



## OFFICE OF SPECIAL EVENTS

### **SPECIAL EVENT GUIDELINES**

The New York Public Library  
Stephen A. Schwarzman Building

#### **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.

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.

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 payment of funds in cash, credit or otherwise at the event is prohibited. Systems like Classy or prior registration would be acceptable for collection of funds 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 bodyguards 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. Vendors who are new to the venue will be required to submit (2) Letters of Recommendation from comparable venues or cultural institutions and must present their insurance certifications for review prior to approval by NYPL.

## **FLOOR PLANS**

The generation of floor plans is the responsibility of the client's vendor team. Blank floor plans are available on [allseated.com](http://allseated.com).

## **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 during the rental period indicated on your space rental contract. 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.

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

Photography, press, and videography for private events are allowed within the rental spaces on the day of the event. The rental client is responsible for the coordination of all photography, press or videography. Photos in public spaces and the Reading Room must take place after the Library closes to the public. The Library reserves the right to request photographs after the event. All photographs will be given the appropriate credit.

Commercial film and photography requests are approved on a case by case basis. All 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.

### **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.

### **SMOKING/BEVERAGES**

There is no smoking in any interior area of the building, including the loading dock, the dock's adjacent areas and on the front steps and portico. Without exception, anyone caught smoking will be asked to leave the premises. 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 without advance approval.

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 tables, 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.

### **EVENT & EQUIPMENT OVERSIGHT**

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.

### **DELIVERIES & 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 admittance.

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. 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 you. It is your responsibility to ensure that all vendors are supplied with the appropriate information and comply with 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, 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 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.