

RULES & POLICIES

OVERVIEW

You hereby agree that you and your employees, agents, and guests will comply with all of Bohemian National Hall's (BNH) rules and regulations and with all laws (including, but not limited to, occupancy limits, alcohol and tobacco regulations, fire and building codes). You will comply with the directions of BNH staff overseeing the event.

CERTIFICATE OF INSURANCE

Please submit COIs (Renter and any of its vendors, including the caterer) no later than 2 weeks prior to catered event. A separate email will be sent providing specific insurance details.

LIQUOR LICENSE

If alcohol of any kind will be served at the event, a special permit will need to be applied for through the New York State Liquor Authority. Please contact BNH for necessary floorplans and landlord authorization. Liquor license should be submitted no later than 2 weeks prior to catered event.

LOAD-IN AND LOAD-OUT

Our building is in a residential area so we need to be mindful of our neighbors and keep the noise level to a minimum.

Location: 321 E 73rd St between 1st and 2nd avenues.

Hours:

Weekdays 9am-5pm

Weekends 10am-1pm

Please keep in mind that 73rd street cannot be blocked at any point during the load-in and load-out process. If the only option is to double park, the driver must remain with the truck in the event that the truck needs to be moved to assist traffic flow.

There is no freight entrance at BNH therefore the main entrance will be available for load-in and load-out.

Elevator dimensions:

Elevator Door

3' 5"W x 6' 11"H

Elevator

80.5" x 65.5" x 80.5"

If hand trucks are used during the load-in or load-out process, the ramp outside must be used. Hand trucks are not to be on the stairs for any reason.

Before loading any equipment in our elevators, our security guards must pad them to protect the glass and floors.

After 5:00pm, only perishable items may be taken out the same day as the event. All rental equipment must be broken down at the end of an event and placed in a predetermined area as instructed by the event manager or event supervisor.

No items may be propped against any walls under any circumstances.

Only BNH staff is allowed to move in-house equipment.

DECOR

- Any plan to change, add or take away from facility walls, decor, ceilings, signage, or flooring must be submitted and approved by the Facilities Director before any implementation of plan.
- 3 M tabs are the only approved way to hang anything. NO TAPE anywhere
- Use of glitter and confetti are not permitted

OPEN FLAME AND CANDLE POLICY

1) Open flames

Open flames are not permitted in the Space except for open flame devices used to keep food warm (see section 2)

COOKING WITH AN OPEN FLAME IS STRICTLY PROHIBITED.

2) Open flame devices used to keep food warm

Sterno tins may be used by **AUTHORIZED CATERING STAFF ONLY** to keep food warm, provided that shielding is erected to prevent direct contact with or exposure to combustibles including the clothing of persons attending the event.

Catering or event staff shall check on such devices with sufficient frequency to ensure that overheating does not occur. Each device shall be extinguished as soon as possible after the need is concluded.

3) Candles for use at occupied dining tables or buffet tables for decoration

Candles are **STRICLTLY LIMITED TO LED OR OTHER BATTERY OR ELECTRIC TYPE CANDLES.**

4) Combustible decorations

Use of combustible decorations is strongly discouraged, and non-combustible alternatives should be fully explored and exhausted before combustible materials are used.

5) Candles on buffet tables

BUFFET CANDLES ARE NOT PERMITTED FOR ANY REASON.

Led candles are very realistic and should be used on buffets as required.
Smoking is not permitted anywhere in the Building.

CLEANING AND GARBAGE

- Catering is responsible for cleaning the kitchen(s) and the space behind the bar.
- If the greenroom above the 4th floor kitchen or the bar is used as a prep or storage space, all floors and marble surfaces must be protected with paper or linens.
- There is recycling at the Bohemian National Hall. The catering company is responsible for bringing bags and everything must be double bagged.
- Garbage bags must be moved by using a blue bin provided by BNH, please do not drag them on the floors.
- If the event finishes prior to 4pm, all garbage must be taken to the cellar and placed in the bin in front of the elevators with the “BNH Commercial Events” sign on it.
- If the event finishes after 4pm, trash must be placed on the curb in a specific spot. Upon arrival to BNH, please ask the event supervisor to indicate the correct spot.
- All cardboard boxes must be broken down and placed in black trash bags prior to being placed on the curb.

PREMISES AND EQUIPMENT

BNH has two kitchens on its premises but we do not have any utensils available for use.



The **third-floor kitchen** is equipped with a microwave, fridge, counter, sink, and small stovetop.



The **kitchen located on the fourth floor** has ovens, industrial stovetop, sink, counter space, refrigerator, and ice machine.

A bar is located on the 4th floor and contains coolers, sinks, shelves, and bar top.



This is to certify that I have received, read, understood, and agree to all restrictions and guidelines set forth in the “Rules and Policies” for events held at the Bohemian National Hall.

I have also seen to the distribution of this information to all pertinent parties.

Signature

Title/Company

Date