APPLICATION PROCESS

If you are interested in hosting an event in any one of the district's public plazas, please complete the following steps:

1. Complete the application on page 10 and submit it to lauren@meatpacking-district.com
2. Allow 24 – 48 hours for MPIA to contact you with information regarding your proposal.
3. After speaking with MPIA, **you must apply for a street activity permit through** the Mayor's Office of Street Activity Permits (SAPO). Note: event details/site plan will be required by the city before a permit can be issued
4. A detailed production schedule will be required once the event is planned and the date is approaching.

MPIA can answer any questions you may have including availability of a space, pricing and permitting, and put you in touch with the appropriate people to speak with at SAPO. We can also provide contacts with the police and fire departments as well as permit expeditors to meet time requirements, if necessary.

PHOTOGRAPHY AND FILMING

Groups who wish to use the plazas for commercial photography or videography **NOT** in conjunction with a plaza event **must contact the MPIA**.

To rent one of the plazas for a film shoot, please submit a request to lauren@meatpacking-district.com and include the following information:

- Plaza(s) you wish to use
- Desired date(s)
- Film shoot start and end time
- Crew size
- Complexity of set-up
- Amount of equipment
- Amount of plaza space used

Hourly fees will be assessed on the information you provide. You will need to provide MPIA with a copy of general liability insurance (see next page for details).

ADDITIONAL REQUIRED PERMITS

Your event may require additional permits. While the event holder is responsible for obtaining these permits and paying all fees associated with each, MPIA can help assess requirements based on your event proposal.

Examples of such permits include but are not limited to:

NYPD Amplified Sound Permit
Street Activities Parking Permit
Department of Building Structures Permit
Department of Health Permit

ADDITIONAL INFORMATION

Alcohol: Consumption and/or possession of alcohol in all plazas **is not permitted at any time**.

Electricity: Electricity is unavailable in the plazas. If your event requires a generator, it must be placed at a location approved by the MPIA.

Furniture: Each plaza has tables, chairs and umbrellas that are set up on a daily basis for public usage. These amenities can remain or be removed at no additional cost.

Foliage and planters: There are planters and bollards stationed in each plaza. If relocation or removal of these is required, an additional fee will be assessed.

Damage or destruction: The foliage, planters and cobblestone within each plaza must be protected from damage at all times during setup, cleanup and throughout the event.

Load-in/out: Plazas and surrounding sidewalks are to remain open to the public at all times unless there is an immediate danger to the public and a brief closure is absolutely unavoidable. Cars and trucks are not allowed to remain inside the plazas after event set up.

Parking: If you wish to park on the adjacent streets, a permit from the Street Activities Permit Office will be needed. You may also utilize one of the nearby parking lots/garages.

Smoking: Smoking is prohibited in the public plazas at all times, including during event load-ins and load-outs.

Signage: All event signage in the plazas must be approved by the MPIA prior to the event.

Sound: There is an 80-decibel sound limit in the plazas but we request you be respectful to our neighbors at all times. To use amplified sound in the plaza, you will need to obtain a sound permit from the NYPD sixth Precinct.

Weather: Events are rain or shine. Rain dates are not typically given.

WiFi: Free wireless internet is available in the public spaces but If your event requires an uninterrupted connection, **you will need to bring in an alternate service.**

PLAZA RENTAL APPLICATION

Contact Information

Event Organizer/Production Company: _____

Contact Person: _____

Email: _____ Phone Number: _____

Event Sponsor/Client: _____

Event Information

Describe the concept of the event: _____

_____

Desired plaza(s) and date(s): _____

Event start and end times: _____

Expected attendance: _____

Describe the promotional plan: _____

Will you have a celebrity connected to the event: NO _____ YES _____

Will you distributed any food or beverages at the event: NO _____

YES (please provide details) _____

Will you use sound at the event: NO _____

YES (please provide details) _____

Additional Information

Please email the completed application to lauren@meatpacking-district.com in advance of your event along with the following information:

- Detailed site plan for the plaza(s)
- Detailed site plan for the adjacent streets/sidewalks
- Size of production crews
- Number and type of vehicles involved in event set-up and break-down
- Load-in and load-out times
- Examples of signage you intend to use