



## OFFICE OF SPECIAL EVENTS

### **Special Events Guidelines for the use of The New York Public Library Stephen A. Schwarzman Building 2017**

#### **GENERAL EVENT GUIDELINES**

##### **OVERVIEW**

You hereby agree that you and your employees, agents and guests 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 NYPL personnel overseeing the event. All decisions on these matters by 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. A Civil ceremony is 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 NYPL in writing.

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, it must not conflict whatsoever with Library's own fundraising activities and cannot include the sale of products and services. The event cannot involve any direct solicitation of funds and no cash can be exchanged on the premises. Systems like iBid or prior registratin would be acceptable for collection as long as they are charged at a later date.

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

## **WINE & LIQUOR**

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

## **SECURITY**

If outside security staff is brought into NYPL they must be in contact with NYPL security with regard to NYPL policies and procedures in advance. Outside security is subject to approval by NYPL. No armed security guards or bodyguards will be allowed in 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.

NYPL Security has final say in all security matters.

## **PLANNERS, VENDORS & CATERERS**

The Library has approval over all vendors (including planners and caterers). NYPL has a list of Preferred Vendors that your Event Manager will discuss with you. 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 NYPL.

## **FLOOR PLANS**

You may ask your Event Manager or visit [www.nypl.org/spacerental](http://www.nypl.org/spacerental).

## **INVITATIONS/PROMOTIONAL MATERIALS**

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.

Approved listing for printed materials:

The New York Public Library  
Stephen A. Schwarzman Building  
*Name of Room*  
Fifth Avenue and 42<sup>nd</sup> Street  
New York City

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

Any event using music must perform sound checks while NYPL is closed or within the designated and agreed upon rehearsal time.

## **GIFTS/MATERIALS/SUPPLIES**

All materials must be brought in on the contracted day of your event. The Library cannot accept any items sent in advance. 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.

## **FRONT STEP USAGE**

No events or filming may take place on the front steps or Plaza without written permission from NYPL in conjunction with Bryant Park (separate fees, contract, and insurance apply). Events or filming on the Front Steps of the Library cannot take place while the building 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 Library 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.

### **PHOTOGRAPHY, PRESS, VIDEOGRAPHY**

Photography, press, and videography are allowed within the rental spaces on the day of the event, subject to NYPL approval. The rental client is responsible for the coordination of all photography, press or videography. Full details and schedules of any filming and photography must be submitted to NYPL in writing at least 2 weeks in advance of the event. Fees may be incurred and they will be determined when all details of the shoot are reviewed.

If 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. Additionally there is a licensing fee for the use of the Lion images, name of the Library and the façade of the building. All are trademarks of the Library, permissions are necessary and all rights are reserved.

The Library reserves the right to request photographs after the event. All photographs will be given the appropriate credit.

### **LIBRARY SHOP**

Rental clients are entitled to a 20% discount at The Library Shop on merchandise purchased for use during their rental event only. You must organize purchases through your Event Manager.

### **BUILDING GUIDELINES**

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

#### **HOLIDAY DECOR**

Annually, from mid-November 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.

#### **EDNA BARNES SALOMON ROOM**

No handling of any artwork is allowed. The use of decorative objects, floral arrangements or candles (votives, candelabras, lanterns, etc.) on top of the bookshelves is not permitted. All table, furniture or décor should be carried rather than dragged whenever possible.

There is no dancing allowed in the Salomon Room. Live entertainment is allowed and should be discussed in advance with your NYL Event Manager.

#### **AIR CONDITIONING**

There is no air conditioning in either Astor Hall or McGraw Rotunda. All other *event spaces* within the Schwarzman Building have air conditioning.

## **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.

## **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 equipment and rentals must be removed from Library premises and all spaces used by the rental party immediately following the event.

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. All trash bags and bins must be provided by caterer.

NYPL requires a supplemental dumpster rental at client's cost for all weddings and events with extensive décor. Your Event Manager will determine whether a dumpster is needed.

### **STAFF/ENTRANCE & EXIT**

All event staff, vendors and equipment must arrive and exit through 11 West 40th Street and bring government issued photo identification.

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.

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 and comply with restrictions.

### **ELECTRICAL**

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

Any electrical appliances must be approved by your Event Manager and electrical requirements and any unusual requests for layout or power must be given in writing to your Event Manager prior to the day of the event.

## **CATERING GUIDELINES**

What our contracts allow:

- Sterno with proofing cabinets
- Electric burners, woks and ovens
- Electric convection ovens
- Microwave ovens
- Induction cookers

What our contracts prohibit:

- Use of gas of any kind
- Table Chef butane burners
- Open flame other than sterno
- Fryers of any kind

Recycling requirements:

- All recyclable glass, plastic, cartons and boxes must be placed in clear or blue recycling bags.
- Glass, plastic and cartons can all be placed in the same bag.
- Boxes must be broken down.

Additional notes:

- All trash bags and bins must be provided by caterer.
- All brooms, dust pans, mops and pails must be provided by caterer.
- Brown paper must be placed on the floor and walls of any areas being used for catering.
- NYPL refrigerator, freezer and ice machine are not available for use.
- All slop must be strained prior to draining in sinks.
- Caterers must send power requirements for kitchen equipment at least one week prior to the event.

**COAT CHECK**

Coat check staffing and equipment are the responsibility of the caterer. NYPL is not responsible for any lost or stolen items.

**CANDLE POLICY**

Absolutely no “open flames” are allowed in the Stephen A. Schwarzman Building. Only votive candles or completely glass-enclosed candles are permitted.

- No butane, kerosene or fuel of any sort is permitted at any time.
- No fireworks of any kind (including sparklers) are allowed in the building.
- The flame shall be fully enclosed except where openings are not more than 0.375 inch in diameter or to where the distance from the top of the flame to the top of the vessel is such that a piece of tissue paper placed on top of the vessel will not ignite in 10 seconds.
- A safe “wick to rim” ratio will be strictly enforced.
- Any candles that are not ground or table supported (i.e., “hanging candles”) must be entirely flame-free.
- All candle wicks must be trimmed and pre-lit to minimize smoke.
- Enclosures must be securely attached to the candle itself.
- Cleanup of any spilled or splattered wax is the sole responsibility of the client.
- All enclosure bases must be weighted with sand, salt, or other non-combustible material to ensure that
  - a.) the flame extinguishes itself if the enclosing vessel is tipped over OR
  - b.) the device or holder will return to an upright position after being tilted to a 45 degree angle from vertical
- Placement of ground supported candles on the Fifth Avenue steps must be pre-approved in writing by your NYPL Event Manager, to ensure that proper egress paths are maintained into and out of the building.
- Placement of ground supported candles in the North/South Astor Hall Hallways must be pre-approved in writing by your NYPL Event Manager, to ensure that proper egress paths are maintained throughout the building. A clear “walking path” of at least 7 feet wide must be kept open for the entire length of the hall.

**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.** 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.

- No artificial smoke or dry ice machines are allowed in the building.
- No balloons or helium tanks are allowed.
- No soap bubbles are allowed.

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This is to certify that I have received, read, understood, 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.

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Signature

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Title/Company

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Date