

Tenant's Guide to Special Events Planning at Grand Central Terminal

Introduction:

This guide has been created to give you – the event planner – all the important information you need to ensure your event is a success and to assist you with filling out the **Grand Central Terminal Tenant Special Event Request Form**. This form is required in order to hold an event in your space.

In this guide you will find information on the following:

- Tips on completing the **Grand Central Terminal Tenant Special Event Request Form**.
- Event safety guidelines.
- Event services and fees.

Definitions

Metro-North Railroad (MNR): The commuter railroad which oversees operations within Grand Central Terminal, and ultimately gives final approval on event details.

Jones Lang LaSalle (JLL): Direct point of contact for tenants. JLL works with/on behalf of MNR to obtain all event information and approvals.

Fire Brigade (Fire Guard): MNR's fire and emergency department, which ensures that proper Railroad and NYFD fire, life, and safety rules and regulations are followed for all events.

MTA Police (MTAPD): The police agency for the MTA, which oversees all aspects of security at Grand Central Terminal.

Completing the Grand Central Terminal Tenant Special Events Request Form

Deadline: The GCT Tenant Event Request Form is due a minimum of **two (2) weeks prior** to your event, as a minimum. When you begin planning the event keep this submittal deadline in mind. If you have information to share before the deadline, please share it with the JLL Event Production Manager. Don't hesitate to ask questions at any stage of the planning process.

- Apply for your SLA alcohol permit early, at least 4 weeks in advance.
- Inform JLL of any celebrities or VIP's in attendance as soon as they're confirmed.

1. **Headcount / Occupancy:** It's important to provide us with a complete number of

individuals who will be at your event and a detailed floor plan of the event layout so MNR can determine a safe number who can be in your event space at any given time. This might include: staff, guests, media, and security. Based on your headcount and the occupancy of the designated event space your event may require two EMTs/Fire Guards to safeguard your guests.

2. **Celebrities / Public Figures:** We ask about celebrities / public figures for their protection. GCT is a building with a high amount of foot traffic and where the safety of all visitors is paramount. Please provide as much information as possible on the form so the MTAPD can be fully notified and prepared for their arrival.
3. **Deliveries:** All deliveries need to be inspected by the MTAPD Canine unit. Please give full details of all your deliveries – including deliveries of empty crates for load out – so that we can inform the Police Department and schedule a brief police inspection. Deliveries cannot be made between 7 AM – 10 AM and 4 PM – 7 PM on weekdays. These are our rush hour blackout times. Delivery inspections can last up to 15 minutes from the time we make the call to the Canine unit. Please call JLL engineering on 917-696-7281 to arrange the inspection
4. **Catering:**
 - Tenant must provide a detailed layout/floor plan showing all catering elements.
 - Sternos, gas burners, convection ovens, induction burners or cooktops, and appliances with exposed heating elements are strictly prohibited.
 - Cooking is prohibited.
 - Caterers may warm pre-cooked food using food warmers/chafing dishes and slow cookers.
 - Warming devices shall have temperature settings that do not exceed 210 degrees and must be electrically powered.
 - All catering equipment/elements must be rated for commercial use, and carry UL approved / tested or equivalent electrical safety certification and appear on the floor plan. No appliances designated or labeled for household use shall be permitted.
 - All appliances must carry the proper certification for their intended use. All appliances must be used in accordance with their manufacturer's recommendations.
 - All electrical equipment/components must be grounded; there are NO exceptions
 - Spec sheets for each electrical component are required. All appliances shall conform to latest version of the NYS Mechanical Code.
 - The proposed menu must be submitted
 - All table displays/centerpieces must be stabilized
 - Use of sneeze guards for public events selling/sampling food is required
 - Permittee is solely responsible for following all rules and regulations set forth by the Department of Health, including but not limited to getting the appropriate permits and licenses.

5. **Electrical equipment:** Please provide a list of all the equipment used at your event. We require this information to ensure the equipment is safe to use in a landmarked building and to make sure it is within the load capacity of the power outlets. All items must be plugged into dedicated circuits. All equipment shall be subject to inspection.
6. **Alcohol Serving and Selling:** You will need to apply for a Temporary Beer, Wine and Spirit permit from the SLA (non-restaurant tenants only). Bear in mind it can take up to 6 weeks to obtain your permit. Please send the Landlord Authorization form to the JLL Event Production Manager. If you are serving alcohol at your event, you will need to hire two Fire Guards for the duration of your event. Please see event fees section.

Event Safety Guidelines

General Rules

- All event activity must happen within the dedicated event space (which is likely to be your store or restaurant location.)
- Construction activities shall adhere to all applicable safety procedures established by OSHA and required by MNR
- All safety rules apply at all time especially during load out.
- Workers on ladders taller than six feet:
 - Must follow OSHA's guidelines for Ladder use, including but not limited to:
 - Must be counter-balanced by a second worker during use.
 - Must not straddle the ladder.
 - Must not stand or sit on the top step.
- Egress/ingress must be kept clear at all times
 - Equipment, tools, and event elements must not be placed in front of entrances and exits.
- Objects longer than six feet must be carried by two people (one at either end).
- Public and work spaces must be kept clear of tripping hazards.
- No public guests or VIPs can enter the event until final safety clearance has been issued after an inspection by MNR and JLL
- Based on event details you might be required to submit a Safe Work Plan

Please note: failure to comply will result in a work stoppage until corrections are made.

Appropriate Attire:

During load-in, set-up, breakdown, load-out – and when any construction, assembly and scenic work is underway in the tenant or event space - all individuals, whether they are part of the production crew or not, **MUST** wear Personal Protective Equipment (PPE): proper work boots at all times, hard hat and safety glasses when necessary as stated below, until the tenant passes the MNR inspection and the event is approved to open. Anyone not dressed properly will not be permitted to enter or work in the space.

Proper PPE includes:

- Work boots with at least a 1” defined heel (steel toe is not required, see examples below).
 - **NO** sneakers, sandals or open-toed shoes of any kind are permitted until the construction has passed inspection and accepted by MNR and JLL.



- Safety goggles and protective eyewear must be worn by when using power tools, staplers, hammering, working beneath overhead construction, or at any time when eye injury is a possible risk.
- Hardhats must be worn by workers where there is a possible risk of head injury from impact, falling objects, or from electrical shock.

Electrical Requirements

- All plugs must be grounded.
- Zip cords and homemade plugs are not permitted.
- The use of extension cords is discouraged, if used, the following applies: Cords must be a minimum of 12-gauge wire, grounded and UL Listed.
- All extension cords shall be a continuous run regardless of the distance.
- Any extension cord run of over 150 feet, for 15 amps, must use 10 AWG (American Wire Gauge).
- Power strips can be used on low amperage devices **ONLY**. *(Total allowed equipment connected to a power strip shall not exceed 10 Amps).*
- Use of any extension cords, multi-plug adapters, and power strips as an extension of an extension cord (daisy-chaining) is **STRICTLY PROHIBITED**.

Cable Arrangement

- Cables must be covered by Gaffer’s tape only.
- All electrical cords must be clear of any and all items including sand bags and/or personal belongings.
- Electrical cords may not be placed under flooring of any kind (wood/carpet/vinyl, decal, etc.) at any time.

- Cables must not be run in areas of guest or public egress, or in areas where the guests or the public are likely to walk.
- Cable ramps, also known as yellow jackets, are not allowed in public or fire egress areas. Use of cable ramps requires prior review and approval by MNR. Rubber mats with gaffe tape and high visibility markings can be used to prevent tripping hazards and will be inspected on site.
- Cables must be “flown” over the doorways and secured to the grate with zip ties. Minimum overhead clearance is 8’.
- All cables that are enclosed in a structure (such as but not limited to: scenic walls, flooring, ceilings, truss, light boxes, etc.) must be protected against damage (pinching, tearing, piercing, exposure to flammable materials).
- All cable connections (terminators, plugs) must be properly secured so that there is no tension or stress on the cable connections.
- All bulbs must be LED. No halogens.

Truss Lighting or Displays:

- Continuous System Bonding jumpers, in accordance with NEC 250.28 (A, C, D), and 250.8 codes, must be used for all metal truss construction.
- The jumper connection can be made at any point on the truss and to the connecting system from the equipment source to the first area there is a disconnection point.

Structural Stability

- Height concerns: Any element, including pipe and drape, scenic backdrops and step-and-repeats, in excess of 8’ in height, must be inspected on site by a JLL Engineer or the JLL Event Production Manager. In some cases, MNR may require a formal review of event elements by an approved NYS structural engineer. This is decided on a case-by-case basis and is undertaken to ensure all elements are proven to be stable against overturning from unexpected forces.
- Any draping posts higher than 12’ in height will require a double post for support.
- Bases: round bases for elements taller than 4’ are NOT permitted.
- Weight restrictions: Point loads vary at different locations within the Terminal. The weight of certain event structures (such as but not limited to truss or stages) might require specific measures to ensure there is no damage to your floor and ensure against overturning. This will be determined on a case by case basis and may require a formal review of event elements by an approved NYS structural engineer.
- If using a truss tower to support equipment, the bases must sit upon a minimum of ¾ inch plywood to spread the weight load.

Event Inspection

- The need for an event inspection will be decided by MNR on a case-by-case basis. If it is required, an inspection with MNR and JLL staff as well as members of your events team will be scheduled about 30-60 minutes before event opens to your guests. Changes or

adjustments may be needed at the time of inspection in order to maintain a safe environment. MNR will not be responsible for delays or costs associated with the latter.

Safety Briefing

- A fire and safety briefing will be conducted by a designated MNR fire/safety official prior to opening the event to your guests. All working staff including production personnel, brand ambassadors, catering staff etc. **MUST** be present. The briefing will last 5-10 minutes.

Floor Plan

- Floor plans must be as detailed as possible, current, and include the location of the event elements showing: egress distances, dimensions of elements in both plan and section views. Please include a key/legend.
- Indicate all materials, objects, props, structures, and equipment on the plan.
- Include an electrical plan (map) with all amperages, cable runs and exact plug-in locations. (See “Electrical Requirements” above)

Safe Work Plan (when necessary):

- Must provide specific information on the practices to be followed for build out and break down for each element.
- Must be based on OSHA standards and the safety standards described in the production manual.
- Must be referred to on site by the Foreman, Production Manager, or persons responsible for implementing safety controls throughout load in, build, strike, and load out.
- Must be referred to on site by JLL and MNR staff when necessary
- Requires approval from MNR or JLL
- Example of a blank SWP, if required, will be provided by the JLL Event Production Manager.

Alcohol:

- Must submit a liquor license for tenant space
- Must have liquor liability
- Must abide by all New York State Liquor Authority laws and guidelines
- Guests must be IDed and 21+ years of age in order to receive an alcoholic beverage
- Guests may not exit your space with any alcoholic beverages
- MNR will require 2 Fire Guards during the duration of the event, at the tenant’s expense
- Third-party security may be required

Prohibited Items for Events

- Open heating elements (Open flames, gas burners, sternos, coils and candles)
- Painting staining and/or varnishing
- Toxic substances

- “Hot-work” sawing, painting or construction – assembly only
- Motorized or self-propelled equipment or pneumatic tools
- Powder or other fuel actuated fastening tools (e.g. but not limited to: Ramset, Hilti, Paslode)
- Any objects blocking air vents (In Vanderbilt Hall)
- Balloons
- Smoke, haze, fog, particle and dry ice
- Aerosols of any kind
- Generators
- Air compressors
- Propane tanks
- Helium tanks
- Round bases of any kind for elements taller than 4’
- More than one gallon of water used in décor items or props
- Fountains
- Loose sand
- Animals
- Giveaway items such as balls, matches, stickers and Frisbees.
- Tripods and step stools (monopods are approved.)

Event Services and Fees

- **MNR Elevator Operators**
 - MNR Elevator Operators may be required at rush hour times if you expect multiple deliveries during load in; this is to ensure all deliveries reach the event space on time with minimum disruption to visitors and Grand Central staff.
 - MNR Elevator Operators work in teams and in 3-hour increments. For a 3 hour load in it costs \$1601 (ST).
- **MNR Fire Guards**
 - MNR Fire Guards/EMTs might be required for a private event, if your tenant space is fully shut down for the event, if alcohol is served and if there is catering equipment. Final determination on Fire Guard coverage will be made once all final event details have been submitted to MNR.
 - Fire Guards typically work in pairs and can cost \$396 per guard for a 4-hour increment.
- **MTAPD Canine**
 - MTAPD Canine units must inspect all deliveries coming into the building. There are no exceptions. This service is usually free if you plan to have no more than 3 small deliveries, however, if you schedule more than this, a dedicated Canine unit will probably be needed to be assigned to your event. The quicker you submit

delivery information, the quicker the Canine unit can determine whether you need a dedicated unit or not.

- Dedicated Canine units cost \$1,000 at a time for each 8 hour increment.
- **JLL Event Safety Supervisor**
 - An Safety Event Supervisor might be required for set-up and breakdowns if the event involves construction or assembly work. The decision is made on a case-by-case basis after the final floor plan and equipment list has been submitted.
 - The cost for this service is \$60 per hour
 - A JLL Weekend Event Supervisor will be required for events loading in on Saturday outside these hours: 11 AM – 7 PM, and Sunday outside these hours: 10 AM – 6 PM.
 - The cost for this service is \$100 per hour.
- **JLL Housekeeping**
 - Housekeeping includes mopping, vacuuming, dusting, trash removal, etc. Dedicated cleaners, working in 4-hour increments, will be required for events which generate a lot of waste, e.g. plastic cups, wine bottles, cardboard, and other catering waste.
 - Additional hours will apply if garbage is not properly bagged in clear bags and cardboard broken down according to housekeeping regulation.
 - Cleaners costs \$60-\$80 per hour.