

Battery Park City Event Planning Guide 2024



Battery Park City is the premier model of modern city living. An urban oasis, our parks, programs, and waterfront perspective offer residents and visitors an unrivaled experience of New York.

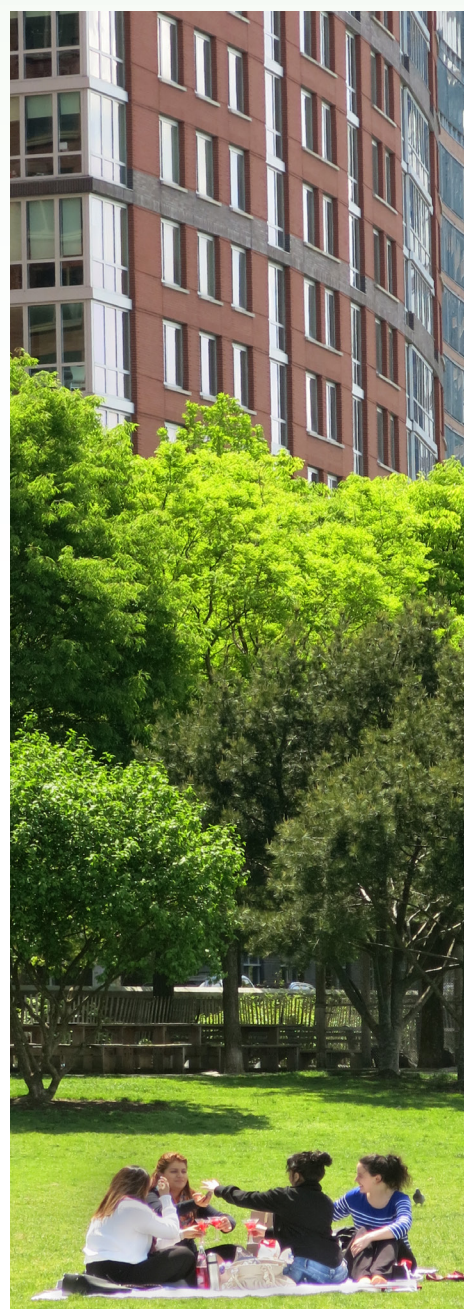
Contact Information:

Battery Park City Authority

Phone Number: (212) 417-2000

Email: permits@bpca.ny.gov

BPCA provides reasonable ADA accommodations for the General Public. Should a member of the public with a disability require a reasonable accommodation in order to access BPCA's parks, facilities, or programs, that individual may contact BPCA's ADA Coordinator: Alexis Torres Cid at (212) 417-3181 or alexis.torresCid@bpca.ny.gov.



**Battery Park
City Authority**

Table of Contents

Overview	2
Submissions / Fee Information	3
Event Locations	4
Cultural Highlights	9
Additional Guidelines	13
Additional Permits	14
Proposal Outlines	16



Sustainability in Battery Park City:

Battery Park City Authority has a longstanding history of environmental leadership, and your event can contribute to sustainability in Battery Park City by doing the following.

- **Minimize Waste:** Think about items that do not need to be throw out such as large pitchers or carafes for drinks, rather than individually bottled drinks, and reusable utensils and plates. Serve condiments in bulk instead of single-serving packets.
- **Recycle:** Make sure any disposables are recyclable (or even better compostable). Recycle appropriately. The City of New York has dual stream recycling:
 - You can recycle [metal](#), [glass](#) jars and bottles, rigid [plastics](#) (the recycling number on the package doesn't matter), and [cartons](#).
 - You can recycle mixed-paper and cardboard.
- **Compost:** BPCA has a robust composting program in which you can participate. Collect food waste from your event (raw fruits and vegetables) and drop it off at one of four composting locations in BPC. We do not accept compostable service ware, meat, bones, or large amounts of oils in the compost stream, but there are DSNY bins that accept these items. Find them [here](#).

For more information regarding Battery Park City's sustainability initiatives visit:
<https://bpca.ny.gov/nature-and-sustainability/sustainability/>



**Battery Park
City Authority**

Overview

West of the West Side Highway in Lower Manhattan lies Battery Park City, a mixed-used community boasting 36 acres of impeccably maintained parks and open spaces managed by the Battery Park City Authority. Established along the shore where dilapidated piers once stood, the neighborhood has achieved worldwide acclaim as a blueprint for successful urban development.

Highlights include:

- Unobstructed views of the Statue of Liberty
- 1.2-mile Esplanade
- Approximately 2.5 million visits per year
- Programming offering more than 1,000 free public events, including the annual Swedish Midsummer festival, summer concerts, art projects, performances, fishing, bird watching, and much more brought to you by BPCA
- A variety of cultural institutions such as the Museum of Jewish Heritage, the Irish Hunger Memorial, the Skyscraper Museum, and Poet's House -- a 70,000 volume poetry library offering one of the most comprehensive poetry collections in the nation
- More than a dozen public art pieces
- Two ball fields
- Venue space rental at 6 River Terrace and 200 Rector Place
- Community Center offerings include two full basketball courts, dance studio, full size cafeteria for event space and a junior Olympic size pool

The neighborhood offers an eclectic mix of parks for use by the public and has hosted a wide array of activities over the years.

For example, in the north end of Battery Park City, you will find the neighborhood's most expansive and accommodating lawn space within Rockefeller Park. Distinguished events held here include the French inspired dinner party Diner en Blanc, as well as comedian Kevin Hart's Rally Health Fest, which motivated more than 7,000 New Yorkers to lead a more active lifestyle. The park's proximity to one of our children's playgrounds also makes it convenient for picnic gatherings with family and friends.

There are many other park spaces that may be suitable for your event. Upon visiting Battery Park City, we trust you will find that each of our park spaces offers a unique perspective within the city, accompanied by its distinct character and charm, capable of being the perfect setting for your event. Please read on to learn more about our permitting process and for additional details about our city within a city. We hope to see you soon!

Submissions

For large-scale events, early proposal submissions along with the BPCA permit application is highly recommended, three to six months prior to the preferred event date(s). Proposals for other events may be considered with a lead time of at least one to two months. Fully completed proposals are usually reviewed within two to three weeks after submission. Estimated permit fees will not be provided until a complete proposal and layout plan is received, and an on-site visit is completed with the Director of Events Coordination and Management. Once all materials are submitted and questions are satisfied, the original proposal or layout plan may require revisions due to Permit restrictions, park rules, or logistical complications.

You may submit your proposal by mail or electronically via the following methods:

- Mail:** Battery Park City Authority
Attention: Events Coordination and Management
200 Liberty Street, 24th Floor, New York, NY 10281
- ePermit:** Visit the Battery Park City Authority website at, www.bpca.ny.gov and click on 'Apply' followed by 'Permits'. On the Permits page, select the 'ePermit' link and complete a digital application.
- Email:** Submit your proposal as an email attachment (.doc,.xlxs,.pdf) to:
permits@bpca.ny.gov

Please follow the outline on page 16 for your proposal and please include a completed permit application with your submission. Permit applications are available at:
<https://bpca.ny.gov/permits-application/>

Please refer to the BPCA Permit Fees list on our website:
<https://media.bpca.ny.gov/wp-content/uploads/2024/01/04170005/Park-Permit-Fees-2024.pdf>

Permit fees for special events are based on:

- Type of Event: corporate, commercial, promotional, informational, or public.
- Location & total required occupancy time including from load-in through load-out. (Production Schedule/Layout Plan(s) are required)
- Construction: Large structure(s) requiring building, dismantling; impeding public traffic
- Disruption: Potential obstruction of pedestrian traffic or disruption of public space
- Usage of equipment and temporary fixtures. Additional costs may apply for temporary storage.
- Electrical power requirements.
- Sound/Noise Pollution: 80 decibel sound limits are applicable.
- Signage/Branding/Décor: All signage, decorations and furniture arrangements on the premises must be approved in advance of the event by BPCA.
- Size: Number of expected guests, including crew, attendants, etc.
- Additional needs and required services from BPCA Parks Operations.

Please see the Additional Guidelines section on page 13 for more information.



Event Locations

Robert F. Wagner Jr. Park: (CURRENTLY CLOSED)

<https://bpca.ny.gov/sbpcrp/>

The Esplanade:

Runs the entire length of Battery Park City, along the Hudson River from Stuyvesant High School on the north end all the way south to Historic Battery Park. With its views of the Hudson River and New York Harbor, the Statue of Liberty, Ellis Island, and the New Jersey shoreline, the Esplanade is a pedestrian paradise. Parks and gardens line the entire route, along with numerous sculptures and public art installations.

South Cove:

Is an unusual, meditative recess along the waterfront. Considered one of the country's most significant public artworks, the work is the result of a unique collaboration between environmental artists Mary Miss, architect Stanton Eckstut and landscape architect Susan Child. It is perfect for wedding photos, private and quiet for reading. South Cove encompasses everything from carefully sited rocks, natural plantings, and atmospheric blue lights along the Esplanade to the water-racked pilings and the large, arching wooden jetty at the southern corner of the cove that extends into the Hudson like a pier. The jetty gently curves inward, back toward shore, as if in mediation of the city from which it springs. Overlooking the view is a raised metal tower recalling the prow of a boat or the crown of the Statue of Liberty visible beyond. At once dramatic and serene, South Cove is a place where land and water, nature, and metropolis, past **and present, gently coalesce.**

Rector Park:

Two beautiful open-area lawn spaces, east offers 122' X 45' and west offers 56' X 96' of green space at Rector Place, one rectangular and one oval-shaped; perfectly crafted for small-to-large group settings. They offer a pleasant place to rest or read, have a quiet intimate lunch, or simply watch your baby nap, as it resides next to the several residential buildings that make up Rector Place. Perfect setting to enjoy a nice afternoon on beautifully crafted lawns. No active recreation please.

West Thames Park:

West Thames Park contains a large children's playground with climbing structures, a basketball court for the under twelve crowd, a sand box, a small lawn, and water play for hot weather. The main lawn is large enough to play on. In the north there are two half-court basketball courts for teens and adults plus the Liberty Community Garden. It has been redesigned three times over the years – each time with an eye to serving the local community better. There is a Dog Run located on the south side of West Thames Street which gives canines and their humans a nice place to be off the leash and run. Designed by Signe Neilsen and opened in 2010. This park is for public enjoyment only, no permitted events are allowed.

Event Locations

The Upper Room:

The Upper Room is a handsome colonnaded court marking the entrance to the Esplanade at Albany Street. At once dignified and playful, reverent, and inviting, this self-contained sculptural environment suggests a contemporary reimagining of an ancient Egyptian temple offering stylized sanctuary from the surrounding city even as it formally echoes the rhythms of its urban environment. On its sides the work is girded by ruddy red pillars made of gravelly concrete aggregate recalling a fusion of decorative palm trees and Near Eastern architecture. Inside, it features a long table adorned with chess boards and twelve stools and an altar-like pergola sheltering an iconic palm tree. Like the tree form rising out of the table, this pillar is inlaid with colorful mosaic tiles. Designed to be both functional and symbolic, The Upper Room lends an appealing air of ceremony, harmony, and mystery to its site overlooking the waterfront. This location is widely used for wedding ceremonies, videos, and photography. Designed by Ned Smyth.

Esplanade Plaza:

Contains a 136' X 120' volleyball court southeast of the North Cove marina from May to November where there is often a game in progress. Permits for the court are available. Court may be removed for special events. Benches for watching people and the many boats that go by are available for all. The area is also used for family dances and other special events.

Kowsky Plaza: (CURRENTLY CLOSED)

See here: <https://bpca.ny.gov/community/community-notice-wtc-river-water-pump-station-sediment-removal-mechanical-replacement-upgrades/>

Waterfront at the North Cove Marina:

Home to the 2016 three-day long Louis Vuitton America's Cup World Series Race, joined by over 10,000 people who traveled from all over the world to the Battery Park City Waterfront. As the first major public waterfront plaza built on the Hudson River, the Plaza was commissioned by the Battery Park City Authority (BPCA) as part of its public art program, and was conceived as a multi-purpose space, providing the pleasure of variety via a range of open space for individuals, intimate groups, as well as large public gatherings. Starting from the north, there is the wide-open space of the court outside the Winter Garden, with plenty of room for outdoor concerts, lunchtime gatherings, jogging, and other activities. Along the eastern edge of North Cove is seating designed by Scott Burton. Here you can watch the sunset and read passages from Walt Whitman and Frank O'Hara celebrating the exhilarating spirit of New York City, which Siah Armajani designed into the railings along the water. At the southern edge of the plaza is a more intimate experience in direct contrast to the civic scale and atmosphere of the northern part. This relaxing space has benches and tables, which line an oval lawn - perfect for quiet sitting and relaxation - and is open for the public to enjoy.

North Cove Marina:

A beautiful treasure in Battery Park City, the North Cove Marina offers public access to the waterfront and incredible views of the Hudson. If you wish to dock your yacht or boat at the Marina, please visit <https://www.igymarinas.com/marinas/north-cove-marina-at-brookfield-place> for more information or contact the IGY offices at (917)-677-7680.

Event Locations

Rockefeller Park:

The Nelson A. Rockefeller Park contains most of BPC Parks' wide lawns, as well as a large playground, plantings and gardens, several public art pieces, sheltered pavilion, and state of the art public restrooms. Rockefeller Park North Lawn accounts for 245' X 450' section A offers 290' X 270' of green space and section B offers 200' X 157'. The south lawn of Rockefeller Park accounts for 225' X 149' of green space, section A offers 180' X 50' of lawn space and section B offers 270' X 99'. The Rockefeller Park House offers free toys and recreational equipment rental to the public.

Ball Fields:

The Battery Park City Ball Fields provide ample space for community sports such as softball, kickball, Ultimate Frisbee, lacrosse, football, and soccer. Although the majority of time is set aside for youth play, adults are also welcome, particularly in the summer months. The latest artificial turf, installed by the Battery Park City Authority in 2013, uses an elastomer, virgin rubber product as fill, which offers a more resilient play surface compared to the standard recycled rubber crumbs used on many other turf fields. This durability optimizes the fields used by the community, as there is considerably less "down time" required for maintenance. The synthetic grass of the turf is made of recyclable polyethylene material. The two baseball fields are adjacent to each other with movable netting available to separate them during games or to create additional practice spaces when needed. The fields provide ample space for community sports.

Pier A Plaza: (CURRENTLY CLOSED)

<https://bpca.ny.gov/sbpcrp/>

Community Center:

The Community Center at Stuyvesant High School is the result of a unique partnership created by the City of New York, Stuyvesant High School, and the Battery Park City Authority. The Community Center offers recreation, classes, and events for people of all ages and interests. The Community Center is open to the public evenings and weekends when school is not in session. Because the Center is shared by students, faculty and community members; certain safety regulations must be followed. Join us in making the Center a vital downtown resource. BPCA manages the Community Center at Stuyvesant High School. BPCA recreational, sports and arts programming in the parks, gardens and playing fields of Battery Park City has provided positive experiences for people of all ages and diverse interests.

BPCA is similarly committed to making the Community Center at Stuyvesant High School a vital place for good health, life-long learning, and pleasure. The Community Center offers expanded membership categories as well as additional fitness and recreational activities (led by sports, fitness, and dance specialists) and seminars on subjects related to happy and healthy living. You can participate either through membership or on a class-by-class basis. BPCA is very interested in your ideas for new and improved Community Center programs.

Please send them to: communitycenter@bpca.ny.gov.

Event Locations

Teardrop Park:

Designed by innovative landscape architect Michael Van Valkenberg. It features a 133' X 55' lawn, a magnificent "Ice wall," artwork by Ann Hamilton and Michael Mercil, a children's slide, sand boxes, water play, a reading area with rock seats, places to "rock hop," naturalistic plantings, a small amphitheater, and two fountains to enjoy and much more, for park lovers to discover. Secluded and intimate enough for family outings without the rush of the general public.



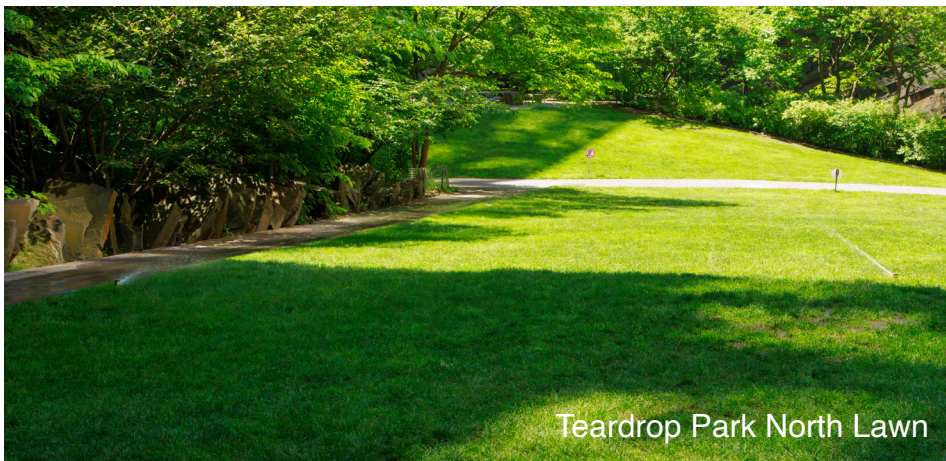
The Ballfields



Rockefeller Park North Lawn



Belvedere Park



Teardrop Park North Lawn



Penny Park

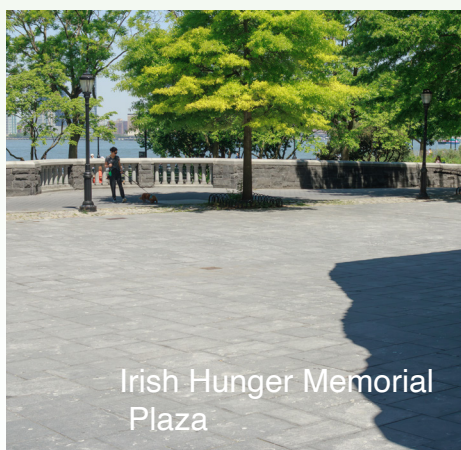
Event Locations Continued



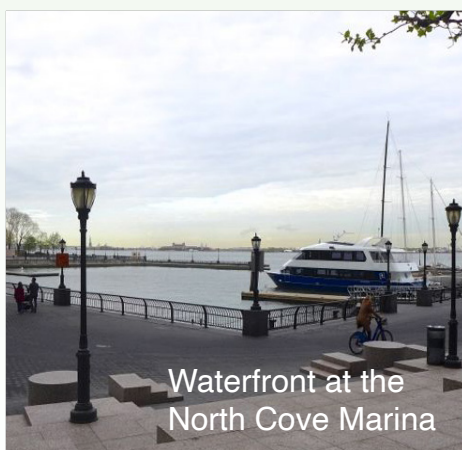
West Thames Park



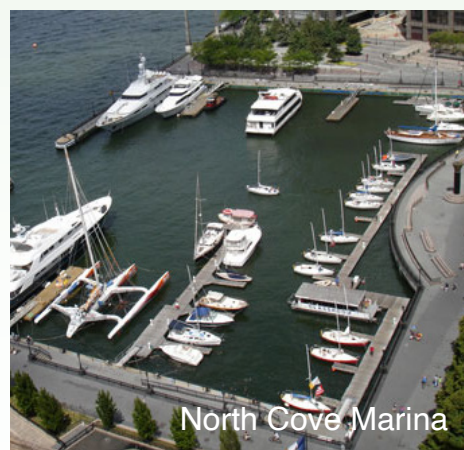
Esplanade Plaza



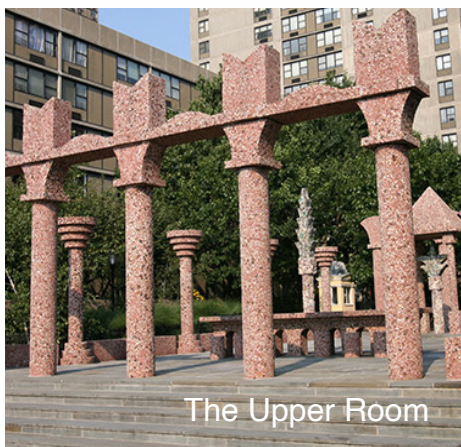
Irish Hunger Memorial Plaza



Waterfront at the North Cove Marina



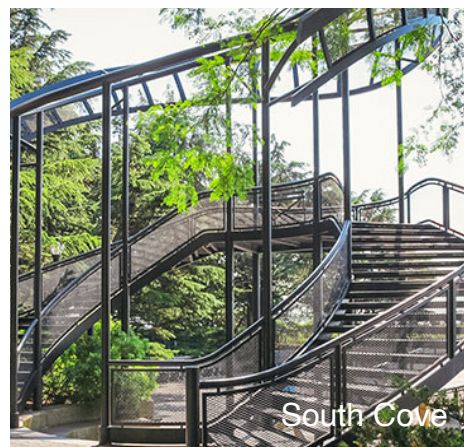
North Cove Marina



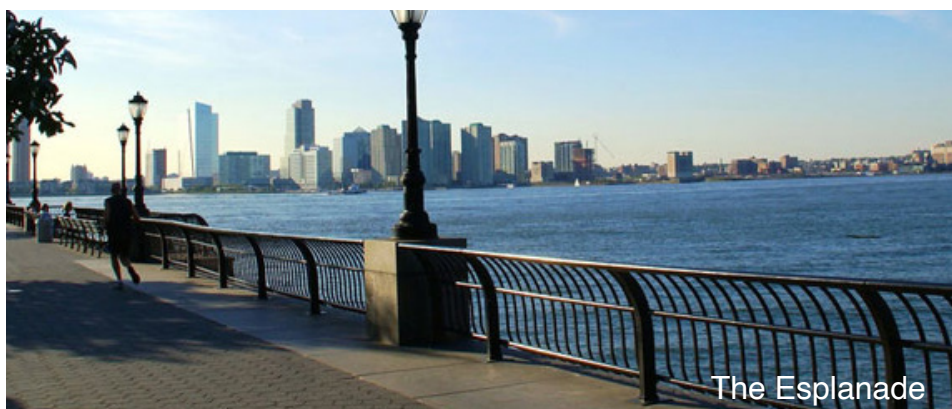
The Upper Room



Teardrop Park



South Cove



The Esplanade



Community Center

Cultural Highlights

Museum of Jewish Heritage:

A Living Memorial to the Holocaust. The 30,000-square-foot Museum of Jewish Heritage is located on the waterfront at 36 Battery Place in Battery Park City. With its six-sided shape and tiered roof symbolic of the six points of the Star of David and the six million Jews who perished in the Holocaust, the Museum has proved a powerful attraction as one of New York City's newest cultural destinations. The Museum goes beyond recounting the horrors of the Holocaust; Its mission is to educate people of all ages and backgrounds about the broad tapestry of Jewish life over the past century - before, during, and after the Holocaust.

Irish Hunger Memorial:

The Memorial is designed to raise public awareness of the events that led to the famine of 1845-52 and to encourage efforts to address current and future hunger worldwide. One and a half million Irish were lost through famine-related death and the Diaspora. The design expresses a desire to react and respond to changing world events without losing its focus on the project's commemorative intent. The plaza is 100' X 117'.

The Skyscraper Museum:

The museum contains two main galleries: one for the core exhibit Skyscraper/City on the evolution of New York's commercial skyline, another for changing shows. With a permanent home, the Museum has begun to collect and preserve important artifacts of high-rise history, to organize an active education program, and to celebrate New York's rich architectural heritage.

NYC Police Memorial:

Created in honor of those who were killed in the line of duty, the Memorial is located at Liberty Street and South End Avenue and was dedicated on October 20, 1997. Stuart Crawford, architect, won a juried competition by using water as the primary integrating element. The wall along the edge of the memorial holds the names of the officers and dates on which they were killed. The small fountain outside of the formal memorial represents a rookie's first day. The water flows down the flume past the granite wall, representing death, and then falls into the open pool. The remaining area around the pool is referred to as the "Sacred Precinct" where contemplation is encouraged.

Berlin Wall Segment:

This 12-foot-high, 8-foot-wide, 2.75-ton section of the Berlin Wall was given to the Hugh L. Carey Battery Park City Authority, by the German Consulate, in recognition of the 15th anniversary of the fall of the Berlin Wall, and the Authority's commitment to education through the display of public art.

Eleven Tears:

Tears, designed by Ken Smith, is a graceful and elegant tribute to the 11 American Express employees who died on September 11, 2001. The installation consists of an 11-sided, 600-pound piece of natural Brazilian quartz that resembles a gigantic tear. This "tear" is set in a steel ring suspended from a 35-foot-high ceiling by eleven cables, and hovers over an 11-sided black granite fountain with the names of the employees etched into the granite, along with five words or phrases that describe the person. Drops of water gently fall like tears over these inscriptions. Nearby is a panel that gives further biographical details on each person.

Cultural Highlights

The Real World:

Taking over its corner of the park with gleeful abandon, Tom Otterness' whimsical sculptural installation entitled The Real World is one of New York's most popular public artworks. Cast in bronze, the sculptures feature Otterness' signature cartoonish figures: animals and people, bankers and robbers, laborers and pilgrims, predators, and prey, all rubbing shoulders in his delightfully loopy narrative world. There is an entire bustling society in miniature including frogs wrestling over a moat, a titling tower and diminutive workers rolling giant pennies toward a multi-armed idol. Scattered nearby are a giant fist and feet and a bulbous-nosed creature seated on a bench pondering a bound animal that may be his next meal. Even as Otterness' characters erect their monuments and enact their while they remain oblivious to the giant viewer. Mixing levity and discord, biology and social commentary, Otterness' fanciful world is always vividly entertaining.

Pavilion:

Rising from the scenic lawns of Nelson A. Rockefeller Park, below the junction of River Terrace and Warren Street, The Pavilion occupies a unique position in the landscape, as if negotiating a common ground between the greensward and the city beyond. Because the structure has no walls, both the park and the hubbub of downtown are eminently visible through its posts. The Pavilion is crowned by a handsomely crafted square wooden roof, supported along its edges by twelve thin wooden pillars and at its center by four Doric style brick columns. Between the columns is an upraised platform girded by a bank of low stone steps, which provide ground-level seats for people-watching, hiding from the sun and looking out on the great lawn below. With its pared-down, classical elegance and appealing mix of styles, The Pavilion is a functional and symbolic waystation and a gracious response to the architectural cacophony of the surrounding city.

Pylons:

Martin Puryear's stately Pylons rise along the waterfront of the Belvedere, framing the sightlines of the Winter Garden. Both columns are made from stainless steel and are composed from six segments. In their contours they are a study in opposites. One is solid and all angles, thrusting downward; the other, an airy, volumetric weave of steel mesh gracefully spirals upward. Situated between the ferry dock and the North Cove Harbor, the Pylons are designed to be viewed from either land or water as a symbolic portal connecting the two. By day, they give the waterfront an identifiable landmark. By night, the two opposing columns are dramatically illuminated like beacons.

Ape & Cat (At the Dance)

Although they do not have human features, Jim Dine's Ape & Cat (At the Dance) exudes the sort of civility and tenderness to which many urbanites aspire. Made of cast bronze, the figures are at once amusing, allegorical, and unabashedly romantic. The work derives from a series of Dine's 1990s drawings and sculptures that follow the relationship of this unlikely but adoring couple. Their sheltered placement in Rector Park East lends a sense of intimacy, joyousness, and unexpected grace to the site.

Eyes:

Marks a departure for the artist in that the subject, unlike previous treatments, is explored as two large units representing eyes separated from any suggested surrounding physiognomy. Resting directly on the ground a calculated distance from each other, they occupy considerable volumes of space between and around them which the viewer is invited to fill in with his or her own imagination. Thus, a giant's head emerges in one's mind. The works are carved in granite with pupils suggested by large, polished nodules. These are not inset but are integral part of the whole granite "eyeball."

Cultural Highlights

Resonating Bodies:

Created by British artist Tony Cragg, Resonating Bodies consists of a pair of bronze sculptures resembling giant musical instruments. One resembles a lute, the other, a tuba. This playful work is based on the concept that all physical bodies, including ourselves, are constantly enveloped by various energy forms from heat, light, sound, and gravity to magnetic waves, x-waves, even radio and TV signals. The sculpture displays these forces with a wave-like relief on its surfaces. With its whimsical design and gargantuan scale, the work invites touching and interaction.

Ulysses:

Ugo Attardi's Ulysses, a figure of warmth and energy is defined by the artist as II Modern Baroque. The body, fierce with beauty and Hellenic elegance is united to, and contrasted with, the helmet-mask, which hides and reveals weakness and complexity in the face of the warrior-hero. The dark mask, a chameleon-like piece of armor, resounds with aggressiveness and outrageous pride. Through the bronze, Attardi has tried to give life to the figure's daringness and vitality as well as geometry of dance and the unrelenting thirst for knowledge.

Rector Gate:

R.M. Fishcer's Rector Gate is a festive archway marking the intersection of Rector Place and the Hudson River Esplanade. Built of steel, bronze, and granite, and rising 50 feet high, the gateway draws its inspiration both from past and future, from Constructivism and Science Fiction, in the artist's signature style. It is part Gotham, and part Metropolis; and one almost expects to see bolts of electricity rising up its shafts to the skeletal cupola and fanciful spires of its crown. In its energetic, theatrical design, Rector Gate Bridge brings the romantic grandiosity of New York's early skyscrapers and engineering feats down to human scale. The arch features seating at its base and is illuminated at night to add to its drama.

Sitting Stance:

Richard Artschwager's installation consists of five separate pieces situated at the junction of East Thames Street and the Esplanade. At the center is a streetlamp shrunk to squat proportions, surrounded by a wooden armature imitating its crown and girded by an upraised circular bench and table. A second circular seating area resembles an enlarged tree grating. The ensemble is completed by a throne-like seat made of granite, and a pair of reclining, slatted wooden deck chairs. Together, these works transform their cul-de-sac into an eccentric public recreation deck and mark a witty reflection of their urban environment.

For a quick view of the art in our parks, visit <http://bpca.ny.gov/places/public-art>



Ulysses



Rector Gate



Resonating Bodies

Cultural Highlights



Sitting Stance



Pylons



The Real World



Pavillion



Berlin wall segment



Ape and Cat



Irish Hunger Memorial



Museum of Jewish heritage



Eyes



NYC Police Memorial



Eleven Tears



The Skyscraper Museum

Additional Guidelines

Flyers/Literature: Handing out flyers or materials is not allowed in Battery Park City.

Signage: If approved, signage must be suspended between two weighted poles that do not penetrate soil or hard surface, or a free-standing vertical banner that will not obstruct property.

Weather: Rain dates are not typically given.

Restrooms: Battery Park City Bathrooms are open to the public during park hours. There are two sets of public restrooms. One is located in the NE corner of the Solaire Building, street-side on River Terrace. The men's restroom has four urinals and three stalls, and five sinks. The women's restroom has six stalls and six sinks. The second set of Restrooms are also present at the ball fields.

Insurance: All events require each applicant to provide a Certificate of Insurance (COI) for use of the parks. A typical policy covers a minimum of no less than \$1 million General Liability insurance per occurrence, naming BPCA, BPC Parks, the City and the State of New York as additional insureds on a primary and non-contributory basis with a waiver of subrogation on all policies in their favor and Workers Comp with the same at the statutory limit amount; Name BPCA as the "holder" of the certificate. Coverage(s) is based on a case-by-case basis and will be determined by BPCA. All vendors providing a service to your event may be required to provide required insurance.

Refundable Deposit: Events require a deposit where applicable in the event of any damage(s) to our property or other violations of the site agreement. Among other things, the amount of the deposit is based on the size and nature of the event and is determined by BPCA.

Trash Retrieval: All trash must be removed by the event organizer or a BIC-licensed carter. In the event additional trash removal services are required, at BPCA's sole discretion, BPCA may provide such services at standard overtime rates. The organizer will be required to reimburse BPCA for the cost of such additional trash removal services, if BPCA determines that such services are necessary. If your event requires additional sanitation, your staff may provide those services to our satisfaction, or you may hire our staff at an hourly rate.

Lawns and Pavements: If approved, signage must be suspended between two weighted poles that do not penetrate soil or hard surfaces, or a free-standing vertical banner that will not obstruct property.

Security: In addition to Battery Park City security, if events require additional security, the organizer of the event is required to hire a security firm to provide services to help ensure public and park safety.

Electricity Maintenance: BPCA may provide 120v 20amp outlets throughout the park and sound A/V services for small events if requested. No sound is allowed prior to 9:00 a.m.

Food: BPCA encourages all organizers wishing to conduct events in Battery Park City to consider locally sourcing food, drinks, supplies, etc.

Additional Permits

Additional Permits may be required for holding events in Battery Park City as follows but is not limited to the following, dependent on event criteria. BPCA will assist in determining if an additional permit(s) are required. Organizers are responsible for securing all required permits and any associated fees, and provide copies of each permit to BPCA before event.

Amplified Sound Permit:

NYPD 1st Precinct

Address: 16 Ericsson Place, New York NY 10013

Phone: (212) 334-0611

Website Address: <http://www.nyc.gov/html/nypd/html/permits/permits.shtml>

If you plan on having amplified sound (e.g., DJ, speakers, microphones) at your event, you will need an Amplified Sound Permit.

Street Activity Permit:

Mayor's Office of Citywide Event Coordination and Management

Address: 253 Broadway, New York, NY 10007

Phone: (212) 788-1400

Website Address: <http://www1.nyc.gov/site/cecm/about/sapo.page>

The function of the Street Activity Permit Office (SAPO) is to issue permits for street festivals, block parties, farmers markets, commercial or promotional events, and other events on the City's streets, sidewalks and pedestrian plazas while protecting the interests of the City, the community and the general public.

Parking Permits:

New York City Department of Transportation (DOT)

Address: 55 Water Street, New York NY 10041

Phone: (212) 639-9675

Website Address: www.nyc.gov/html/dot/html/home/home.shtml

The Department of Transportation issues parking permits and provides assistance to parking permit applicants and holders.

Building, Construction, Alteration or Temporary Structure Permit:

Mayor's Office of Citywide Event Coordination and Management

Address: 253/280 Broadway, NY, NY 10007

Phone: (212) 788-1400

Website Address: <https://www1.nyc.gov/site/cecm/permitting/departments-of-buildings.page>

You will need to obtain a DOB Alteration Type 2 or 3 permit if you intend to build or erect a temporary structure for your special event. This will include a stage, press platform or scaffolding that exceeds two feet in height and covers an area of 120 square feet or more. You will also need this permit if your stage, press platform or scaffolding will be in place for 30 days or more, if you will have a prop or a truss at this event that is higher than 10 feet in height, or if you intend to use a tent or canopy that is more than 400 gross square feet or if the tent or canopy will be in place for 30 days or more.

Additional Permits

Temporary Place of Assembly Permit:

Mayor's Office of Citywide Event Coordination and Management

Address: 253 Broadway, New York, NY 10007

Phone: (212) 788-1400

Website Address: <https://www1.nyc.gov/nycbusiness/description/temporary-place-of-assembly-certificate-of-operation>

You will need to apply for a Temporary Place of Assembly Permit (TPA) for temporary premises where 75 or more members of the public gather indoors or 200 or more gather outdoors, for religious, recreational, educational, political or social purposes, or to consume food or drink. A TPA is issued for events lasting less than 30 days.

Liquor and Alcohol Permit: New York State Liquor Authority

Address: 317 Lenox Ave. New York, NY 10027

Phone: (518) 453-8130

Website Address: <http://www.sla.ny.gov/online-permit-applications>

Liquor permits are required for any event involving the consumption and or selling of alcoholic beverages.

BPCA standard Park Rules and Regulations:

All events must take place within standard park operations hours, 7:00 a.m. to 10:00 p.m. unless otherwise approved by the Authority.

- No Alcohol
- Food Rules
 - MUST be prepared prior to event, no cooking on site.
 - No BBQ/Grilling on-site or Live Fires.
 - No Hot Plates or Sternos.
- No Decorations affixed to any property
- No Signage - unless by written approval from BPCA
- No Chairs or Tables - Unless by written approval from BPCA

For more detail on park rules and regulations, please visit bpca.ny.gov



Proposal Outline

In order to determine whether your proposed event is appropriate for Battery Park City Authority and to determine an appropriate site fee, please complete a proposal following the outline below and submit according to the instructions on page 3 of the Event Planning Guide.

Contact Information

- Name of Event Organizer/Primary Contact
- Event Organizer/Primary Contact Address, phone & e-mail address
- Production Company (PR firm, marketing company, etc.)
- Production Company Address, phone number & e-mail address
- Sponsor/Client

Event Information:

- Proposed date(s)
- Alternate plan in the event of rain (note, however, that rain dates are typically not given)
- Start and end times
- Event description
- What is the concept of the event?
- Is the event public or private?
- Who is the audience for your event? How many attendees do you hope to attract or invite?
- What is the purpose/goal of your event?
- What is the promotion plan? How will your event be marketed or publicized prior to the event date?
- Do you have a media partner (newspaper, radio/TV station)?
- Will there be a press conference before and/or on the day of the event? On or off-site?
- Do you have a celebrity connected to your event? Will he/she be in the park?
- Is there a charity component to your event?
- Will food or beverage be distributed at your event?
- Is there a computer component to your event?

Detailed Site Plan and Production Schedule:

- Site plan for the park
- Site plan for use of adjacent streets/sidewalks
- Size of production crew
- Number and description of vehicles to be unloaded, if necessary. Please specify the location where unloading will occur.
- Description of all structures/machines (forklifts, scaffolding, etc.) to be used in production (dimensions, weight, height, etc.)
- Load-in and load-out times
- Will you have a security company on-site? Please provide name and contact information.

Partner Organization Information

- Please provide list of the official names of all organizations involved in the set up and execution of the event, including sponsors, commercial partners, licensees, sub-licensees, and concessionaires along with each of their respective vendors, contractors, and sub-contractors.
- For each of these organizations, please provide a description of its roles and responsibilities.

Proposal Outline Continued

List of Equipment/Temporary Fixtures:

- What do you propose to bring into the park?
- Please list all items such as tables, cables, extension cords, signs, speakers, mics, lighting, staging, tents, generators, stanchions, barricades, ballasts, etc.
- Include decorative and promotional items such as balloons, flyers, giveaways, refreshments, etc.

Aesthetic Components:

- Indicate on the park map where all elements will be located (tents, displays, etc.)
- Provide examples of all signage to be displayed. How will signage/banners be hung, weighted, displayed?
- If necessary, draw or otherwise depict how the completed set-up will look
- Does your event include music? What kind? Live or pre-recorded?
- If you are considering having a performance, please send a demo CD/DVD and press kit about the performers.
- Will your event have an emcee? A celebrity spokesperson or attendee?
- Will any radio stations or social media promotions be involved?
- Provide examples or detailed descriptions of all products, giveaways, brochures, flyers, etc. intended for distribution at the event.
- Will you have street teams?

Questions?

If you have a question that is not answered in the Event Planning Guide, please call the Event Coordination and Management Department at (212) 417-2000 or visit our website at bpca.ny.gov





Battery Park City Authority

Battery Park City Authority
BPCA.NY.GOV
200 Liberty Street
New York, NY 10281-1097
Phone Number: (212) 417-2000
Email: permits@bpca.ny.gov

