



OFFICE OF SPECIAL EVENTS

VENDOR & FACILITIES GUIDELINES

The New York Public Library
Stephen A. Schwarzman Building

EVENT SPACES

OVERVIEW

The Stephen A. Schwarzman Building contains two types of rental space: public and private. All work in public spaces must take place only when the building is closed. Work in private spaces may continue during business hours as long as there is no interruption to NYPL staff and operations. Specific load-in times are outlined in each client's contract.

The New York Public Library is a place of business and as such, its employees, patrons and staff must be treated with priority and courtesy at all times by vendors, affiliated event staff and team members. Concerns or complaints from NYPL personnel must be treated with the highest level of concern and immediate attention.

PUBLIC SPACES

Astor Hall

- Available for set up after the building closes to the public
- Discreet AV components may be set up prior to building opening, pending approval by NYPL
- Back of House Spaces
 - Room 102 - Catering back-of-house
 - Hallway Caps – Deliveries permitted prior to building opening
 - Must be screened or piped & draped (equipment to be rented)
 - South & North Stair Alcoves – Deliveries permitted prior to building opening
 - Must be screened or piped & draped (equipment to be rented)

McGraw Rotunda

- Available for set up after the building closes to the public
- Discreet AV components may be set up prior to building opening, pending approval by NYPL
- Back of House Space
 - Third Floor Staff Café

PRIVATE SPACES

Celeste Bartos Forum

- Available for load in and set up all day
- Back of House Spaces
 - New Kitchen Space & Prep Room – Deliveries and set up permitted all day

- o The newly constructed back-of-house space must be shared by ALL vendors – kitchen, sanitation, case storage, décor, entertainers, etc.
- o Old Kitchen Space, 73 Corridor & Staff Café are no longer available for vendor use

Edna Barnes Salomon Room

- Deliveries must take place when the building is closed to the public
- Set up permitted all day
- All vendors must be extremely careful of the floor in this room (no dragging of furniture)
- Back of House Spaces
 - o Third Floor Staff Café

The Sue and Edgar Wachenheim III Trustees Room

- Available for load-in and set up all day
- This space is adjacent to our Executive Offices, noise levels during set-up must be kept to a minimum
- Back of House Space
 - o Room 204

STEPHEN A. SCHWARZMAN BUILDING PUBLIC HOURS OF OPERATION

MONDAY 10 AM–6 PM
 TUESDAY 10 AM–8 PM
 WEDNESDAY 10 AM–8 PM
 THURSDAY 10 AM–6 PM
 FRIDAY 10 AM–6 PM
 SATURDAY 10 AM–6 PM
 SUNDAY 1 PM–5 PM

VENDOR INFORMATION

LOAD IN GUIDELINES

- The loading dock must be shared by all events taking place in the building
- The client is responsible for determining the load in schedule for the event, to be approved by NYPL
- NYPL is not responsible for overseeing the load-in order, but will actively enforce the “one truck at a time” policy inside the dock
- Trucks are to pull in one at a time, unload, and immediately vacate. No parking is provided for any vehicle at any time. Access to the lower level of the freight elevator is available for material wheeled in from the street
- The client must have a representative to sign for rentals and direct them to the proper location
- All vendors must submit an equipment list for approval by NYPL
- Electrical requirements must be submitted to and approved by NYPL

STAFF/ENTRANCE & EXIT

- All event staff, vendors and equipment must arrive and exit through 11 West 40th Street and bring government issued photo identification
- For security purposes, a complete, alphabetized list of staff must be provided to the Office of Special Events at least three days prior to the event
- Vendors are required to direct their staff to the proper event location(s)

LOADING DOCK DIMENSIONS – 11 WEST 40TH STREET

Please pay careful attention to the freight elevator and loading bay dimensions

- At Outer Door
 - o Wall to wall - 103 inches (8'-7")
 - o Wheel guard to wheel guard - 101" (8'-5")
- At Inner Door
 - o Wall to wall - 104 inches (8'-8")
 - o Wheel guard to wheel guard - 101" (8'-5")
 - o Curb to curb - 90" (7'-6")
- Max Truck Height
 - o 11' 5"

FREIGHT ELEVATOR DIMENSIONS

- Car Door
 - o Height: 96"
 - o Width: 44"
- Car Interior
 - o Height: 108"
 - o Width: 82" (77" at hand railings)
 - o Depth: 125"
- Maximum capacity
 - o 8000 lbs

FLOOR PLANS

- Building floor plans are available on www.allseated.com

FACILITIES GUIDELINES

LOAD-IN/LOAD-OUT/BREAKDOWN

The client or their planner is 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.

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 the event. The client's 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 the event. Check-in and directional staff must be posted at all entrances being utilized, for the duration of the event.

Loading dock plans and measurements will be made available to all vendors who must comply with any restrictions.

ELECTRICAL

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

CATERING GUIDELINES

PERMITTED:

- Proofing cabinets with sterno
- Electric convection ovens
- Microwave ovens
- Induction tabletop burners

PROHIBITED:

- Use of gas of any kind
- Butane stoves
- Open flame other than sterno
- Fryers of any kind
- Dry ice machines
- Smoking clothes
- Smoking nitrogen
- Artificial smoke or haze of any kind

Additional notes:

- Brown paper must be placed on the floor and walls of any areas being used for catering.
- NYPL refrigerator and ice machine are not available for use.
- Captains must be on-site to accept and direct rental deliveries.

COAT CHECK

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

LOAD OUT GUIDELINES

- All materials must be loaded out immediately following the event
- Public spaces take priority during load out and must be cleared first so we can prepare the building to open the following day
- All spaces must be broom cleaned and the kitchen area must be mopped (if applicable) and surfaces wiped clean
- All brooms, dust pans, mops and pails must be provided by caterer
- All slop must be strained prior to draining in slop sink

TRASH

- All garbage must be properly bagged for disposal.
- All trash bags and bins must be provided by the caterer / vendors.

- NYPL requires a supplemental 30 yard dumpster rental for all weddings and events with extensive décor. Your Event Manager will arrange the dumpster rental on your behalf. All trash must fit within the dumpster, below the rim.
- Should your waste management needs exceed (1) 30 yard dumpster, additional fees will apply.

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.
- A safe “wick to rim” ratio will be strictly enforced. The flame must end well below the top of the enclosure (at least .25”).
- 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.
- Completely enclosed taper candles are permitted pending the approval of your Event Manager. All taper candle holders and enclosures must be presented for approval.
- Cleanup of any spilled or splattered wax is the sole responsibility of the client.
- 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, floors, ceilings, 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 smoke machines or atmospheric haze are allowed.
- No balloons or helium tanks are allowed.
- No soap bubbles are allowed.
- Confetti is not allowed.

DANCE FLOORS

All dance floor installation plans must be presented in writing to your Event Manager for approval. Dance floors must have a hard subfloor. Dance floors cannot be adhered to the Bartos Forum carpet, or any other area, with tape or any other adhesive substance.