught smoking will be asked to leave the premises. Smoking is allowed only outside the building, including the street and front step areas.

During your event, no beverages may be taken outside the building. All drinks must be left at designated drop points at the time of departure or if guests are leaving to smoke.

### **SIGNAGE/PROMOTION/BANNERS**

The NYPL does not allow the promotion or advertising of any brand other than The New York Public Library brand.

No banners, signage or promotional materials may be placed on the front step, plaza, façade, or sidewalk areas of the building.

Any products, signage or promotion of a specific product or of the rental client, may take place solely within the restricted areas of the rented space and with the approval of the NYPL.

If the rental space is a public access area, said approved materials may be displayed only after the Library is closed to the public, with Library approval.

#### LIBRARY LIONS

The trademarked Edward Clark Potter Lions may not be touched in any way. No equipment, people, or other materials may be placed upon them.

#### DECOR/FLORAL DECORATIONS/LIGHTING/SET DESIGN

Décor/lighting/set designs must not mar or affect the appearance of the Library structure and must be removed immediately following the event.

No materials, lighting, adhesives or any physical structures should touch the walls, ceiling, light fixtures or any part of the façade or interior of the building – for any reason, at any time.

All decorations and greens must be fire retardant. This means that all trees and greens must be artificial and flameproof, tested and approved by a recognized testing laboratory (e.g., Underwriters Laboratories, Factory Mutual Laboratories, Board of Standards and Appeals). Christmas trees and any other decorations made of Christmas tree branches are prohibited by law in Library spaces and other public buildings. Also prohibited are hemlock, balsam, Spanish moss, and decorative greens that contain pitch.

Only votive candles or completely glass-enclosed pillar candles are permitted.

No open flame is permitted.

No taper candles are permitted.

No artificial smoke machines are allowed in the building.

No fireworks of any kind including sparklers are allowed in the building.

#### HOLIDAY DECOR

Annually, from the weekend following the Thanksgiving holiday until mid-January, there are a significant number of holiday decorations throughout the Schwarzman Building. During this time, rooms are rented as is and these decorations may not be altered or removed for any reason.

#### AIR CONDITIONING

There is no air conditioning in either Astor Hall or McGraw Rotunda.



New York  
Public  
**Library**

## THE EDNA BARNES SALOMON ROOM

All installations are subject to NYPL approval. The NYPL will make all decisions final based on the requirement to preserve the room and collections while doing absolutely no harm.

A list of all items to be placed in the room must be presented for NYPL approval in advance of the event. Only preapproved items will be allowed.

No handling of any artwork will be allowed.

The use of candles (votives, tapers, candelabras, lanterns, etc.) on top of the bookshelves is not permitted.

No decorative objects, floral arrangements, etc. may be placed on the bookshelves in the Salomon Room.

The lighting in the Salomon Room cannot be adjusted. No additional lighting may be used to illuminate the artwork. Any additional room lighting is subject to NYPL approval.

The NYPL will designate a specific protected floor space in the Salomon Room for limited rental drop off and table construction.

All tables, furniture or décor must be carried, not dragged, throughout the room.

At the end of the event, all rentals must be removed from the Salomon Room and placed in McGraw Rotunda or other designated area for pick up. No pick up in Salomon will be allowed.

If any dancing is scheduled to take place during your event, a beveled dance floor must be laid over the floor and protective padding must be placed between the dance floor and the wooden floor of the room.

## ROOM CAPACITIES

SPACE	EVENT	CAPACITY
ASTOR HALL First Floor 57 x 65	Cocktail reception	750
	Seated dinner	250
	Seated dinner and dancing	200
	w/balcony	1,000
	Fashion Show	425 Chairs
CELESTE BARTOS FORUM Ground Floor 80 x 80	Cocktail reception	500
	Seated lunch or dinner	450
	Auditorium style	500
	Seated dinner and dancing	375
	Buffet dinner	400
	Auditorium style with reception	350
	Buffet dinner and dancing	350
	Seated dinner and cocktails	250
Fashion Show	460 Chairs	
EDNA BARNES SALOMON ROOM Third Floor 38 x 120	Cocktail reception	325
	Seated dinner	300
	Seated dinner and dancing	275
MCGRAW ROTUNDA Third Floor 32 x 54	Cocktail reception	300
	Seated dinner	150
	Seated dinner and dancing	100
LIONEL PINCUS AND PRINCESS FIRYAL MAP DIVISION First Floor 37 x 41	Cocktail reception	60
	Seated dinner	44
TRUSTEES ROOM Second Floor 37 x 41	Cocktail reception	125
	Auditorium style	125
	Seated lunch or dinner	110
	Dinner and cocktails	80
SOUTH COURT AUDITORIUM	Seats up to 177 guests	

TO: The New York Public Library Office of Special Events  
Fifth Avenue and 42nd Street, Room 105  
New York, NY 10018

Attention: \_\_\_\_\_  
Fax Number: 212-642-0100

FROM: Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

DATE: \_\_\_\_\_

RE: Special Events' Guidelines and Restrictions

TOTAL NUMBER OF PAGES: 1

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This is to certify that I have received, read, understand, and agree to all restrictions and guidelines set forth in the Special Events' Guidelines and Restrictions for the use of The New York Public Library Stephen A. Schwarzman Building.

I have also seen to the distribution of this information to all pertinent parties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date