

New York Marble Cemetery, Inc.
Overview of rental policies.

Overview:

The New York Marble Cemetery (NYMC), is an historic New York City Landmark and 501 (c) 13 not-for-profit corporation, which provides its half-acre walled garden and entrance alley to Renters for appropriate events.

The **Rental Agreement** is two pages and the **Information Guide with Terms of Use for Renters** is fifteen pages. This overview contains the most important information. The complete Agreement package is available upon request.

Past events have included: Weddings (both large and small); family birthday parties & reunions; private cocktail parties & political fund raisers; fashion shows & art exhibitions; corporate picnics & product launches; farmers' markets & plant sales; Shakespeare performances; movie screenings, play readings & acoustic guitar concerts; and treasure hunts, as well as numerous TV, film & magazine photo shoots.

Events must be respectful (as determined by the Trustees) and appropriate for a sacred site. We never rent our garden for Halloween Parties or other dark-themed events.

NYMC does not provide any catering services. Renters are given the key to the gate while event details and guidelines are discussed prior to signing the Agreement.

All events are created totally "self-service" by the Renter and their vendors. Renters make their own event arrangements and set-up everything themselves without any help from our staff. All deliveries and pick-ups must be met by the Renters, never by Cemetery staff.

Liquor and food may be served (including on-site BBQ or warming stations). Outside catering and florist services, equipment rentals and tents are all permitted.

Rentals by the hour are not accepted. Only one rental client per day is permitted.

Fees:

Rental rates begin at **\$2,500** for one-day Private Parties (such as weddings, family picnics, or Not-For-Profit organizations).

Corporate events (such as fashion shows, product launches, or company picnics) cost **\$5,000** for one-day events.

All night time events cost **\$10,000**.

An additional **\$1,000 per day** will be charged for each "side" day used.

Side days include a pre-wedding rehearsal day or post-event brunch, tent / set construction days or extra delivery / pick-up days. Thus, any day (or part thereof) during which Renter's guests or equipment (including tents, chairs, pottys or other supplies) occupies any part of our garden or alley will cost an extra \$1,000. This policy encourages efficiency and simplicity, and allows us to rent the garden for a second event.

A conditionally refundable "key / clean-up" deposit check of **\$2,000** is required. The check will be returned un-cashed to the Renter, if all conditions are met.

A **Private Event Insurance** binder naming NYMC is required from the Renter two weeks prior to the event in the amount of **\$2,000,000 per occurrence**. Event insurance is available online for approximately \$280 per day.

Payment is made by personal or corporate check or via the Pay Pal link on our website (with additional 3% surcharge).

All **garbage must be removed** from the Cemetery **on the day of the event** (often taken away by the caterer). There is no dumpster on-site, nor anywhere nearby.

Rules:

The site is presented for rental in “as is” condition. As an active garden with ongoing landscaping and construction projects, certain equipment and potted plants will always be in view.

A maximum of 150 people are allowed at any one time, (including vendors and catering staff). Wrist bands can be handed out during “open” public events to help track the number of visitors.

For daytime rentals, the access hours are from 9am until one half hour before sunset, or approximately 8pm in mid-summer, thus leaving time for clean-up. All Renters, their guests and vendors must be gone, and the gates locked at sunset.

Any event which continues past sunset for any reason (including clean-up) will be considered a night time event and charged accordingly. Night-time Renters must lock the gate at 11pm.

Dates are considered reserved only after the contract is signed by both the Renter and the Cemetery, and the 50% rental deposit fee has been received. A second 50% fee is due two weeks prior to the event.

Dealing with the weather is part of the risk taken by Renters when planning an outdoor event. Renters must make adequate arrangements for tents or schedule an alternative “rain date”. In case of rain storms, heat waves or similar “Acts of God,” an event may be postponed and / or rescheduled, without additional cost, to be held on a mutually agreeable date.

Tents larger than 20’x20’ require a special Assembly Permit from New York City Department of Buildings, but several small tents can be placed back to back, if needed.

No electricity or bathrooms are available on site. Portable toilets are allowed, but we recommend no more than two of them, and they must be placed in the alley, not in the garden. There is garden watering hose available for basic water needs. Night-time lighting for the alley and garden must be provided by the Renter.

Neither loud digital music or live bands (so as not to disturb the neighbors) nor dancing, (due to the fragile vault roofs beneath the lawn) are permitted. Small, quiet instrumental groups are permitted. Microphones are limited to with a 60db volume limit. Battery operated (not gas) generators are preferred, due to excess vibration, noise and fumes.

Rental includes exclusive use of the garden and its facilities, including the free option to use our tables, chairs, benches, umbrellas and garbage cans. Renter must do the final “day of event” set up and washing of any furniture and replace it back in its proper location when the event is over.

Because the Cemetery is so fragile, our maintenance staff are constantly inspecting, upgrading and maintaining our walls, vaults, shafts and gardens. Any structural problems must be reported immediately.

Prior to every event our staff will mow the lawn, sweep the alley and clean up litter.

The Cemetery holds both Liability and Officers Insurance.

For further information please contact:

Events@marblecemetery.org

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