P.S.1 Contemporary Art Center
Museum of Modern Art affiliate
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GUIDELINES FOR ENTERTAINING, PHOTO SHOOTS, AND FILMING AT P.S.1 CONTEMPORARY ART CENTER

P.S.1 Contemporary Art Center provides a unique setting for corporate entertaining, photo shoots and filming.

Any party wishing to use P.S.1's facilities must send a letter of intent or email to Sarah Scandiffio (sarahs@ps1.org). The letter should describe the general character and purpose of the event, and indicate a preferred time and date. Assuming that the event is consistent with P.S.1's guidelines and that the date and time are available, the museum will notify the interested party that the date will be held for ten (10) business days.

The following guidelines are applicable for any event, photo shoot or filming held at P.S.1 Contemporary Art Center:

GENERAL PRINCIPLES

P.S.1 does not permit the use of its facilities for fundraising, benefits, political events or for personal events, such as weddings, graduations, or birthdays. No products, services, or tickets may be sold at the museum in conjunction with an event, and no products may be displayed. Smoking is not permitted inside the museum but is allowed in the outdoor courtyard.

Rental Dates:

P.S.1 is available for rental on the following days and times:

- Thursday – Monday 6pm - midnight*
- Tuesday – Wednesday 10am – midnight*

* Under no circumstances can the regular operation of the museum be interrupted by event set-up. Arrangements can be made to load in and store event equipment and supplies.
P.S.1 can be opened earlier to accommodate event set-up/drop-offs; Time needed outside of our normal business hours will be billed at a higher cost.

No amplified music can be played in the courtyard after 9pm on any night or inside the museum past midnight (12am).

Capacity:

- Courtyard can hold up to 3000 people for a reception

- Whole building can hold up to 1500 people for a reception
- Individual room capacity varies between 50 – 400
- P.S.1 can provide floor plans for available spaces

RESERVATION AND CANCELLATION OF DATES
A deposit of 25% of the total cost is required to reserve the date, and must be received within ten (10) business days of the date's entry on P.S.1's Special Events Calendar. Only one date may be reserved for each event. Additional dates may not be reserved until the first date is released. The deposit will be deducted from the final invoice for the event.

The deposit is fully refundable if the event is cancelled more than 14 days prior to the event date. If the event is cancelled within 14 days of the event date, this deposit is non-refundable. Under certain conditions, this fee may be applicable towards an alternate event date.

PRESS AND PUBLIC RELATIONS
P.S.1 must review and approve all material and arrangements concerning event-related public relations and press. If there are plans to use an independent public relations firm to promote an event at P.S.1, it must provide the museum with the contact information for that firm within 14 days of when the firm initiates its work on the event or 14 days in advance of the event, whichever is earlier.

All press releases and media alerts mentioning the museum must be reviewed and approved in advance by P.S.1's Press Department. Requests for media coverage must be submitted to P.S.1 in writing at least 14 days prior to the event. This applies to arrangements made directly by the organization and to arrangements made by any outside contractors the organization has hired to work on the event. The request must include information about the categories of press to be invited (e.g. still photographers, journalists, etc.) as well as the nature of any desired coverage. When and if television or Internet coverage is approved, the Press Department will have staff present to oversee any taping or filming activity. The Renter must comply with the museum's standards for working with such press.

Under no circumstances can any visual and/or sound works displayed at the event be associated with P.S.1 exhibitions and programs, or promoted and marketed as such. P.S.1 Contemporary Art Center must not be portrayed as an event sponsor in any way.

USE OF PHOTOGRAPHERS AND PHOTOGRAPHIC EQUIPMENT
The Renter must notify the museum in writing at least 14 days in advance of any plans to use photographers or videographers at the event. Photographers and videographers must follow the museum guidelines described herein and are subject to any additional requirements concerning, for example, the placement of equipment.

Photography in the Museum's exhibition galleries is strictly prohibited. Photography is permitted in the courtyard, roof, café and lobby. The use of a

flash is not permitted in the galleries, and no individual work of art may be photographed. The Renter will be responsible for clearing any rights with regard to any individuals or works of art included in any photographs or other reproductions used by the Renter.

RENTAL EQUIPMENT

Rental equipment is subject to the P.S.1's approval. Rental companies must comply with all applicable museum rules and regulations, including insurance requirements. Special Events will determine the day and hour at which rental equipment is to be delivered and picked up, which may vary depending on museum needs.

For an added cost, P.S.1 can provide a basic A/V set up for an event. Additional A/V or sound equipment may be secured by the Renter at their own expense. P.S.1 has the following in-house audio equipment:

Mackie SRM450 powered speakers (4)
Mackie SRM1501 subwoofer
JBL EON 15 G2 speakers (2)
Allen and Heath WZ 16:2 DX mixer
Rane MP44 DJ mixer
Technics 1200MK2 turntables (2)
Pioneer CDJ1000MK2 (2)
SWR Working Pro 400 bass head
SWR WP 4x10 bass cabinet
Fender Twin guitar amp
Sure SM58 mics (4)
Audio Technica ATW-T220 wireless handheld mic
Boom mic stand (4)
Tables mic stand (4)

Depending on availability, P.S.1 may also be able to supply video/computer equipment. These costs are additional.

DÉCOR

Decorations must not endanger or necessitate the removal of artwork. No adjustments can be made to the museum’s existing lighting.

Final plans for lighting, décor, visual displays and any special installation of equipment must be submitted for approval to P.S.1 in writing at least 14 days prior to the event. Decorators must comply with all applicable rules and regulations, including insurance requirements.

All materials, decorations, plants, flowers, etc. supplied from outside sources must be removed from the museum by the suppliers or Renters immediately following the event.

LOGOS AND BANNERS

P.S.1 restricts the display of logos and banners. All banners and logos must be removed immediately following the event. The size and placement of all logos and banners is subject to the approval of the museum.

INVITATIONS, GIFTS AND PRINTED MATERIALS

The content and design of all printed materials relating to an event, including the invitation, program copy, and any signage, are subject to the review and approval of the museum seven (7) days in advance of printing.

P.S.1 must approve any gifts to be presented to guests. Any gifts remaining at the close of the event must be removed from the museum immediately.

GUEST LISTS

An alphabetized, double spaced list of guests must be submitted to the museum by nine a.m. on the day of the event. The guest list should include all guests invited and indicate all negative and positive responses received.

MUSIC

The selection of music, entertainment, and any performing groups for the event are subject to P.S.1's approval. Amplified music is permitted in the courtyard until 9 p.m., and indoors with a curfew of 12:00 a.m., and is limited by space and acoustical considerations. The Renters will be responsible for any royalties or use fees in connection with any performance of music.

P.S.1 LIABILITY

The Renter will be responsible for all injury or damage of any kind to persons or property, regardless of who may be the owner of the property (including, without limitation, museum furniture, furnishings, or works of art) arising out of or suffered through any act or omission of the Renter, its employees, agents, contractors or guests, in connection with its use of museum facilities. The Renter further assumes the obligation to indemnify and hold harmless P.S.1 Contemporary Art Center, its affiliates, Trustees, officers, agents, and employees, against any and all damages, claims, expenses (including reasonable legal fees), or other liability due to bodily injury, personal injury or death, or damage to property of others, arising out of or suffered through any act or omission of the Renter, its employees, agents, contractors or guests, in connection with its use of Museum facilities.

The Renter shall carry commercial general liability insurance on an occurrence basis with insurance companies acceptable to the museum with a minimum combined single limit of liability for bodily injury, personal injury and property damage of $5,000,000 applicable to this special event. P.S.1 Contemporary Art Center will be included as an additional insured in the commercial general liability insurance policy. In addition, the coverage provided to P.S.1 Contemporary Art Center as an additional insured in the commercial general liability insurance policy will be primary and non-contributory as respects any insurance P.S.1 Contemporary Art Center may purchase or carry. A certificate of insurance confirming the required coverage shall be submitted to the museum no later than ten (10) days prior to the event.

The Renter agrees to request the owner of any rental equipment, decorating equipment, and/or catering equipment, to hold harmless the museum for any loss of or damage to equipment while being delivered to, located on the premises of or being picked up from the museum. In addition, the Renter agrees to request the owner of the equipment to waive its rights of subrogation against the museum for any loss of or damage to the equipment. In the event the Renter fails to get such an agreement, the Renter agrees to hold harmless and indemnify the museum for any loss of or damage to rental equipment while being delivered to, located on the premises of or being picked up from the museum as part of the special event. In addition, the Renter agrees to waive its rights of subrogation against the museum for any loss or damage to the equipment.

CANCELLATION

If for any reason beyond the control of the museum, the space cannot be made available on the date of the event, P.S.1 will provide as much advance notice as possible after it learns of the condition that makes the space unavailable. Upon such circumstances, the museum's sole liability shall be the refund of the amount to the museum by the Renter pursuant to these Guidelines.

In the case of inclement weather, the event will be relocated to an available and suitable space determined by the museum, and in agreement with the Renter. The repositioning of any decorations, visual displays, lighting or installation equipment is subject to approval by P.S.1.

P.S.1 Contemporary Art Center reserves the right to cancel an event up to or including the day of the event if it becomes apparent that the intended use of the space will endanger any personnel or property or if the Renter does not comply with museum policies and procedures.

COSTS AND BILLING

The Renter is solely responsible for payment to all vendors it retains in connection with the event, including but not limited to caterers, decorators, florists, rental equipment, music, and, if applicable, any additional insurance required to be purchased in connection with the event.

Annual Exhibition Fund Donation

For large scale events, P.S.1 requires a fully tax deductible donation to our annual exhibition fund which will be itemized in the estimate. With this tax deductible contribution, the Renter is eligible for consideration as a museum donor, which may include benefits such as invitations to special museum events and credit listing on select museum materials and publications.

Security

Security of the artwork on view is essential during any and all events held at PS1. Beverages are allowed only in the café and cannot be carried into the galleries or lobby. All bags must be checked.

Security charges are dependent on number of guests, length of the event and location of the event.

Catering

The Renter must notify the museum in writing 14 days prior to the event of its selection of a catering service. Catering services must comply with all applicable museum rules and regulations, including insurance requirements.
We suggest using Le Rosier Café at P.S.1, our in-house caters for all events at P.S.1. They can be reached at ivmaben@aol.com or by phone at 718.873.4210 for a quote for your event.

The final price for an event at P.S.1 is determined by length and complexity of event, location of event in the building and number of guests. Any additions made to the original price agreements (i.e. laying of power lines, equipment rental, etc.) will be billed in a separate invoice and must be paid within two (2) weeks of the event.

ADDITIONAL INFORMATION
These Guidelines constitute the entire understanding of the parties concerning the subject matter addressed herein, and may be modified or amended only in a writing signed by the museum.