

**SMITHSONIAN'S NATIONAL MUSEUM OF THE AMERICAN INDIAN
ALEXANDER HAMILTON US CUSTOM HOUSE (NMAI-NY)
New York City**

GUIDELINES FOR SPECIAL EVENT VENDORS

The Smithsonian's National Museum of the American Indian in New York (NMAI-NY), is a tenant within the Alexander Hamilton U.S. Custom House, owned by the General Services Administration (GSA). The following guidelines for vendors providing services related to special events encompass both GSA and NMAI policies, and are designed to protect the building's and the Museum's artifacts and ensure the safety of guests. Thank you for complying with these guidelines.

The NMAI-NY Special Events Office has final approval in the selection of the vendors for each event. The NMAI-NY Special Events Coordinator is the point of contact for all approvals, arrangements, and building access.

Every event held at NMAI-NY will be preceded by a walk-through with the Special Events Coordinator, Facilities Manager, Security Representative, caterer, client and/or representative and all other necessary service suppliers. A special events memorandum will be distributed at least two weeks prior to the event, and will contain details resulting from discussions at the walk-through.

I. CATERING

Catering firms and personnel are responsible for operating under the following NMAI-NY Catering Guidelines. Failure to do so may result in the discontinuation of services at the museum.

- A. **Liability** - The donor/organization shall require its catering firm to name the United States Government and the Smithsonian Institution as Additional Insured on its required liability insurance coverage and must provide NMAI with a Certificate of Insurance evidencing that Additional Insured status. The Certificate of Insurance should disclose the full limits of coverage maintained by the catering firm. The certificate must be received at least one week prior to the event.
1. Commercial General Liability - \$1,000,000 per occurrence, including coverage for products liability and contractual liability.
 2. Liquor Liability - \$1,000,000
This coverage must be a separate policy or a separate endorsement to the Commercial General Liability policy.
 3. Automobile Liability Coverage - \$1,000,000 per accident for bodily injury and property damage.
 4. Workers' Compensation - statutory limits.
- B. **Indemnification and Hold Harmless Provisions** - The catering firm must agree to indemnify and hold harmless the United States Government and the Smithsonian Institution and its museums from any and all claims, liability, costs and expenses arising from any negligent act or omission on the part of the catering firm, its agents

or employees, associated with the use of the SI facility including injury to guests, Institution employees, and catering firm employees or agents. A signed certificate to this effect must be provided to the NMAI by the catering firm.

C. **Liquor**

Liquor may only be brought into the building with the permission of the Special Events Coordinator and then only at pre-arranged times. Any liquor brought into the building at other times is subject to confiscation by in-house security. The caterer is responsible for liquor from the time of delivery until it is returned to the distributor. All liquor must be removed from the building immediately following the event.

1. **Liquor may only be served by professional bartenders.**
2. **Cash bars are not permitted.**

D. **Kitchen Areas / Stoves**

The floors of the kitchen prep areas in the building must be completely covered with brown paper to protect the floor's surfaces. Hook-up for electric stoves should be arranged in advance. The Education Workshop and the Staff Lounge are equipped with outlets (220 and 250 watts). **Propane may not be used.** Sterno is allowed in warming ovens only, and only in designated areas of the building. Caterers must make events staff aware of any other types of ovens that will be used prior to the event. The Rotunda is equipped with outlets (110 watts).

II. **DELIVERIES**

A. **Hours:**

The NMAI-NY is open to the public seven days a week; from 10:00 a.m. to 5:00 p.m. and until 8pm on Thursdays. Arrangements for deliveries should be made through the Special Events Coordinator and/or Facilities Manager prior to the event date. Deliveries must be made prior to public hours unless you receive special permission from the museum events staff.

B. **Loading Dock:**

The loading dock is located on Bridge Street, between Whitehall and State Street. Prior arrangements for use of the loading dock must be made with the Special Events Coordinator and/or Facilities Manager. **The following details must be provided to the Special Events Coordinator no later than 1 business day prior to the delivery:**

- a. **Type of vehicle**
- b. **Vehicle license plate number**
- c. **Driver's name**
- d. **Driver's license plate number**

C. **Parking:**

Parking is not available at the Alexander Hamilton U.S. Custom House. Temporary parking to unload and pick up equipment only is available. Personnel should be notified in advance of the parking situation and should make alternative arrangements.

D. **Elevators:**

A freight elevator is located in the rear of the building for use by caterers

and other vendors. Prior arrangements for use of the freight elevator should be made with the Special Events Coordinator and/or Facilities Manager.

E. **Equipment:**

Caterers and other vendors should provide their own hand trucks and flatbeds for transporting equipment and food. Equipment should be fitted with rubber wheels to prevent floor damage.

D. **Storage:**

Due to lack of storage space at NMAI-NY, arrangements should be made in advance for the storage of equipment prior to an event. The NMAI does not guarantee the security of stored goods. All equipment must be removed from the building immediately following the event.

III. **SET-UP**

A. **Timing:**

Delivery and set-up times must be arranged with the Special Events Coordinator. If, due to the complexity of the event, set up **MUST** take place during public hours, it should be done in such a manner so as not to disturb the public visitation of the Museum.

B. **Protection of Floors/Walls:**

The floors of areas in the building used for bars must be completely covered with plastic/bar runners to protect the marble, carpeting, painted surfaces and artifacts. A generous number of drop tables and service staff should be incorporated into the plan for each event, in order to protect the floors and artifacts in the Museum.

C. **Flames:**

Candles (including votive) and open flames are not allowed. Sterno may only be used in warming ovens in designated prep areas only; chafing dishes with open flame sternos are not allowed anywhere in the building.

D. **Food and Beverage:**

1. Red wine, cranberry juice, tomato juice are not allowed in marble areas such as the Rotunda, Great Hall and Pavilion Lobby.

IV. **Clean-Up:**

A. The caterer is responsible for cleaning up all debris from events including vacuuming carpeted areas.

B. **All garbage must be removed from the site immediately following the event.**

C. The loading dock must be left clean following events.

D. Liquid or solid refuse should **not** be dumped into restroom sinks; large quantities of ice may not be left in sinks.

E. All equipment and decorations must be removed immediately following the event.

V. AUDIO VISUAL

Arrangements for audio visual support may be made by utilizing the in-house resources of the NMAI. If an outside company is required, all arrangements must be approved and coordinated through the Special Events Coordinator and/or Facilities Manager.

VI. FLORIST

- A. Delivery of flowers should be coordinated through the Special Events Coordinator and/or Facilities Manager. All flowers and equipment must be removed immediately following the event.
- B. Due to the sensitive nature of the artifacts in the Museum, all floral and decorative items must be approved by the Special Events Coordinator prior to the event. All potted plants and/or field grown cuttings will be treated prior to being brought into the NMAI-NY building with Safer O.H.P soap (written certification of plant treatment will need to be provided on company letterhead one week prior to the event.) **NMAI has the right to refuse entrance in building if certificate of plant treatment is not presented prior to event.**

VII. DECOR/LIGHTING

- A. All decorating, sound, lighting and staging companies must obtain prior approval from the Special Events Coordinator and/or Facilities Manager. A copy of the current certificate of insurance must be received one week prior to the event. Companies are required to carry no less than \$10,000 damage insurance per event.
- B. No decoration, structure, equipment, or banner may be affixed to any portion of the building. Artifacts or displays may not be moved, draped, or covered.
- C. All power, sound cables, and other cords must be securely taped to the floor/carpet with gaffer's tape. All tape must be removed immediately following the event. All sound, light and power must be installed in compliance with existing local codes.

VIII. ENTERTAINMENT

Proposed entertainment should be cleared with the Special Events Coordinator.

IX. VIDEOTAPING/PHOTOGRAPHY

Videotaping and photography may be used for archival and non-commercial corporate and institutional purposes. Permission for on-site videotaping and photography must be obtained in advance from the Special Events Coordinator and/or the Facilities Manager.