General Event Guidelines

OVERVIEW
You hereby agree that you and your employees, agents, and guests will comply with the Museum’s rules and regulations and with all laws (including, but not limited to, occupancy limits, public assembly matters, and fire as well as building codes) applicable to your use of the Museum’s facilities.

You will comply with the directions of the Museum’s personnel overseeing the event. All decisions on these matters by Museum personnel are final.

Requests for space are on a first come, first serve basis. Earlier submission is strongly recommended. A request does not guarantee a space.

(For rentals—You should not advertise your event until you receive written confirmation and a facility rental agreement is signed and returned with a 50% deposit made payable to: Museum of Jewish Heritage.)

EVENT RESTRICTIONS
Museum facilities cannot be used for:
- Any activity that advances a particular religious doctrine
- Any activity related to political fundraising
- Public activity that is directed toward the success or failure of a political party, candidate for political office, partisan political group, or an event that advocates a specific ideology, including a fundraiser or campaign rally.

SAFETY AND SECURITY
The Museum maintains the highest level of security at all times. Guests are required to pass through security. The Museum may refuse to admit certain persons and/or certain packages or contents based on any security concerns.

Seating capacity may not be exceeded. Standees are not permitted without prior written approval from the Museum.

All visitors will follow the Museum’s standard security operating procedures.

PLANNERS AND VENDORS
The Museum has approval over all vendors. The Museum has a list of insurance requirements that our Event Services Manager will discuss with you. A list of vendors, with contact person and telephone number must be given to the Event Services Manager for approval as per your contract with the Museum.

ADVERTISING/INVITATIONS/PROMOTIONAL MATERIALS
Any promotional materials (including invitations, advertisements, press releases, literature, or other promotional materials related to the event) to be distributed by the Client at or before the event must use the Museum’s proper name, “Museum of Jewish Heritage—A Living Memorial to the Holocaust.”

The Museum’s logo may not be used for any publicity purposes and the Museum shall not be identified as a sponsor or presenter of the event.

PHOTOGRAPHY, PRESS, VIDEOGRAPHY FOR EVENTS
Photography/videography is allowed as permitted for in your Event Rental agreement. Photography/videography is allowed for personal, non-commercial use, except where indicated. Professional filming and photography on Museum property is permitted only via formal request. Please complete the Event Rental inquiry form and our Event Services Manager will contact you within 48 (business) hours of receipt. Please note, however, that all requests must be submitted in writing at least 2 weeks prior to filming.

CATERING SERVICES
For catering, Madison and Park Hospitality Group is available for your events. You can contact them via e-mail at Kendall@madisonandparkgroup.com or call Kendall Lowy at 212.575.9299.
MUSIC, ENTERTAINERS/PERFORMERS
Sound checks are permitted within the designated and agreed upon rehearsal times.

GIFTS/MATERIALS/SUPPLIES
Any materials must be brought in and removed on the contracted day of your event. The Museum will not accept any items sent in advance. Any remaining supplies, gifts, or materials will not be the responsibility of the Museum to protect, and you shall bear all risk of loss.

Building & Facility Guidelines

SMOKING
Smoking is prohibited in all interior areas of the building as well as all adjacent areas.

FOOD & BEVERAGES
No outside food and beverages are permitted.
Promotional banners and other
The Museum does not permit the promotion or advertising of any brand on the façade, in front of, or sidewalk areas of the building.

PHOTOGRAPHY, PRESS, VIDEOGRAPHY FOR EVENTS
Photography/videography is allowed for personal, noncommercial use (except where indicated). Flashes, video camera lights, tripods, and selfie sticks are prohibited.
Please be respectful of other visitors when taking photographs.
Your presence at MJH acknowledges that you have been informed of the potential to be photographed or filmed, and that you grant permission for your likeness to be published.
Professional filming and photography on Museum property is permitted only by securing permission through the Museum’s Communications Department prior to arrival. Please contact communications@mjhny.org with any questions or to make arrangements to photograph or film on Museum property. A member of the Communications staff must accompany film crews at all times while on Museum property. Photographers must be accompanied while in exhibition spaces.
The Museum reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of objects in its collection.

SET-UP & BREAKDOWN
Set-up may begin 2 hours before an event’s scheduled time. Set-up prior to 8:00 am will be considered by special request only, and at an additional fee. Breakdown must occur immediately following the event within a 2 hour time frame.
Events requiring the use of any public space may only take place during non-operating hours. Public spaces are defined below and become available at closing time.
Public spaces: Anne & Bernard Spitzer Grand Foyer, Café Bergson, Garden of Stones Grand Foyer, Special Exhibitions Grand Foyer and Memorial Terrace, and the Pickman Center.
A designated representative of the client will join the Museum’s Event Services Manager for a pre-event inspection of each space to be used during the event, noting the cleanliness and condition of the space and equipment. Spaces will be expected to be returned to the same condition after the event.
All equipment and rentals must be removed from the Museum’s premises and all spaces used by the rental party immediately following the event.
All spaces and surfaces must be cleaned and mopped and all garbage must be properly bagged and carried to the loading dock for disposal.
The Museum requires a supplemental dumpster, at the Client’s cost, for all events with extensive décor.

STAFF ENTRANCE AND EXIT
All vendors and equipment must arrive and exit through the loading dock and bring government issued photo identification.
For security purposes, a complete, alphabetized list of guests and staff must be delivered to the Event Services Manager at least 3 business days prior to the event.
It is your responsibility to ensure that all vendors are supplied and comply with the restrictions.
ELECTRICAL
The Museum shall determine, in its sole discretion, if any additional electric power is required for an event and charged to the client accordingly. Any electrical appliances must be approved by the Museum and electrical requirements and any unusual requests for layout or power must be given in writing to the Event Services Manager at least 2 weeks prior to the event.

COAT CHECK
The Museum has coat check staff available on an as needed basis. The Museum is not responsible for any lost or stolen items.

DÉCOR/FLOWERS/DESIGN
Décor, flowers, or design must not affect the appearance of the Museum and must be removed immediately following the event. No materials, lighting, adhesives or any physical structures should touch the walls, ceiling, light fixtures or any part of the façade or interior of the building.

CANDLE POLICY
Absolutely no open flames are permitted.