



New York
Public
Library



SPACE RENTAL GUIDELINES

Stavros Niarchos Foundation Library

Overview

The Stavros Niarchos Foundation Library (SNFL) contains a private event space on the 7th floor, including an interior multi-purpose room and a terrace. Work in these 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 rental fee includes the use of existing furniture, staging, and access to the built-in Audio Visual system. Catering, kitchen equipment, staffing and decor is provided by outside vendors that you would hire and pay directly. Clients are required to hire a full-service caterer to oversee the set-up, staffing, and breakdown of all events. NYPL has a list of [Preferred Vendors](#) that your Event Manager will discuss with you. SNFL has an exclusive vendor for Audio Visual.

NYPL maintains strict approval over all vendors (including planners and caterers). Wedding clients are required to hire a professional Library-approved planner. Fashion clients are required to hire a Library-approved production company to coordinate all shows.

All vendors agree that their employees, agents, and contractors 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, and fire and building codes) applicable to the use of the Library's facilities.

The New York Public Library is a place of business and our 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.

All vendors will comply with the directions of NYPL personnel overseeing the event.

Appropriate Library staff may not be denied reasonable access to any NYPL premises at any time before, during, or after the event.

All decisions on these matters by NYPL personnel are final.



SNFL 7th Floor Event Center

CAPACITIES: Rooms A, B & C

- The 7th floor interior can be divided into three (3) smaller spaces via moveable airwalls
 - 250 standing cocktail reception
 - 130 cocktail reception and seated dinner

LOAD-IN

- SNFL is available for load-in and setup all day via 5 East 30th Street
- Events beginning before noon & events with extensive decor require day-prior load-in
- Back of House Spaces
 - Depending on the event layout, the kitchen can be in one of the multipurpose rooms or cafe area
 - The back-of-house space must be shared by ALL vendors – kitchen, sanitation, case storage, décor, entertainers, etc.
 - All kitchen equipment must be provided by the caterer in compliance with NYPL's catering guidelines.

ENTRANCE

- 455 Fifth Avenue

EXIT

- During open hours, guests will exit via 40th Street. If SNFL is closed, guests will exit via 455 Fifth Avenue.

SNFL PUBLIC HOURS OF OPERATION

- Monday 8 AM–9 PM
- Tuesday 8 AM–9 PM
- Wednesday 8 AM–9 PM
- Thursday 8 AM–9 PM
- Friday 8 AM–8 PM
- Saturday 10 AM–6 PM
- Sunday 10 AM–6 PM



Event Restrictions

- All rental events at the Library are by-invitation-only. Events that are open to the public are not permitted.
- Permission to use space at The New York Public Library in no way constitutes endorsement by NYPL of the policies or beliefs of the organization or individual(s) using the facilities. No advertisement or announcement implying such endorsement is permitted.
- 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.
- 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 payment of funds in cash, credit or otherwise at the event is prohibited, including onsite ticket sales. For auctions, e-bid systems are acceptable only if funds are collected at a later date. The use of the Library's internet / WiFi for processing payments is prohibited. The client shall be solely responsible for its independent fundraising activities and any associated requirements, and serving as a venue for such events does not imply endorsement by The New York Public Library.
- The Library permits civil and religious ceremonies in the event spaces at the Stephen A. Schwarzman Building, provided they can be carried out within the logistical limitations of the venue. As such, a detailed written synopsis of the ceremony, civil or religious, must be presented to NYPL, in writing, by the due date indicated on the space rental contract.
- No events, commercial photography, 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, commercial photography, 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 42nd Street entrances at any point during open hours.
- No events, photography, or filming may take place inside the building without written permission from NYPL. Please see our [Photography Guidelines](#) for more information.
- Private and professional wedding photography taking place outside of Library hours is reserved only for couples who are hosting their weddings at the Library.



Floor Plans & Event Documentation

The generation of all event-related documentation and floor plans is the responsibility of the client's vendor team. Floor plans are available on www.prismm.com.

All plans for décor, including lighting, audio visual, staging, floral, and all other design elements, are subject to approval by the Office of Special Events.

You shall furnish to us sixty (60) days prior to the event:

- Final Vendor List
- Preliminary Load-In Schedule & Event Schedule
- Preliminary Floor Plans
- Event Design Deck
- Electrical Requirements

All items above must receive written approval by your Event Manager prior to implementation.

Final versions of all documents above will be due thirty (30) days prior to the event.



Vendor Approvals

- The Library reserves the right to approve all vendors servicing the event, including event planners.
- NYPL has a list of [Preferred Vendors](#) that clients are encouraged to use. SNFL has an exclusive audio visual vendor.
- A list of vendors with contact person and telephone number must be given to the Office of Special Events for approval as per the contract with NYPL.
- Preferred vendors are expected to maintain familiarity with our spaces, and abide by all guidelines.
- A dedicated point-of-contact (POC) must be assigned by the client to oversee all aspects of the event. The POC will act as a liaison between the client, the Library, and all vendors. The POC is responsible for coordinating the submission of all required paperwork; attending all site visits; and overseeing the on-site execution of the event.
- Wedding clients are required to hire a Library-approved wedding planner to coordinate the event.
- Fashion clients are required to hire a Library-approved production company to coordinate all shows.
- Full-building rental clients are required to hire a Library-approved planner to coordinate the event.
- Event planners and production companies who are new to the building must utilize preferred vendors to service the event.
- New or lapsed vendors will be required to submit two (2) letters of recommendation from comparable cultural institutions, and must present their insurance certifications for review prior to approval by NYPL. Approval is not guaranteed.



Deliveries & Load-In Guidelines

- Deliveries of all supplies and equipment will be made in accordance with the schedule in the event contract. All materials must be brought in during the rental period. The Library cannot accept any items sent in advance.
- Client / planner is responsible for determining the load-in schedule for the event, to be approved by NYPL. All deliveries must be staggered, with one vendor entering the building at one time.
- Client / planner must have 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 must not leave the building until load-out is completed.
- Additional load-in days and hours may be available at an additional fee, working backward from the contracted load-in start time.
- Load-in duration is contingent on the design plan, the number of vendors accessing the building, and the amount of equipment you plan to deliver.
- Events beginning before noon & events with extensive decor require day-prior load-in.
- Deliveries through public spaces cannot take place while Library patrons are in the building. Failure to comply with Event Manager instructions will result in the immediate removal of all vendor personnel from the public space.
- All vendors must provide their own dollies and carts for the delivery and removal of equipment. NYPL equipment cannot be utilized.
- All vendors must provide their own ladders and lifts (by approval). NYPL equipment cannot be utilized.
- Equipment must be delivered to final designated locations, and cannot be left unattended along the delivery route. Equipment intended for each space must be delivered directly to that space, and cannot be held in other locations.
- No equipment may be leaned against NYPL walls at any time.
- All equipment shall be removed from the premises immediately following the conclusion of the event.
- NYPL shall have no responsibility to protect, and you shall bear all risk of loss as to, your supplies and materials.



Entrances & Exits

STAFF ENTRANCE & EXIT

- All event staff, vendors, and equipment must arrive and exit through 5 East 39th Street, even if the building is open to the public. All personnel must show government-issued photo identification for admittance.
- For security purposes, a complete, alphabetized list of staff must be provided to the Office of Special Events at least one week prior to the event.
- Vendors are required to greet and direct their staff to the proper event location(s).

GUEST ENTRANCE - 455 FIFTH AVENUE

- The 455 Fifth Avenue 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.
- Check-in and directional staff must be posted at all entrances and elevators being utilized, for the duration of the event.



Freight Entrance - 5 East 39th Street

- The freight entrance and elevators are shared by all vendors, and Library operations.
- 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 through the freight entrance.
- There is no designated truck parking. Vendors are responsible for finding on-street parking and unloading from the street. The NYPL is not responsible for any parking violations that may occur.
- The client / planner must have a representative to accept and sign for all deliveries, and direct them to the proper location(s).
- Storage is not permitted inside the freight entrance pathway or the elevator foyers.
- Electric bicycles, electric scooters, and all other personal mobility devices powered by lithium-ion batteries are not permitted inside the NYPL loading dock, or anywhere else in the building.
- All vendors agree to comply with posted elevator rules, and to strictly follow the directions of the elevator operator.
- All deliveries must take the freight elevator down to cellar floor, take the pathway to the passenger elevators, and take passenger elevators to 7th floor.
- Freight Elevator Levels
 - **1** - Street Level
 - **C** - Ground Floor - Underground Passageway
- Public Elevator Levels - Elevators 3 & 4
 - **1** - Street Level
 - **CR** - Ground Floor - Underground Passageway
 - **7** - 7th Floor - Event Space



Dimensions – 5 East 39th Street

SERVICE ENTRANCE

- **Doorway**
 - 78" x 78"

FREIGHT ELEVATOR

- **Car Door**
 - 54" wide x 7' tall
- **Car Interior**
 - Width: 68"
 - Depth: 102"
 - Height: 8'
- **Maximum capacity**
 - 5000 lbs

PASSENGER ELEVATORS

- **Car Door**
 - 42" wide x 7' tall
- **Car Interior**
 - Width: 70"
 - Depth: 75"
 - Height: 8'
- **Maximum capacity**
 - 5000 lbs



Catering Guidelines

- A dedicated back-of-house location will be assigned depending on the layout of the event – either in the Lobby or in Room C. Caterers are responsible for providing ALL equipment necessary for the build-out of these spaces, including approved heating equipment, refrigeration, prep tables, extension cords, etc.
- 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 one month prior to the day of the event.
- 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 staffing and equipment are the responsibility of the caterer. NYPL is not responsible for any lost or stolen items.
- Brooms, dust pans, mops, and pails must be provided by caterer.
- Trash bags and garbage bins must be provided by the caterer.
- The caterer is responsible for proper handling of all food and food waste and is responsible for returning the rented space in broom swept condition in adherence with all policies and protocols. Failure to do so will result in penalties to the contracted party and/or the caterer.
- All slop must be strained prior to draining in slop sinks. The sinks must be left free of debris.
- Fire extinguishers must be provided by the caterer.



Catering Guidelines

PERMITTED

- Proofing cabinets with sterno
- Table top convection ovens
- Microwave ovens
- Induction table top burners
- Refrigerators

PROHIBITED

- Cooking on-site - only warming is allowed
- Use of gas of any kind
- Butane stoves
- Open flame
- Standing convection ovens (no 220V power)
- Fryers of any kind
- Dry ice machines
- Smoking cloches
- Smoking nitrogen
- Artificial smoke or haze of any kind



Beverage Guidelines

- The Library maintains a liquor license, and all beer, wine, and liquor must be purchased from us.
- The Library offers curated bar packages and can special order a wide variety of wine, liquor, and beer through our many distributors. Any product available through Library distributors must be sourced by the Library.
- All products listed on our beverage menus are subject to supplier availability. Products may be replaced with other comparable products at the discretion of the Library. Selections are rotated seasonally.
- Wine, liquor, and other alcoholic beverages cannot be sold at the event for cash or its equivalent.
- The Library provides only alcoholic products. All garnishes, mixers, ice, glassware, and service is provided by a licensed caterer, hired by the client, and subject to NYPL approval. Alcoholic products cannot be provided by or brought into the building by the caterer.
- Alcoholic beverages may be served only if the necessary host liquor insurance is maintained by the client and if liquor liability insurance is maintained by the caterer.
- Alcohol can be consumed only inside the contracted event space. No alcoholic beverages may be removed from the building.
- Food must be available at all times while alcohol is being served.
- Quantities of bar products are determined in collaboration with the caterer based on the final guest count and length of the event. It is the responsibility of the caterer to account for scenarios that may impact these quantities, including floor plans, specialty cocktails or toasts. Final guest counts for beverage service must match those given to the caterer for food service.
- The caterer bears the liability for the safe and responsible serving of alcohol during the event. Bar service is at the discretion of the caterer. NYPL reserves the right to terminate service for any visible over intoxication or over consumption. The serving of shots is prohibited.
- The caterer is responsible for proper handling of NYPL bar product to include disposal of slop and adherence to mandatory product return protocols; failure to do so will result in penalties to the contracted party and/or the caterer.
- Any product left over following the event is property of the Library and may not be removed from the premises.



Design Guidelines

- Annually, from mid-November until mid-January, there are a significant number of holiday decorations in the SNFL Lobby. These decorations may not be altered or removed for any reason.
- Décor 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, ceilings, light fixtures or any part of the façade.
- Exterior decor requires written approval from your NYPL Event Manager.
- All event elements must be kept at least six (6) feet away from all entrances and exits. Exits and active doorways cannot be blocked.
- All decorations and greens must be fire retardant. Designers are responsible for collecting flame certificates for all materials.
- 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 carpet, or any other area, with tape or any other adhesive substance.
- Flemington Carpet is the exclusive vendor for any interior or exterior carpet installations.
- Designers are responsible for bringing all of their own supplies to facilitate clean-up. Designers must sweep all spaces immediately following floral deliveries, including elevators and loading dock.
- Failure to facilitate cleanup in accordance with policies will result in penalties to the contracted party and/or the designer.



Design Restrictions

PROHIBITED

- Decor installations are limited to the 7th floor event spaces. No decor or branding may be placed on the first floor, Library entrances, or any other public areas.
- Fabrication is not permitted anywhere in the building, including the loading dock.
- Painting (including touch-ups) is not permitted anywhere in the building, including the loading dock.
- Christmas trees and any other decorations made of live pine 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.
- Artificial smoke and dry ice machines are not allowed.
- Smoke machines and atmospheric haze are not allowed.
- Balloons and helium tanks are not allowed.
- Soap bubbles are not allowed.
- Confetti is not allowed.
- Spray adhesives are not allowed.
- Aerialists are not allowed.



Branding Guidelines

- The NYPL name, logo or image(s) may not be used without permission for any reason.
- 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 steps, plaza, façade, or sidewalk areas of the building, including the loading dock.
- 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.
- Interior and exterior building banners and structures relating to NYPL Exhibitions and other special projects are considered part of the Library's space and may be installed by The Library at any time. Banner removal requests are subject to NYPL approval and availability. A mandatory removal fee will be applied to any removal request.



AV Guidelines

- Staging and draping must be kept at least six (6) feet from entrances and exits.
- All AV equipment must be floor-supported, rigging points are not available.
- No materials, lighting, adhesives or any physical structures should touch the walls, ceilings, light fixtures, or any part of the façade or interior of the building – for any reason, at any time.
- Cabling is not permitted across doorways and hallways. All cable must be run discreetly along walls. All cable runs must be bundled and secured.
- GAF tape can be used to secure cable runs along the floors. Taping walls and ceilings is not permitted.
- All drape covering fire exits must have illuminated exit signs.
- The AV vendor is responsible for the removal of all AV elements and materials (including zip ties and personal trash). Failure to do so will result in penalties to the contracted party and/or the vendor.
- WiFi and ethernet connections are available for use as-is – there is no tech support at any time. Client is responsible for hiring a vendor to test all connections. If guaranteed internet service is required, client can bring in an external vendor at their own expense.
 - Network: NYPLEventsStaff
 - Password: welcome1
- Digital screens on 7th Floor can be programmed with your choice of signage. All digital signage must be submitted to the exclusive AV vendor at least (2) weeks prior to your event.



Candle Policy

- Absolutely no “open flames” are allowed at SNFL.
- 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 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 event designer.
- Placement of ground-supported candles must be pre-approved in writing by your NYPL Event Manager.



Load-Out Guidelines & Trash

- All materials must be loaded out immediately following the event. All vendors must be on-site immediately following the conclusion of the event to begin breakdown and load-out.
- All spaces must be broom swept, the kitchen area(s) must be mopped (if applicable), and surfaces wiped clean.
- Each vendor is responsible for cleaning up their own trash, and bringing appropriate cleaning supplies.
- Catering and design vendors must provide their own brooms, dust pans, mops, pails, vacuums, garbage bins, and trash bags.
- All slop must be strained prior to draining in slop sinks. The sinks must be left free of debris.
- NYPL will provide appropriate trash removal receptacles, depending on the needs of the event. The trash receptacles will be located in the loading dock of the Stephen A. Schwarzman Building - 11 West 40th Street.
- Cardboard must be broken down, and placed in appropriate receptacles. Should your waste management needs exceed the receptacle provided, additional fees will apply.
- All garbage must be properly bagged for disposal. Vendors are responsible for moving bagged event trash to the receptacle. All trash must fit within the designated containers, below the rim. Penalty fees will apply for improper trash disposal.
- Event carpets cannot be discarded with event trash, and must be removed from the premises.
- Large branches cannot be discarded with event trash, and must be removed from the premises.
- Fabricated elements cannot be discarded with event trash, and must be removed from the premises.



Smoking & Vaping

- There is no smoking or vaping in any interior or exterior area of the building, including the terrace, in front of building entrances, and the 39th Street freight area.
- Without exception, anyone caught smoking or vaping will be asked to leave the premises. An automatic penalty will apply.
- Any instance of smoking or vaping on the premises will result in the sounding of an audible alarm, visible strobes, and an in-person clearance visit from FDNY. NYPL bears no responsibility for event disruptions stemming from smoking and vaping-related incidents.
- All vendors agree to comply with the NYC Smoke Free Air Act. The Smoke Free Air Act (SFAA) prohibits smoking and the use of electronic cigarettes in most public spaces. This applies to any substance, including cannabis, and includes parks and pedestrian plazas, such as those surrounding the Library.



Penalties

In an effort to ensure compliance with these guidelines, a mandatory penalty of \$2,500 will be assessed for every instance of the following:

- Smoking or vaping inside the building, in the bathrooms, or in the loading dock
- Failure to remove equipment following an event breakdown
- Improper disposal of catered food waste or slop
- Failure to remove miscellaneous event trash including event materials, programs, signage, zip ties, and tape
- Failure to remove personal trash including staff food, beverages, and personal articles
- Improper use of NYPL trash receptacle(s)
- Spilled wax
- Failure to adhere to proper beverage return protocols
- Unauthorized corkage
- Improper cabling or rigging

Penalties will be billed to the offending vendor.

Multiple or serious violations will result in the automatic removal from the Preferred Vendor List.

