

**Special Event Guidelines and Restrictions for use of
The General Society of Mechanics and Tradesmen of the City of New York
20 West 44th Street
2008**

Renting is a privilege of membership. To rent space from The General Society of Mechanics and Tradesmen you or your organization must be a member in good standing in one of The General Society's areas of membership: The Library, The New York Center for Independent Publishing, Student or Graduate Program of the Mechanics' Institute, or as a Friend or Corporate Member of The General Society. For a membership fee of \$75 in a pertinent program you will not only receive the benefits of membership, but also support the goals of The General Society of Mechanics and Tradesmen.

OVERVIEW

Renter agrees that they and their employees, agents, guests and invitees will comply with all of The General Society rules and regulations and with all laws (including, but not limited to, occupancy limits, public assembly matters, fire and building codes) applicable to your use of the facilities.

Renter will comply with the directions of the General Society personnel overseeing the event concerning the use of 20 West 44th Street. All decisions on these matters by the General Society personnel are final.

RESTRICTIONS

No political or religious functions are permitted.

No coming-of age parties are permitted.

No wedding ceremonies are allowed on premises.

No sales of products and/or services may take place at the event.

FEES/HOURS

Fees are not negotiable and are quoted upon request. Fees will include basic operational expenses (basic security and maintenance) and administrative support for the event. Any other arrangements, not contracted, will incur additional charges.

The Building is available Monday through Saturday and closed on all major holidays including the week between Christmas and New Years. Events during this week by special approval only.

The Building closes at 12 noon on Saturdays and rentals after that time will incur an added security fee.

Sunday rentals are by special approval only and will incur a higher security and maintenance fee.

The Building is not yet fully chair accessible.

Library / Balcony

Daytime Event: Due to standard operating hours a week day rental of the Library must be approved. Rental fees will incur a 100% surcharge on base rental fee.

Evening Event: Rental fees are based on a five-hour event until 11pm. After five hours or 11pm, whichever occurs first, an hourly overtime charge will be in effect for each hour or portion thereof (receptions and social events may only continue until 12 a.m.).

Film Shoots: Fees are quoted on a case-by-case basis.

Day before load-in: Fees are available upon request for day before load-ins.

The earliest time an event may start in the Library is at least one hour after the Library has closed to the public (unless special approval is given).

Classrooms

Daytime Use: All classrooms are available for rental during the day – Monday through Thursday from 9am to 4pm, and all day Friday and Saturday at a flat fee per room.

Evening Use: Classrooms are not available evenings during the Mechanics' Institute's academic year. Fall semester is from September to December and spring semester is January through May. Classroom rentals week nights during this time, from 5pm to 9pm, need special approval and will incur a 100% surcharge on base rental fee. Rental fee is based on a three hour event with an hourly charge in effect after three hours.

Summer Use: From June through August classrooms are available from 9am to 11pm with rental fees based on a three hour event with an hourly charge in effect after three hours.

Conference Room

The Conference Room is available Monday thru Friday from 9am to 11pm at a fee based on a three-hour meeting, with an hourly charge in effect for each additional hour after three hours

CONTRACTS

All renting parties will be required to sign and comply with a standard facilities rental agreement in order to use Library space. All contracts are non-negotiable.

INSURANCE

All renting parties will be required to produce appropriate insurance for their event. Insurance requirements vary with each type of event.

In addition, should the rental involve the use of caterers or other service providers, the renter shall provide proof of liability insurance from such service providers as well. Caterers serving alcohol must provide proof of insurance coverage for liquor liability.

WINE & LIQUOR

A licensed caterer must be used for any event during which a party wishes to serve, distribute, consume or possess alcoholic beverages. In the event that a licensed caterer is not used and the host is serving alcohol then additional host liquor liability coverage must be provided as part of the liability insurance.

Caterers serving alcohol must provide proof of insurance coverage for liquor liability.

Under no circumstances may wine, liquor or other alcoholic beverages be sold at the event for cash or its equivalent.

SMOKING

There is no smoking in any interior area of the building. Without exception, anyone caught smoking will be asked to leave the premises. Smoking is allowed only outside the building.

INVITATIONS/PROMOTIONALMATERIALS/CONCESSIONS/MERCHANDISE

We are not the sponsor of your event and our name, logo or image(s) may not be used without permission - for any reason.

All invitations, press releases, and other promotional materials relating to the event that refer to the facility of The General Society are subject to our approval. A proof copy of such materials must be submitted for approval before final printing.

Renter desiring to sell concessions, merchandise or other goods or services of any type must have written approval from the Director of The General Society and may be subject to a fee equal to 15 percent of the gross sales.

PLANNERS, VENDORS & CATERERS

All vendor delivery and arrival schedules (including equipment, catering, rental, staff, etc.) must be submitted well in advance of the event and approved by The General Society.

It is the Renters responsibility to ensure that all vendors are supplied with the appropriate information for use of space, deliveries, and facilities.

LOAD-IN/SET-UP

The load-in and set-up times for your event will be determined by The General Society.

The earliest set-up time in the Library is immediately after it closes to the public.

Renter is responsible for ensuring that there is someone on site at all times during load-in who is responsible for all activities and has full authority to make all necessary decisions.

That person should not leave the building until load-in is completed.

LOAD-OUT/BREAKDOWN

All equipment and rentals must be removed from the premises and all spaces used by the rental party must be returned to their original state immediately following the event.

All garbage must be properly bagged and disposed of.

Renter is responsible for ensuring that there is someone on site at all times during load-out who is responsible for all activities and has full authority to make all necessary decisions.

That person should not leave the building until load-out is completed.

EQUIPMENT

All equipment entering the building is subject to approval. A list of all equipment must be given to The General Society for approval.

All equipment must be removed immediately following the event.

The General Society does not provide genie lifts, ladders, extension cords or any other equipment.

Gas of any kind for cooking is absolutely prohibited. Sterno-heated proofing cabinets are allowed. No frying or open flame is allowed in any space in the building.

ELECTRICAL

Any additional lighting brought in for event must be approved by The General Society's Building Manager and Director. The lighting vendor must meet with the Building Manager at least 2 weeks prior to the day of the event to discuss electrical requirements.

Any electrical appliances must be approved by The General Society and electrical requirements and any unusual requests for layout or power must be given in writing at least 2 weeks prior to the day of the event.

DECOR/FLORAL DECORATIONS/LIGHTING/SET DESIGN

Décor/lighting/set designs must not mar or affect the appearance of the building 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 – for any reason, at any time.

All decorations and greens must be fire retardant. This means that all trees and greens must be artificial and flameproof, tested and approved by a recognized testing laboratory (e.g.,

Underwriters Laboratories, Factory Mutual Laboratories, Board of Standards and Appeals).

No open flame is permitted.

No taper candles are permitted.

No artificial smoke machines are allowed in the building.

AIR CONDITIONING

There is no air conditioning in the Library.

Installation of a central air conditioning system will occur in the summer of 2008 allowing for air conditioning in the summer of 2009.

FILMING AND COMMERCIAL PHOTOGRAPHY

Fees upon request.

All filming and photography requests must be submitted in writing at least 4 weeks prior to filming. Please submit to mkinney@generalsociety.org. The General Society reserves the right to decline involvement and to approve any scene in which the building is featured. Any project not submitted in writing will NOT be considered.

Letter of Intent

A Letter of Intent must be submitted 4 weeks prior to filming. The Letter of Intent must include:

- A synopsis of the film/commercial/TV show/photography shoot.
- A complete breakdown of all shoot specifics, including number of crew members, exact times, requested locations, and equipment to be used.
- For commercial photography, information on the product, client and storyboard of shoot is required.
- Any other requests (additional space locations for crew) must be listed in the letter of intent.
- A diagram/map documenting the details of the shoot must be included.

Restrictions

- No location shoot can endanger the building or interfere with public service. Shoots taking place in a public area of the building, such as the Library must take place when the Library is closed to the public. (unless special approval is given)
- All facilities guidelines must be read, signed and followed.
- All shoots are subject to The General Society approval based on letter of intent, and additional materials. The General Society has the right to refuse any project.
- Filming on the sidewalks around the 44th Street building requires permits from the Mayor's Office of Film, Theater & Broadcasting. Please visit www.nyc.gov for information.

Contracts, insurance and other requirements apply.