



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.