



Event Guidelines

The New York Hall of Science's events department handles a variety of events throughout the year, ranging from corporate and private events to Bar/Bat Mitzvahs and Sweet 16 parties. To help these events run smoothly, we recommend reading the following event guidelines prior to hosting your event at the Hall. Do not hesitate to contact our events staff with specific questions. Jennifer Brunjes, Director of Special Events – 718.699.0005 ext. 371 or Molly Wolfsehr, Special Events Assistant – 718.699.0005 ext. 361.

Décor Restrictions

Glitter and confetti are not permitted, as both are difficult to cleanup from the museum floor and exhibits. Candles are prohibited on the museum floor and within museum hallways. Votive candles may be used for adult events.

Event Staff

The Hall provides an event coordinator, security, a maintainer, custodial monitor, coat check with coat check attendant and Explainers for all rental events. The event coordinator will assist you with logistics during load-in, and will approve the satisfactory cleanup of food and beverage stations and décor. The maintainer will be on hand to help with power and other facilities needs. Our docents, called Explainers, are present to facilitate the guests' interactions with the exhibits throughout the cocktail hour.

Exhibit Moves

The value of an event experience at the Hall lies in the integrity of our exhibits. Many of our exhibits are difficult to move and are permanently placed. For these reasons, we do not move exhibits for events.

Food Restrictions

Popcorn is prohibited.

Museum Availability

The Hall is available for event rental during nonpublic hours. Evening events may begin no earlier than 6pm on weekends and during summer hours. *Fall and Winter hours vary.* Corporate events and meetings may occur during museum hours. Please ask our events staff for specification on your event times.

Pre-event set-up time is often available the night before an event, allowing for event rentals to be delivered the day before. However, if an event is held the evening before your event, rentals must be delivered the morning of your event. Check availability with the Hall's event staff.

Outside Vendors

Before the event, all outside vendors are required to schedule a walkthrough with an events staff member to make arrangements regarding deliveries, power needs, floor plan, loading areas and pickup times. While we can accommodate most requests, we ask that you bring extension cords for power needs. We require cords and exposed cables to be safely taped and covered.

Power

Much of the available electricity in the museum is used to power the Hall's exhibits. For this reason, we ask that you do not unplug anything without asking a Hall event coordinator first. All participating vendors must share the power in each space. If a vendor feels that they may overwhelm the existing power, they must provide their own generator.