



## EVENTS AT BROOKLYN HISTORICAL SOCIETY



Founded in 1863, Brooklyn Historical Society (BHS) is dedicated to celebrating and preserving the borough's 400 year history. Located in the heart of historic Brooklyn Heights steps away from the Brooklyn Promenade, the building is a national historic landmark and features timeless architectural details including stained glass windows, soaring ceilings and hand carved woodwork. The building has been renovated with state of the art modern facilities to meet all your event needs.

BHS can tailor a space rental package for your wedding ceremony, reception and photo shoot to make any event an event to remember!



### Great Hall & Fransioli Gallery (First Floor Event Space)

- Light filled, loft-like space with oversized windows equipped with motorized sheer and black out shades
- Direct load-in entrance with double doors leading to Clinton St. for vendors
- Contemporary lighting system with dimmers
- Wheelchair lift and elevator available for full accessibility
- In-house audiovisual sound system available to use for an additional fee.
- Restrooms located on the lower level
- Adjacent Margaret Brown room available for green room, catering, etc. Lockers available.

### Giuseppe Fransioli Gallery/ Tile Lobby

- Interior landmarked space best used as welcome area and/or cocktail hour

### Othmer Library & 2<sup>nd</sup> Floor Parlor

- Interior landmark
- Contemporary lighting system with dimmers
- Wheelchair accessible via elevator

### 2<sup>nd</sup> Floor parlor

- Anteroom with doors connected to Library, available for catering or client lounge area
- Separate entrance with frosted window on door, accessible by elevator

### Education Classroom, Lower Level

- Equipped with small refrigerator, sink and counter space best used for catering

## **BHS EVENT SPACE CAPACITY**

Capacity varies depending on the event space layout and furnishings.

Great Hall: 1,960 sq. feet	200 standing for cocktail event or ceremony 130 seated for dinner with dance floor 150 seated for dinner with small dance floor
Othmer Library: 817 sq. feet	130 seated for ceremony (using rental chairs) 125 standing for cocktail event 100 seated for dinner (no dance floor) 65 seated for dinner (with small dance floor)
Fransioli Gallery:	75 standing for cocktail hour
2 <sup>nd</sup> Floor Parlor:	15 for holding area



## BHS BOOKING DETAILS

The building is available 7 days a week, excluding New Year's Day, July 4, Thanksgiving & Christmas. If the event date is available, you may place it on hold before signing the contract with the payment of deposit confirming the event date with BHS.

### PAYMENT

Once a contract has been drafted, you will need to review and sign the document. The tax-deductible deposit (20%) is due upon signing of the agreement. The remaining venue fee is due 30 days before the event date. The total rental fee may change depending on additional services requested by the Client. Further changes to the event after the contract has been signed may require a new contract.

Clients must have a current credit card on file at the time of signing the contract in the case of damage charges.

- Checks can be made out to "Brooklyn Historical Society"

### ABOUT THE VENUE

Brooklyn Historical Society has been designated a National Historic Landmark. Portions of the interior, including the Othmer Library, have NYC Interior Landmark status.

- Catering, florals, rentals, photography & entertainment are not included as part of the space rental and can be coordinated with the approved caterer.
  - Aside from the approved caterer and A/V technician, you may choose your own vendors.
- BHS does not provide an event planner. Your approved caterer or event planner will plan the event and work with the Private Events Manager.
- BHS does not have a "bridal suite" with amenities. Please plan to get dressed off-site.
- BHS is fully ADA accessible with a separate accessible entrance.
- Elevator access is available to all floors.
- If renting full building, the cocktail hour may be hosted in the Othmer Library, Fransioli Gallery and/or outdoor patio.
- The Visitor Services/Retail area on the 1st Floor is not part of the BHS event space rental and may not be used for registration, gift table or coat check, etc.



## EVENT TIME & ACCESS

As the museum and library are open to the public Wednesday through Sunday, evening events cannot begin prior to 5:30pm.

- The official event time block for client access is from 5:00pm to 1:00am, including setup, event time and clean up. Vendors ONLY may be allowed access to certain BHS event spaces at prior to 5pm.
- If you or your guests arrive before 5:00pm, they will be notified of the public museum hours and directed to the Admissions area.
- The building is closed for 5-5:30pm for setup. Please note that this is to prevent your guests from seeing the space before it is ready to go. First impressions are important!

STANDARDEVENT SET UP SCHEDULE		
TIME	ACTIVITY ALLOWED	BHS EVENT SPACE
3:00pm	Catering and vendors only (List to be provided to BHS in advance)	Great Hall, 1 <sup>st</sup> Floor
		Classroom, Lower Level
5:00pm	Catering and vendors	Fransioli Gallery (Tile Lobby), 1 <sup>st</sup> Floor
5:30pm	Catering and vendors	Othmer Library, 2 <sup>nd</sup> Floor
	Clients and Guests	2 <sup>nd</sup> Floor Parlor, 2 <sup>nd</sup> Floor
	Guests	Fransioli Gallery (Tile Lobby), 1 <sup>st</sup> Floor

- Prior to 5:00pm, event photos may be taken OUTSIDE of BHS without blocking the main entrance.

## DELIVERIES & PICKUP

Deliveries should be scheduled 12pm-4pm the day of your event with the pickup scheduled prior to 1am. Deliveries & pick up can be arranged at an earlier time with the Private Events Manager, depending on the volume of the deliveries and availability. Final confirmation of will occur 1 week prior to event.



## **BHS VENUE STAFF**

For your event, BHS provides the following team of venue staff included in the fee: Events Manager/ Day of Venue Manager, Visitor Services, Public Safety Officer, and Maintenance. Please see additional details below

### Venue Manager

- Main point of contact for venue throughout the planning process.
  - Participate in vendor site visit including final walk through 2 weeks before event.
  - Assist in BHS event space layout.
  - Determine event space package and details regarding additional BHS services (rehearsal, photo shoots, guided tours and A/V services)
- The Venue Manager is NOT the event planner or day-of coordinator. We recommend you work with the caterer or a planner for your event planning needs.

### Visitor Services

- Maintain gift shop and front desk services
- Operate wheelchair lift for guests
- Front Desk staff does NOT provide coat or bag check services, event registration services or valet services.
- Escort photographer upstairs to gallery level of library (off limits to guests and client) to facilitate photographs of library event below.

Docents or Educators may be scheduled to give private, custom tours of the museum and exhibits during the event for an additional fee.

## **INVITATIONS & PRINTED MATERIALS**

The content of event-related materials which include the BHS logo must be approved in advance by BHS before printing.

For images of from the BHS archives, please contact the Private Events Manager for print-ready files.

## **MUSIC & ENTERTAINMENT**

- For the Great Hall event space, audio/visual services are not included in the rental fee. An A/V technician is available for hire.
- Photo booths are allowed to be set up and can be connected to a nearby outlet.
- Smoke/fog machines and any type of dry ice dispenser are not permitted.



## DÉCOR POLICIES

It is strictly prohibited for the Client to move, alter, or obscure BHS property or collections for an event. Arrangements for delivery, setup, and removal are to be made through the Private Events Manager.

- Decor must not endanger artwork or other objects in the collection, affect their appearance nor obscure their visibility.
- Photography of artwork is strictly prohibited.
- No potted plants or soil are permitted in the Museum building.
- Florals must be provided by a professional florist and not DIY.
  - Floral arrangements must be in water-tight containers.
  - All floral arrangements must be removed at the end of the event or will be discarded.
- In the Othmer Library and Fransioli Gallery spaces, only LED candles may be used. No flames are allowed.
- Only votive candles and candles enclosed in glass or in lanterns are permitted in the Great Hall event space.
  - Tapered candles and candelabras with open flames are NOT permitted in the building.
- No live animals are permitted, except guide dogs.

## ATTENDEES LISTS

- Vendor names must be provided to BHS.
- The client is responsible for identifying and admitting guests to the event.

## ADDITIONAL WEDDING ADD-ONS

- Engagement Photo Shoot: Sweetheart rate of \$500/hr in Othmer Library
- Wedding Rehearsals: Dependent on availability, rates upon request
- Custom, private guided/Self-guided tours of the Othmer Library and/or special exhibitions and galleries are available for an additional fee. Arrangements must be made through BHS in advance.

## SMOKING/SPECIAL EFFECTS

Smoking is restricted to the public sidewalk area at least 15 feet from any entrance.

- The use of e-cigarettes is prohibited in the building.
- The use of fog machines, bubble makers and sparklers are prohibited.





## FOOD AND BEVERAGE POLICY

- BHS requires the use of one our Approved Caterers
  - See Suggested Vendors Document for list of Approved Caterers
  - These caterers have been vetted and selected based on their familiarity with our space, outstanding and professional staff, and quality of the food.
  - The only exception to our catering restrictions is for drop off trays and platters where no heat source is used.
- Food and beverages are permitted only in the event spaces listed in the contract. Food and beverages are not permitted in any other areas or exhibits.
- NO Venue corkage fee! Client may purchase alcohol at cost, but must be served by approved caterer.
- To operate a cash bar, you must obtain a one day Temporary Beer and Wine Permit from the NY State Liquor Authority.
- Due to the Landmark status of our building, the following items are prohibited from any space outside of the Great Hall
  - Red wine, dark soda, coffee and grenadine
  - Any food that may stain including beets, berries, popcorn and tomato sauce
  - Please note that this list may be expanded by venue manager

## INSURANCE REQUIREMENTS/EVENT LIABILITY

- The Client shall be responsible for any damage or loss to the premises of BHS, or others caused by the Client or any of the Client's employees, agents, guests or other persons attending the function.
- Rental clients must provide BHS with a minimum \$2,000,000 commercial general liability insurance certificate which includes liability for bodily injury, personal injury and property damage on an occurrence basis, naming "Brooklyn Historical Society" as also insured.
- This COI should be provided to BHS at least one week prior to the date of the event. For events where alcohol will be served without a listed approved catering services, the rider must also include liquor liability. The certificate must state the Museum's name, address and date of the event.
- This general liability insurance policy can be purchased online or obtained through your insurance provider. Average cost of a general policy with host liquor liability purchased online is \$175.



## FREQUENTLY ASKED QUESTIONS

Which artwork or exhibitions will be on display at BHS on my event date?  
Since BHS is an active museum, exhibitions are in rotation in the exhibition spaces throughout the year. The Great Hall and the Othmer Library do not have exhibitions.

Are there any restrictions on the vendors I can use?

Aside from the caterer, clients may use own vendors and suppliers (Alcohol, DJ, Florist, Event Planner, Photographer, etc.) Flowers or other greenery must be provided by a certified florist to protect the museum.

Clients may DIY decor, linens and create iPod playlist for the event music. BHS' list of suggested vendors is available upon request.

Is there a dedicated space for clients?

The 2<sup>nd</sup> floor parlor is best as the client lounge area with restrooms across the hall.

Can I drop off and pick up event supplies before and after the event?

This request depends on space availability, but any flowers, leftovers or open alcohol must be removed from the premises after the event.



## PARKING

Public transportation is recommended due to limited parking. There is limited on-street parking in the neighborhood as well as several garages.