

<b>Boston Public Library</b>  <b>Procedures for Private Events</b>	<b>Operations Policy</b>  Date Approved: January 16, 2007 (updated 2009 to reflect change in caterer) Previously Approved: November 16, 2004
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**PROCEDURES**

**1. ENTRANCE:** The entrance for events in the McKim Building is located at 230 Dartmouth Street. The 700 Boylston Street entrance is used for events located in the Boylston Street Building. Both entrances are accessible for those with mobility challenges.

**2. PARKING:** The Back Bay area has several parking garages conveniently located near the Library. Valet parking may be coordinated on Dartmouth Street, Boylston Street, Exeter Street or Blagden Street with proper permitting. The Caterer/Outside Event Planner/Client is responsible for making any valet parking arrangements. Valet parking is permitted through the City of Boston.

**3. HOURS:**

Basic fees for events are for periods of four (4) hours or less. An hourly surcharge is added for each hour or fraction thereof in excess of (4) hours. Set-up time for the event will be determined by the Library Special Events Department with the earliest time being when the Boston Public Library is closed to the Public, unless approved by the Boston Public Library in advance. If an extension of the contracted event time is required it must be submitted in writing and arrangements must be made no less than two weeks prior to the event date and the additional fee paid at that time.

**4. PROVISION OF STAFF & FURNITURE:**

The Library agrees to provide the following for events as needed: manager on duty, security guards, custodial services, limited tables and chairs, and back of house space within reasonable proximity to the event space for culinary staging and breakdown for catered events only. The Caterer/Outside Event Planner/Client is responsible for all technical staff and equipment required for the event. The Library reserves the right to require additional personnel for services, to include but not limited to, on-duty Boston Police, Fire Watch, EMT, electrician, HVAC Technician, custodial services, or other personnel, as required to meet event needs at the Client's expense, with their approval. The Library, its representatives, and employees, shall at all times have free access to the premises at reasonable times and intervals in order to inspect or monitor the use of the premises. Please discuss use of library furniture with the Boston Public Library Special Events Office prior to the event.

The McKim Exhibition Hall is often used as exhibition space for the Library. The Caterer/ Outside Event Planner/ Client agrees that the Library will not move, remove, modify or change the exhibition set-up or storage area for the Client's event, and any allowed modifications are at the Client's expense.

**5. CATERER'S/ EVENT PLANNER RESPONSIBILITIES:**

The Catered Affair is the caterer of record for the Boston Public Library. The Catered Affair will provide all food and beverage and related services in the Boston Public Library, and will serve in accordance with all local laws. The client may bring no food or beverages into the building, unless approved in advance by The Catered Affair and the Boston Public Library Special Events Office. All food and beverages remain the property of The Catered Affair and may not be removed from the premises after the event.

The caterer is liable for all subcontractors that are in the library for scheduled events.

The Caterer/Event Planner, procured by and acting as the agent for the client shall be responsible for set-up and breakdown of all non-Library equipment on the date of event. The responsibility for returning the back of house area to its original condition rests with the caterer. The caterer shall not leave equipment, linen or cleaning to a later date, nor shall any equipment, linens, flowers, food, or other items brought for the event be left for pick-up on another day after the event, and the preceding must be removed within 3 hours of the end the of event. The caterer must remove all trash and garbage from the Library no later than the evening of the event. The Library is not responsible or liable for any loss, damage or disposal of, but not limited to, any above mentioned items.

The caterer may, with prior permission, use its own additional kitchen equipment (i.e. warming ovens, electric ovens,) provided the Library's facilities are compatible with said equipment and use is approved by the Boston Public Library Event Coordinator. The use of propane, butane, sternos or any type of gas canisters, cooking stoves, and cooking of any kind is not permitted in any part of the Library.

The caterer must be present to accept any deliveries that the client has arranged, including but not limited to donated or privately purchased alcohol or other beverages. The caterer is required to provide all necessary personnel as needed for its event and all staff working the event should have proper identification.

In accordance with Massachusetts laws, all bars must close thirty (30) minutes prior to the end of the event.

A list of vendors must be submitted in writing for review and approval at least 45 days prior to the Event. All vendors are subject to approval by the Boston Public Library and must comply with BPL policies and procedures. BPL reserves the right to deny any vendor

All event staff and vendors are required to wear an identification badge at all times during the event. Sponsors and vendors through The Catered Affair are required to maintain a list of all individuals working an event, and receiving an identification badge.

## **6. LICENSES:**

The Caterer is responsible for all licenses (catering, liquor, food safety, liquor handling, etc.) as required by the City of Boston. Any temporary or contract staff for events must be hired by The Caterer.

Only a caterer licensed by the City of Boston is permitted to cater an event at the Library.

## **7. PROHIBITED ACTIVITES:**

The following activities are prohibited at the Boston Public Library:

- Political activities, including solicitations for candidates; campaign kick offs, or other activities directed toward the success or failure of a partisan candidate, political party or partisan political group.
- Sales of products or services
- Gambling, gaming, bingo, casinos or wagering of any kind
- Religious services or ceremonies during Library hours

Boston Public Library reserves the right to prohibit any activity which the Library deems as potentially damaging to the building and/or puts attendees' safety at risk.

## **8. FILM PRODUCTION:**

Full synopsis and schedules of any filming must be submitted to the Library Special Events Office thirty (30) days in advance of the filming.

If the Boston Public Library is mentioned in any way, the appropriate library personnel must be contacted to ensure that the Library is properly represented and that all information (including spelling) is accurate.

The client/film crew must be present to accept any deliveries that the client has arranged. The client/film crew is required to provide all necessary personnel as needed for its production and all staff working the shoot should have proper identification.

Fees are quoted on a case-by-case basis. Quotes are non-negotiable.

## **9. ENTERTAINMENT, MUSIC:**

The Caterer/ Outside Event Planner/ Client is responsible for ensuring that the band or disc jockey is aware of the end time and the limited electrical power available in the space used for the event. The band or disc jockey must provide all necessary equipment such as extension cords and cables, and all extension cords and cables must be taped down to the floor with non-residue tape to the satisfaction of the Library Special Events Office. The use of duct tape is not permitted. The public elevators are not to be used to transfer equipment. Staff delivering equipment must have proper identification and enter through either load-in locations on Blagden Street. Music is not permitted in the library during library hours except with advance written permission from the library. During library hours, acoustic music is permitted in limited locations. Please contact the Library Special Events Office for this information.

## **10. LIBRARY RECEIVING AREA:**

The loading dock, located at Blagden Street, is open from 8:00 a.m. - 4:00 p.m., Monday-Friday. Access to load in/out through the Blagden Street Door (approximately 20 Blagden Street) may be coordinated with the Boston Public Library Special Events Office. The Boston Public Library Special Events Office must be notified two weeks in advance in writing, indicating who and when deliveries of food, equipment, etc. are to be made, failure to provide this information may result in vendor(s) not being allowed in the receiving area. The Library reserves the right to turn a vendor away if they arrive during a nonscheduled time. The Library Special Events Office must approve any variation from the above scheduled time in advance; any such variations may incur additional fees. Transport of all food, equipment, etc. is to be completed using the designated elevators. Public elevators and lifts may not be used to deliver supplies, food, beverage or any equipment etc. Parking in the receiving area is not allowed. All staff working events must have proper identification (Driver's License or State ID) and a vendor badge for access.

## **11. DELIVERIES:**

The caterer is responsible for providing all carts needed to move equipment to and from the event site as well as providing protective covering as appropriate. All deliveries must occur on the event date during scheduled event load-in/load-out times through the loading dock and freight areas. Extended time is available for an additional fee. BPL has the right to refuse deliveries from vendors if they do not arrive on their scheduled time. Vendors must unload equipment and then remove their vehicles from the building. Any ramps used to transport items must not block the entire staircase during library hours. Ramps that cover the entire staircase may only be used after the library is closed.

## **12. CITY FIRE CODE REGULATIONS:**

The city fire code places limits on occupancy and equipment setup. Maximum occupancy of each space can be verified with the Library Special Events Office. Occupancy compliance is the sole responsibility of the

Caterer/Outside Event Planner/Client. The Library reserves the right to control or prevent admittance to said event if a room is at capacity.

### **13. PHYSICAL ARRANGEMENT OF SPACE:**

The Caterer/ Outside Event Planner/ Client may recommend the physical set-up for the event. All recommendations must be submitted in writing to the Library Special Events Office no less than two (2) weeks prior to event. No changes may be made less than seven days prior to the event without the consent of the Library Special Events Office. The Library reserves the right to alter such recommendations as it deems fit and to alter any recommended or physical set-ups as needed to meet the Library's fire code regulations.

The use of the Map Room Tea Lounge and the Courtyard Tea Room are governed exclusively by The Catered Affair. Please contact The Catered Affair directly for information regarding those rooms.

Generally, the caterer will arrange for all furniture needed for the event. The Caterer/ Outside Event Planner is responsible for the setup and breakdown of all rented equipment. Any and all equipment, food, etc. must be removed from the building immediately following the event. The Library is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event. Library staff will set up and break down all library-owned equipment. Any cost associated with the removal of equipment will be billed to the Caterer/ Outside Event Planner/ Client.

Lighting variations are limited. Please discuss lighting options with the Library Special Events Office no less than one month prior to the event.

### **14. DISPLAYS AND DECORATIONS:**

The 1895 McKim Building is a National Historic Landmark that contains permanently installed art and decorative objects such as murals, sculpture, historical fixtures, and furniture, as well as objects in the collection on display. The Boylston St. Building holds additional art installations. Clients and Contractors may not affix items to, touch, or relocate any of these elements or collection objects. Please discuss any use of library furniture or placement of event equipment with the Library Special Events Office prior to the event, as they may consult with Special Collections team members for additional guidance.

All displays and /or decorations proposed by the Client shall be subject to prior approval by the Library Special Events Office and such proposal shall be submitted in writing. Decorations, including but not limited to, helium and helium filled balloons, stickers of any kind, glitter, candles, bubble, fog, snow and smoke machines, live Christmas trees, pine, hemlock, balsam, Spanish moss, and any decorative green that contains pine and/or pitch are not permitted in the Library. No banners, signs or other materials related to the event may be displayed inside or outside the Library without prior approval from the Library Special Events Office. Said material may be displayed within the contracted space unless it is a public access area. If it is a public access area, said materials may be displayed only after the library is closed to the public. All decorations must be freestanding and nothing can be attached to any walls, doors, decorative furniture/fixings, paintings, sculptures and all must be approved by Library Special Events Office. 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.

Please note: use of votive and taper candles, enclosed candles or anything with a live flame is not allowed. All preparations for the event must be performed on the date of said event and within the set-up/break-down time. If additional time is required, arrangements must be made two weeks prior to said event and

will incur additional charges. The Boston Public Library reserves the right to deny requests for additional time if such requests are in conflict with other activities within the Library.

### **Pre-existing Displays and Decorations**

Throughout the year various displays and décor will be placed internally and externally throughout the McKim Building and Boylston St. Building (including, but not limited to: exhibition banners, exhibition signage, exhibition displays, holiday décor, celebration/festival décor, building wayfinding, etc.) During these times, spaces are contracted "as is" and items may not be altered or removed for any reason.

The availability of the McKim Building Courtyard fountain, lighting, and floral will be confirmed each Spring. Exact start dates fluctuate based on seasonal needs. The Boston Public Library will not guarantee availability of these elements. (General schedule: Courtyard Fountain, May-October. Courtyard Floral, June)

Copley Square is a beloved and widely used area in Boston. Please note: while every attempt will be made to notify clients of external events happening in the area on their event date, others may be congregating in the perimeter streets, plazas, and parks.

### **15. DAMAGE TO EQUIPMENT AND/OR FACILITY:**

The Caterer/ Outside Event Planner/ Client is liable for any damage to the equipment and facilities provided under this contract, when damage occurs in conjunction with said event, except if the Library or its agents and employees cause such damage. The Library shall notify the Caterer/ Outside Event Planner/ Client in writing of all damages/cleaning considerations attributable to the event, and shall upon request, exhibit the alleged damage/cleaning concerns. Costs for repair, replacement and/or cleaning will be provided at that time.

### **16. SARGENT GALLERY:**

Please note that the Sargent Gallery is available for viewing only when renting the entire the building. Food and beverage are strictly prohibited in this space. It is the responsibility of the caterer to provide the necessary drop trays for guests to use prior to entering the third floor via staircase or elevator.

### **17. PROVISION OF INSURANCE:**

Certificates of Insurance must also be submitted to the Library by the client's caterer, vendor(s) and/or vendor's agents, naming the City of Boston and Boston Public Library as additionally insured. At a minimum, the Certificate of Insurance must include, but is not limited to, general liability (minimum coverage of \$1,000,000 or in sufficient amounts to cover event liability); automobile liability, workmen's compensation and liquor liability.

### **18. TRANSACTIONS:**

The sale or marketing of goods or services is not permitted. The sale of tickets by the client at the Library is not permitted. The Library does not allow any variety of gambling, gaming, bingo, casinos or wagering of any kind as an element of an event. This prohibition applies to both live games of chance involving legal tender and to all "casino" themed events that may or may not involve the exchange of legal tender.

### **19. COAT CHECK:**

The Library does not provide coat check service, coatroom, coat racks or hangers. This service can be arranged through The Catered Affair, Outside Event Planner or Caterer hired for this event.

### **20. STORAGE:**

