



# Event Space Rules

- All events do not have free time beforehand and do not have free time afterwards. Setup, breakdown, and cleaning must happen inside of your booking time. There is no free time, either for getting deliveries, or for cleaning.
- Starting times and ending times of ALL events are strict. If you arrive late for your event, we are not responsible for any unused time.
- The client and/or the client's representative are responsible for the check-in of all deliveries. Liquor can only be delivered the day of the event. The Museum does not assume responsibility for deliveries.
- We do not have storage space all items must be fully delivered and/or removed during rental time. All rentals, decoration, equipment must be removed from the Museum by end of event. Additional fees will be charged.
- Late charges occur right after rental end time and will be charged by the hour until everyone (including vendors) have FULLY EXITED the building. If client or guests are in the lobby, the staircase, cleaning, waiting for car service, the clock is still running, there is no grace period.
- Caterers and all vendors are required to adhere to the Museum's Rental Agreement and Event Space Rules (signed and read by the client).
- The caterer and client is required to obtain liability insurance (minimum of \$1M) and other appropriate insurance for the event. Additional details in rental agreement.
- If alcohol is to be served, caterer must have a NYS liquor license and obtain an off-site catering permit for the day event. Without proper documentation alcohol will not be allowed on Museum premises. If alcohol is served or consumed secretly, your event can be shut down and cancelled without a refund, even if it's already in progress.
- No 18 to 21+ events of any kind if alcohol is being served, no exceptions. If event somehow converts into an 18 to 21+ event, or is secretly an 18 to 21+ event, event can be shut down and cancelled without a refund, even if it's already in progress.
- We reserve the right to refuse entry or refuse service to any person or persons for any reason, including but not limited to: behavior or activity that may be illegal, disturbing, destructive, or threatening to our space, our exhibits, our staff, or our neighbors.
- 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 end of event as well as any areas where spills have occurred. If refrigerator is used all items must be removed.
- All garbage is to be bagged and removed before leaving the premises by end of event. Should the trash not be disposed of properly and the NYC Sanitation Department fines the Museum, client will be responsible for the payment of that fine. Garbage shall be removed through the service entrance at 278 Spring Street.
- If any of the Museum's furniture, equipment or any other Museum property is used, client is responsible for returning all used items back to their original locations in their original condition. If any items are missing or broken client will be billed or costs may be deducted from security deposit.
- Only painters tape and white putty are allowed. No other tape of any kind, no nails, no staples, no hot glue guns. Damage caused to walls, columns or floors will be billed.
- All vendors must use the service entrance adjacent to the main entrance at 278 Spring Street for deliveries.



## Event Space Rules Continued

- No open flames of any kind. No sparklers, no candles, no incense. No unattended open flames are permitted. Sternos for food and cake candles are allowed.
- Lighting equipment must be kept a safe distance from objects, as approved in each instance by the Museum staff.
- Only Museum personnel are permitted to operate circuit breaker panel.
- 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.
- Climbing or touching of any Museum artifacts or exhibits is not allowed.
- Food and drink are not permitted on the second floor.
- No opening of champagne in any Museum galleries.
- Prices listed assume that client will self-clean. However, clean up doesn't occur, there will be an additional \$500 charge, no exceptions.
- The space is provided as-is and we make no warranty regarding the suitability of the space for intended use.
- Guests are subjected to removal from Museum if failure to adhere to rules.
- Rules are subject to change. Please ask our Event Coordinator about any changes.

**For more information or if you have any questions, please contact us at (212) 691-1303 x11, or email: [events@nycfiremuseum.org](mailto:events@nycfiremuseum.org).**



# Third Floor Event Space

Approximately 3,030 SF  
Ceilings 12' H

**Capacity:**  
Maximum Seated: 175  
Maximum Auditorium Style: 200  
Maximum Standing: 250

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

→ Spring Street →

