

Event guidelines download.

## ***Event Guidelines***

The Museum invites you to explore, dream and play in our exciting spaces. To insure that all your guests have an enjoyable event, please keep in mind the following...

- Your event must conform to the mission and guidelines of the Long Island Children's Museum. Please be aware that it cannot interfere with the regular Museum operation or create a hazard or undue hardship to its exhibits, facilities, staff or visitors.
- The Museum is usually available for rental Tuesday through Sunday evenings and all-day Monday.
- Your organization is responsible for all costs associated with your event.
- You must provide Certificates of Insurance from your corporation or organization, your vendors and vendors' agents.
- Smoking is not permitted anywhere in the Museum.
- Please submit all printed and audio/visual materials relating to your event to the Museum for approval. You may not use the Long Islands Children's Museum logo without written consent.
- Our coat check area is available to you at no charge. If you require staff, you must provide your own or hire attendants through your caterer.
- If children will be in attendance at your event, please be sure to provide at least one adult chaperone for every five children visiting.
- Museum parking is free. If you wish valet service/parking attendants, you must contract for this with an outside firm.

## Set-Up & Breakdown

- All deliveries must be pre-arranged with the Museum with notice given at least five days in advance. No deliveries can be made before your event date.
- Set-up in the Museum's non-public areas may begin at 4:00 PM, while set-up in the Museum's public areas may not begin until after the Museum closes at 5:00 PM.
- All set-up and breakdown is the responsibility of the caterer and/or client. The Museum staff is not available for event set-up or breakdown.
- Doorways, stairways, entrances or fire exits may NOT be blocked at any time.
- Exhibits may not be moved without prior Museum approval. If approved, these moves will be made by Museum personnel and incur additional charges.
- Free-standing decorations are permitted in certain areas of the building.
- Open flames are not permitted in the building. Votive candles may be used in the lobby only.
- We do not allow helium balloons, confetti or glitter.
- Since the Museum will be open the day after your event, you must remove all rental equipment and other event materials, decorations, etc. from the Museum immediately following the event.
- Immediately after the event, all trash must be put in the dumpster at the north end of the Museum.
- After your event, a Museum representative will walk through the Museum with you and your caterer or other vendors to make sure that all clean-up responsibilities have been performed.

Prior to contract signing, a detailed Policies and Guidelines statement will be provided. All Policies and Guidelines are subject to change without notice.