

55 Wall Street Cipriani Rider

PLEASE READ ALL OF THE FOLLOWING IN GREAT DETAIL PRIOR TO BOOKING

Cipriani 55 Wall Street is a landmark building, RESTRICTIONS APPLY:

Nothing can be placed on the walls, columns, Revolving door etc. without prior Consent from Cipriani and Star Group Productions.

DELIVERIES

All Deliveries Must be made to 21 Exchange Place.

Any deliveries prior to event date must be approved by Cipriani and Star Group Productions in advance.

LOAD IN/ OUT

Load in/ Load out times must be scheduled One (1) week in advance with Venue Management.

All Load In/Out must be through 57 Wall Street or 21 Exchange Place.

LOADIN/OUT DOOR DIMENSIONS

57 Wall St Door

5' 8" wide with doors off, 5'2" wide with doors on, 12' tall

57 Wall St Door Inside

7' wide, 7' tall

NOTE: RAMP REQUIRED FOR LOAD IN.

All Visitors must check in With Security Desk at 21 Exchange Place.

All Visitors must get Visitors Pass and Wear pass while working onsite.

Vendors are responsible for their own equipment needed to complete their jobs i.e. ladders, tools, tape etc.

STORAGE

Venue has no storage space. Storage must be approved in advance.

TRASH

Vendors are responsible for Removal of any Trash and Debris left over from Event.

Client will be billed for removal of any left over trash, set pieces, artwork, décor elements or Garbage incurred by Cipriani or Star Group Productions unless prior arrangements with Cipriani and Star Group Productions are agreed upon.

SOFT GOODS / DRAPE

All drape and Soft goods must have fire retardant certificates.

PYRO

Not permitted unless performed by qualified and insured personnel.

EGRESS

All Egress and emergency exits must remain clear at all times pursuant to NYFD regulations.

CABLES

All Cables must be taped down and matted. Vendor's are responsible for their own tape and matt's. Star Group Productions and Cipriani have final say on where cables can and can not be run.

POWER

All Power requirements must be advanced Two weeks prior to Event date.

Star Group Productions handles All Power requirements in Cipriani Ball Room And all power associated with Production requirements.

Vendors are not permitted to Plug into any outlets with out approval from Cipriani and or Star Group Productions. All Outlets are On Dimmer Control by Star Group Productions.

Courtesy outlets are provided upon request.

STREET PERMITS

Client is responsible for street permits if necessary. Star Group Productions and Cipriani can assist if requested in advance.

Sidewalk permit required for red carpet, step and repeat and any outdoor display.

SOUND / AUDIO

All audio is to be handled By Star Group Productions

Vendors are not permitted to bring Audio equipment with out prior consent from Cipriani or Star Group Productions.

Venue has a 116 db SPL limit.

Venue has final say on Audio Levels.

Wireless transmitters and receiver frequencies must be advanced with SGP 2 weeks prior to event date.

All Labor handled through Star Group Productions.

Client can bring A1 to supervise, SGP A1 required.

VIDEO

Client agrees to deliver any media content, videos or power point presentation in ready-to –play condition. {Any changes by our staff requires an additional charge & prior notice}

Clients will be asked to sign media receivership form after event.

Star Group Productions will not Release any recorded Video Media content after an event if full payment has not been received.

Origination Fees may apply.

All Video Labor handled Through Star Group Productions

Client can bring in Director, Power point operator.

STAGING

To be provided by Star Group Productions.

Clients are permitted to bring in Set's and or traveling sets or Stage's

Star Group Productions will determine what can or can't be brought in.

All Stage Hand Labor Handled Through Star Group Productions.

Dress Code Show Blacks, No Exceptions

LIGHTING

All Lighting is handled by Star Group Productions.

Vendors Are Not permitted to Bring in Lighting Equipment without Prior Consent of Cipriani or Star Group Productions.

RIGGING

All Rigging Handled By Star Group Productions. No Exceptions

All rigging must be approved by Venue management in advance.

All weights and Loads must be submitted two (2) weeks in advance.

Due to weight restrictions, all weights must be approved in writing by Venue Structural engineer. NO EXEPTIONS.

PERFORMANCES

All Performances are subject to Approval and require Liability Release and Insurance certificate.

Aerial performances must be advanced and Liability Release and Insurance certificate must be approved 2 weeks prior to event date.

LOCAL HOTELS

Club Quarters Downtown

52 Williams St.

800-346-8357

The Wall St. Inn

9 South Williams St.

800-754-6835

New York Marriott

85 West St.

800-444-6835

Wall St. District Hotel

22 Platt St.

800-346-8357

Millennium Hilton

55 Church St.

800-346-8357