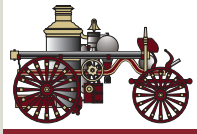


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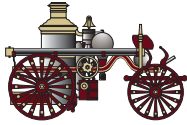


FIRE MUSEUM

Rules for Event

- Caterers are required to adhere to the Museum's Rental Agreement Guidelines (signed and read by the client).
- The caterer is required to obtain liability insurance (minimum of \$1,000,000) and other appropriate insurance for the event. Said certificates of insurance must waive all rights of subrogation against the Museum and name the client and the caterer as additionally insured.
- If alcohol is to be served caterer must have a liquor license and obtain an off-site catering permit for the event. Without proper documentation alcohol will not be allowed on Museum premises.
- The client and/or the client's representative are responsible for the check-in of all rental equipment. Liquor can only be delivered the day of the event. It is highly recommended that the caterer bring the liquor. The Museum will not be held responsible for any items undelivered or misplaced.
- All garbage is to be bagged and removed by the caterer before they leave the premises on the day of the event. Should the trash not be disposed of properly and the NYC Sanitation Department fines the Museum, the caterer will be responsible for the payment of that fine. Garbage shall be removed through the service entrance at 278 Spring Street. Garbage bags are to be provided by the caterer.
- If any of the Museum's tables, equipment or any other Museum property is used by the caterer, the caterer is responsible for returning all used items back to their original locations in their original condition, unless previously arranged with the Museum.
- Bar mats are required at each bar set-up.
- Food and drink are not permitted on the second floor.
- All rentals must be removed from the Museum the same night of the event. If not a storage fee will be applied.
- Affixing decorations must be approved by the Museum staff.
- Museum objects may not be handled or utilized in any way other than by authorized Museum personnel. No handling of exhibition or collection items without prior approval of the Museum Director.
- No unattended open flames are permitted. Votive candles are allowed on tables when in holders; larger candles are allowed when in hurricane lamps.
- Lighting equipment must be kept a safe distance from objects, as approved in each instance by the Museum staff.
- Only Museum personnel are permitted operate circuit breaker panel.
- Decorators are responsible for the installation and removal of all decorations.
- Decorators and Caterers must use the service entrance adjacent to the main entrance at 278 Spring Street for deliveries.
- Absolutely no opening of champagne in any galleries.
- All decorative supplies shall be removed the night of the event.
- The third floor must be left broom clean. If the first floor is used, it too, must be left broom clean. The kitchen should be damp mopped at the evening's close. If refrigerator is used all items must be removed.
- Smoking is not permitted throughout the Museum.

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FIRE MUSEUM

Third Floor Event Space

Approximately 3,030 SF
Ceilings 12' H

Capacity:
Maximum Seated: 175
Maximum Auditorium Style: 200
Maximum Standing: 300

Two Staircase Exits, 1 Elevator
Two Restrooms: Men's & Women's
(3 Stalls in Each)

Spring Street

