

42nd Street Cipriani Rider

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

Cipriani 42nd Street at 110 East 42nd 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 107 East 41st St between Park and Lexington.

(41st Street runs West to East unlike most odd numbered streets in NYC.)

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

Google Maps "Street View" can assist you in viewing the front of the venue from the street.

All load in/out must be through 107 East 41 Street scheduled one week in advance with Venue management.

Load In/Out Door Dimensions

41st St Door Back Door – 8' tall, 3' 9" wide

Special Deliveries coordinated with Cipriani Facilities Manager may enter 42nd Street. Contact Sara Conklin 646-723-0822

42nd St Front Door - 8' wide, 11' tall

Note: Ramp required for 42nd Street front load in with prior consent from Venue management.

All Visitors must get Visitors Pass and Wear pass or uniform 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. All empties need to go out of the building before guests enter room.

DISPOSABLE ITEMS

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. Anything placed on the marble floors must have a pad or fabric protecting the marble.

PYRO

Not permitted.

CONFETTI

Not permitted.

EGRESS and FIRE EXITS

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. Cipriani 42nd Street is a landmark building and additional power must be run out to the desired location. Star Group Productions handles All Power requirements in Cipriani Ball Room and all power associated with Production.

Vendors are not permitted to Plug into any outlets with out approval from Cipriani and or Star Group Productions. All Production Outlets are On Dimmer Control by Star Group Productions and certain equipment can be damaged if plugged into a Dimmer controlled outlet.

There is **NO** available power outside of the building.

STREET PERMITS

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

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

PARKING

41ST Street – No standing EXCEPT commercial vehicles, metered parking (3) hour limit from 7am – 7pm, Monday thru Friday. (North Side) – No standing EXCEPT vehicles with CONSUL – C, DIPLOMAT – A & D License Plates. D/S Decals ONLY. C-196, M-399.

Parking Rules are Subject to change and are controlled by the city of New York. Star Group Productions is NOT responsible for tickets recieved by drivers.

There are parking garages on 41st street between Lex and 1st Avenue.

42nd Street – No standing from 7am – 10am and 4pm – 7pm, EXCEPT Sunday. No standing EXCEPT commercial vehicles, metered parking (3) hour limit from 10am – 4pm, EXCEPT Sunday.

SECURITY

All security is handled by Cipriani banquet staff. Additional Security is permitted but not required.

BANQUET OFFICE

All Tables, Chairs, Food Service, Room access and times of availability, VIP rooms and Dressing room rider requirements.

PERFORMANCES

All Performances are subject to Approval and require Liability Release and Insurance certificate. This is for Safety Reasons only.

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

RIGGING

Ceiling is 65' high and rigging points are in main ballroom only. There are no rigging points in the arches, chapel, terrace or outside. All Rigging is 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. Any item that needs to be rigged from the ceiling must be built to be rigged and Star Group will not hang items that do not meet safety requirements. Due to weight restrictions, all weights must be approved in writing by the Star Group Head Rigger. NO EXEPTIONS. What goes up must come down after your event.

STAGING

To be provided by Star Group Productions. Clients are permitted to bring in Set's and or traveling sets or custom Stages Star Group Productions will determine what can or can not be brought in. All Stage Hand Labor Handled Through Star Group Productions unless written permission is granted prior to event. Dress Code Show Blacks or Company Uniforms, No Exceptions.

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 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 except set work, décor and artist(s).

Client may bring A1 to supervise, Star Group Productions A1 is required.

CD playback is available with all packages but CD's are played from beginning to end and can not be edited.

Electronic Drum kits are encouraged as well as in ear monitors.

VIDEO

Star Group Productions does not use video projectors on rolling carts or pop up screens. All video projectors are flown from the ceiling or installed on scaffolding per production design.

All media content, videos or power point presentation must be in ready-to-play condition. {Any changes by our staff requires an additional charge & prior notice}

IMAG (Image Magnification) (live screen feed) must be done by Star Group Productions Camera crew. Recording will only be made if specifically requested.

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 and media server with operator.

Client may bring in camera to record event but can not send the signal to the video screen.

LIGHTING

The venue is equipped by Star Group with architectural lighting on the columns and arches. These lights can not be redirected to light other objects. All additional lighting will be itemized on your proposal.

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.

There is no power outside so any power requirements for tents or heaters must be prearranged with Star Group or a Generator Company (see street permits).

Battery powered table lights are permitted.

LOCAL HOTELS

The Dylan Hotel

52 East 41st St

212-338-0500

The Grand Hyatt

Park Avenue & Grand Central

212-883-1234

The W

120 E 39th Street

212-686-1600

Marriott New York East Side Hotel

525 Lexington Ave NY NY 10017

212-755-4000

HARDWARE STORES

Midtown Hardware

155 E 45th Street

NY NY 10017

212-682-7858

New Hippodrome Hardware Corp

23 W 45th Street

NY NY 10036

212-840-2791

STAPLES

205 East 42nd Street NYC 212-697-1591

Fedex Kinko's

450 Lexinton Ave and 45th Street

212-867-1143

750 3rd Avenue

New York, NY 10017

(212) 682-5450

US Post Office

450 Lexington Ave

New York, NY 10017-3911

Phone: (212) 330-5768

7:30AM to 9PM Mon – Friday

7:30AM to 1PM on Saturday

PARKING GARAGE

Dynamic Parking LLC

222 East 41st

iProbe Multilingual Solutions, Inc.

5 West 36th Street Suite 402

New York, NY 10018

Julie Setbon

Tel. 212-489-6035

Fax 212-202-4790

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