General Guidelines for Events at the New-York Historical Society

The following guidelines should be applied to all events held in property owned or operated by the New-York Historical Society (N-YHS). The Department handling each event must work closely with the caterers to ensure that these guidelines are followed.

COVID-19 Proof of Vaccination

Conduct of Event

- Vendor acknowledges that (a) there is an inherent risk of exposure to COVID-19 and other infectious diseases and illnesses (“Infectious Disease”) in any public place where people gather, particularly indoors and in group settings. Vendor assumes all known and unknown risks related to exposure to Infectious Disease.

Mask Mandate

- All vendors must wear masks for the entirety of their stay while inside of the New-York Historical Society. Even if a vendor is vaccinated, he or she must wear a mask during load-in and set-up, the event, and load-out.

Proof of Vaccination from COVID-19

- All vendors must show proof of vaccination in order to enter the New-York Historical Society building. The below forms of proof of vaccination against COVID-19 will be accepted.
  - A photo or hard copy of your CDC vaccination card;
  - NYC COVID Safe App;
  - NYS Excelsior App;
  - Official vaccine record;
  - A photo or hard copy of an official vaccination record of an approved vaccine administered outside of the United States.

- If a vendor is dropping off a delivery and will be in the New-York Historical Society building for less than 10 minutes, an exception may be made. The exception is at the discretion of the Museum team including security, maintenance, legal, and human resources. Any such exceptions will have to be approved by the New-York Historical Society in advance of the day of delivery.

Event Set-up and Preparations

NOTE: Events within temporary exhibition spaces are prohibited.

- The N-YHS Loading Dock is located at 5 West 76th Street and its operating hours are as follows:
  - Monday through Friday from 7:30am to 9:00pm
  - Saturday from 9:00am to 9:00pm
  - Sunday from 10:00am to 9:00pm

- No rentals should come in or be picked up after 9:00PM at night. If it is necessary to load-out or load-in during the evening, noise on 76th Street MUST be kept at a minimum. Any load-in and load-out taking
place before 7:30 AM or after 9:00 PM must take place through the Central Park West entrance. Arrangements should be made with N-YHS maintenance through the event contact at least (14) business days prior to the event.

- For set-up, break-down, and movement of rentals within exhibition galleries a Security Guard must be on duty. Vendors will be respectful to museum staff and will oblige if and when security asks something of them. Loading in or setting up equipment will not begin in galleries prior to the times established by the Department of Special Events (DSE) in advance.
- Vendors will not use the passenger elevator to transport any equipment during museum hours or while guests are onsite. While the museum is still open to the public, vendors and clients will be aware of staff and visitors and will carefully set up around them.
- Caterers must paper the floor and walls in any area that will be used as a prep kitchen. Paper should be attached with safe release painters’ tape that will not remove paint from walls. Screens must block prep kitchen areas that are exposed to the museum. At no time should caterers or other vendors put paper on works of art. If there are concerns or questions about works of art, DSE should be contacted and they will contact the appropriate N-YHS staff.
- Bar mats must be placed underneath all bar set ups in any event space to avoid liquid spills. Caterers must not stack chairs or tables near walls with artwork or near exhibition cases. Stacks of chairs should never exceed six (6) feet in height.

**During Event**

- The use of open flame or gas for cooking is prohibited in the building. Only sterno-heated proofing cabinets are permitted for warming food. In the exceptional case of sterno use in galleries, sterno must not be placed within five (5) feet of works of art or exhibition cases. Sterno should be placed near return vents (vents near floor) in order to exhaust gases and particulates damaging to works of art.
- Convection ovens or coffee urns are not allowed in galleries. Caterers must contact the Special Events Department for working outlets that can provide correct amount of electricity without blowing fuses, etc.
- Tables, chairs, food and all equipment must be kept at least three (3) feet away from walls, and at least five (5) feet from works of art not protected by glazing or a Plexiglas exhibition case. Whenever possible, avoid placing chairs and tables less than four (4) feet from frames extending below 40” from the floor (the height of a catering chair.)
- Drop tables (small round table on which drinks/food can be placed on way into the gallery) must be provided at the entrance to those galleries where food and drink are prohibited (if those galleries are to be viewed).

**Break-down & Clean-up**

- All liquids must be disposed of in slop sinks only (never in toilets or bathroom sinks).
- Caterers must make sure there are no lemons, limes, etc. left behind in any sinks.
- Trash must be disposed of in opaque garbage bags, glass and plastic recyclables must be disposed of in clear blue plastic bags, paper recyclables in clear plastic bags (caterers must bring own bags) and removed from premises.
- Food must not be left out in the staff lounge, kitchens or the loading dock after an event.
Regulations for Vendors

The New-York Historical Society (N-YHS) has the right to deny any activity or equipment usage that could damage the building or its art and history collections. N-YHS must be considered first and foremost, as a facility promoting and preserving its collections.

The caterer, client, event planner (“User”) or User’s guests or representatives will be responsible for any damages to N-YHS’s building or collections. N-YHS will determine the final costs of damages incurred.

VENDOR STAFF ARRIVAL AND ATTIRE
Vendor staff will enter the museum via the loading dock entrance at 5 West 76th Street and sign in with security upon arrival. Staff should be in appropriate attire during the event setup and the event, itself. All vendors must abide by current New York State and CDC guidelines and follow all N-YHS safety protocols while onsite.

Vendor will assign the DSE a main point of contact for each event and introduce them via email prior to the event.

SMOKING
Smoking, including electronic cigarettes, is not allowed anywhere in the building, which includes restrooms and stairways.

EATING & DRINKING
Catering Staff, Lighting Crew, and all other Event Staff must restrict eating and drinking to food preparation areas. Food and drinks must not be taken to desks, counters, workstations, or tables belonging to N-YHS staff with the exception of the two lunch/break tables in the north corridor on the second floor.

DECORATIONS
N-YHS signage, structures, and objects should remain in place. Any request for temporary relocation of any of these items must be approved in advance by DSE. Any décor, lighting, set design or other Event equipment must maintain at least a 3-ft distance from artwork and fire exits, and 5-ft from the Picasso painting.

Candles with real flame are not permitted. Candles of any kind must be battery operated and approved by DSE.

Banners, posters, decorations or other materials may not be attached in any way to fixtures, furnishings, walls, doors, or collections. Everything must be free-standing.
All decorations must be fire retardant. Combustible materials, sparklers, water related displays, smoke or fog machines are not allowed in the building, nor are tinsel, glitter, confetti, wedding rice, stickers, silly string, bales of hay, or other dry plant material.

Helium balloons are not permitted inside the building.

Personalities, décor or branding cannot be placed outside the building.

**PLANTS**
Potted plants and plant material such as sphagnum transport bugs and rodents and must not be brought into the building. Fresh cut flowers are permitted provided there is no soil, moss or similar substance present.

**ADDITIONAL LIGHTING**
Lighting brought in by the User must be approved by N-YHS before the scheduled event. Canister-style fixtures with up lighting (floor cans) are preferred over lights on stands that can tip over into artwork or exhibition cases. Floor cans must not be placed directly under artwork. Lighting on stands must not be placed in front of or directed at works of art or exhibition cases.

N-YHS exhibition lighting cannot be adjusted. The combination of N-YHS lighting and the User’s supplemental lighting must not exceed the following preservation standards:

- 5 foot candles (50 lux) in galleries having one or more light-sensitive items, such as watercolors, art on paper, manuscripts, and textiles.
- 20 foot candles (200 lux) in galleries having only moderately light-sensitive items, such as oil paintings, acrylics, and finished wood.
- 30 foot candles (300 lux) in galleries having only light-insensitive items made of metal, glass, or stone.
- All lights that emit UV (ultraviolet) radiation must be fitted with UV filters.

In galleries that have a mix of paper-based and non paper-based items, light levels must accommodate the light sensitive paper-based items and not be greater than 5 foot candles.

**AUDIOVISUAL EQUIPMENT**
Heat-emitting audiovisual equipment such as monitors or televisions must be kept 5 feet away from artwork. LED monitors are preferred and may be placed closer to walls but not in front of artwork.

The placement of audiovisual consoles, platforms, and control stations must be approved by N-YHS. Consoles and stations must not be placed in front of works of art or exhibition cases.

Vendor will be responsible for communicating A/V and power needs to the A/V Department, and phone or internet needs to the IT Department at least (14) business days prior to the event. Additional costs might apply for special arrangements.
PHOTOGRAPHY
Selfie sticks are never permitted in galleries. Permission must be granted to photograph in all areas. Photography is not allowed in galleries displaying loan objects. Lenders usually do not permit photography of loan objects. Flash photography is not allowed in most galleries; it is permitted in the Library, but not near exhibition cases.

The Special Events Supervisor will provide guidelines if there are any additional photography restrictions.

FILM CREWS
At all times, all members of the camera crew must be accompanied by and be under the supervision of one or more members of N-YHS professional staff, who must stop proceedings at any time if N-YHS staff determines that the safety of collections may be in jeopardy. SEE ALSO ‘Regulations for Camera Crews.’

SECURITY
All events that take place outside of regular public hours require security officers. At least two officers must be present for evening events. Security must be present until the event is over and all people affiliated with the event (including caterers, musicians, DJ’s, and guests) are out of the building. Users and guests are not allowed beyond areas agreed upon in the contract. Users and guests are never allowed unescorted in collections storage or staff areas.

ENTERTAINMENT
All musical equipment must be approved by N-YHS before the scheduled event. Stages must be at least three (3) feet from walls. Works of art and exhibitions cases must be removed from behind stages. Sound levels must not exceed 75 decibels or cause vibrations in the building, exhibition cases, or collections storage. Any Event that will be using music must perform sound checks while the Historical Society is closed, or at a rehearsal time designated by DSE.

EVENT FURNITURE
Event furniture must be kept three (3) feet from walls and N-YHS furniture. At the discretion of N-YHS, works of art and exhibition cases may be removed from behind food stations, bars, audiovisual equipment, stages, consoles, lighting, decorations, and rigging. Users may not touch or move furniture, equipment, displays, exhibitions cases, works of art and collections owned by or in the care of N-YHS.

ELECTRICAL REQUIREMENTS
All catering electrical needs for stove, coffee makers, lighting, sound equipment, etc, must be coordinated with N-YHS prior to the event. Depending on the electrical needs, the assistance of N-YHS Facilities staff may be required during the event.

FOOD AND BEVERAGES
Most foods and beverages are permitted in the building except in locations that display objects on loan to N-YHS. The excessive use of sterno in warming ovens to produce high temperatures in not allowed. N-YHS has the right to review and approve the final menu. Food preparation
(cooking) is not allowed in exhibitions or public areas. Only bottled water is permitted in the auditorium.

N-YHS will post “No Food or Drink in Gallery’ signs at the entrance to exhibitions and the caterer must provide drop tables at the exhibition entrances on which food and drink can be left. Users and guests will not place beverages or food on exhibition cases, collections, or furniture. The User will provide tables or wait staff to collect empty glasses and serve food. N-YHS will post “Thank You for not placing food or beverages on the display cases” signs on exhibition cases.

FOOD PREP & BAR AREAS
The floors and walls of designated food staging areas must be covered by moisture-resistant paper. Paper should be attached with safe release painter’s tape that will not remove paint from the wall. Screens must block kitchen prep areas that are exposed to public areas. Floor coverings or mats must also be placed on the floors behind bar areas.

FLAMES
Electric food warmers are preferred over sterno. The use of sterno must be approved of in advance of an event. Taper candles and open flames (such as flambé and stir frying) may not be used. Battery operated candles must be used in place of real candles in all spaces. Locations for all food stations must be approved in advance by N-YHS. Propane or may not be brought into the building. Permission must be granted to use propane for any food service, and staff accordingly by N-YHS Fire Guards.

TRASH
All trash related to catering and vendor services must be removed by the caterer from the building immediately following the event. This includes all decorations and flowers. Trash, food, ice, cocktail garnishes, or dishware must not be left in water closets, staff lounge, kitchens, or loading dock after an event.

FINAL CLEAN-UP
N-YHS will make arrangements with the User to clean all areas and spaces used during the event. Floors, carpets, loading dock area, janitor closets, slop-sinks, and kitchen sinks must be returned to the condition found before the event. Carpets will be steam-cleaned if necessary. Final clean up should happen immediately after the event.

DELIVERIES AND REMOVALS
Those responsible for deliveries and pickups must be cognizant and respectful of the residential neighborhood. Excessive noise and unsightly equipment by the 76th Street loading dock entrance will not be tolerated. The operating hours of the loading dock are as follows:

Monday through Friday from 7:30am to 9:00pm
Saturday from 9:00am to 9:00pm
Sunday from 10:00am to 9:00pm
Vendor will be subject to paying a fine starting at $2,500 for any noise violations incurred by N-YHS and will be removed from the preferred vendor list.

All items must be removed immediately following the latest time on the Contract Reservation, unless otherwise approved by DSE.

Any Event boxes delivered should be properly labeled with the name of the Event and addressed to DSE as follows:

New-York Historical Society  
Loading Dock  
5 West 76th Street  
New York, NY 10024  
Attn: Department of Special Events  
Hold For: (name and date of your Event)

All vehicles making deliveries or removals must leave the designated delivery area as soon as the delivery or pick-up is completed. Parking for deliveries is unavailable.

**VENDOR REQUIREMENTS AND SUB-CONTRACTING**

The Historical Society is not responsible for loss or damage to any property that the Host or others bring to the Premises or leave at the Premises before, during or after the Event.

Sub-Contracting  
Vendor may not sub-contract work without advance notification and approval by DSE. Vendor will be responsible for sub-contracted work and staff, who must comply with the guidelines in this document. Vendor must provide DSE with contact information for sub-contracted vendors before the event date.

Certificate of Insurance  
Vendor shall maintain a commercial general liability policy meeting the requirements set forth in sample COI, or as otherwise satisfactory to DSE, and shall deliver to DSE both a certificate evidencing such insurance and a copy of such policy. Vendor’s insurance shall be primary and non-contributory from any similar insurance of the Historical Society and must provide for 30 days’ prior written notice to the Historical Society of any cancellation of or material change in Vendor’s insurance. Vendor shall be responsible for submitting a current certificate to DSE upon expiration of the existing certificate.

**Regulations for Camera Crews**
In order to protect works of art during photography, the camera crew director or photographer must abide by the following regulations and must advise all personnel acting on his or her behalf of these rules before shooting:

1. At all times, all members of the camera crew will be accompanied by and be under the supervision of one or more members of N-YHS professional staff, who will halt the proceedings at any time if N-YHS staff determines that the safety of its art and history collections may be in jeopardy.

2. No film crew or photographer may handle works of art or frames.

3. Supplemental lighting must conform to the following specifications or the photo shoot is not permissible:
   a. Lights must be at least 10 feet away from any art or history object. Lights and light stands must, in any case, be placed so that heat generated will not endanger any work of art and so that, in falling, they cannot hit a work of art. Sandbags must be placed on the legs of light stands if they are not hand held.
   b. Total wattage may not exceed 1,300 watts. Total illumination may not exceed 150 foot candles (1,500 lux).
   c. Lights will not be left on continually or unnecessarily, and never for more than 5 minutes at a time without a cooling period. Lights will be turned off immediately if the temperature on the surface of an art object increases appreciably or if the temperature in the room increases 5 degrees Fahrenheit. Fans can be used to lower temperature as long as they are positioned so as not to blow directly on the art objects. If the use of strobe lights for photography is approved, then stationery lights may be used only to set the light balance.
   d. Stringent limitations on illuminating light-sensitive works of art, including, but not limited to works on paper, ivory, wood, and textiles, should be expected.
   e. It is highly recommended that lamps be arranged for reflected light rather than direct. Flags also help to cut heat. It is highly recommended that lamps, especially quartz, be fitted with heat absorbing glass filters.

4. It may be necessary to limit the number of film crewmembers in any gallery at one time. The number will be determined by the N-YHS supervisor based on the amount of heat generated, amount of equipment present, and number of N-YHS staff available to supervise.

5. Anyone who does not adhere to the above rules will not be allowed to photograph.