

Tenant Event FAQs

Why do I need to go through this process?

NYCEDC must provide authorization for all events occurring on City- and NYCEDC-owned properties. Applicants should follow the guidelines below to ensure all governing agency submissions (e.g., DOB, SBS, etc.) are processed efficiently.

What types of events does this apply to?

Any event that requires the filing of a Temporary Place of Assembly (TPA) letter.

What do I need to submit?

The below chart provides detail on what documents are required for each type of event, but in general, you will need to submit:

1. An event briefing sheet (see attached)
2. A TPA letter (see attached)
3. Signed and sealed drawings, submitted as a PDF to operations@edc.nyc

Note: Submissions should not be stapled.

	Event Not Requiring Construction	Event Requiring Alt-2 or Alt-3 Permit (DOB)
Request letter		✓
Signed and Sealed Documents		✓
Signed and Sealed Drawings	✓	✓
Event Briefing Sheet	✓	✓
TPA Letter	✓	✓

What if I plan to serve alcohol?

If the event space does not have a liquor license, the caterer must submit a New York State Liquor Authority Landlord Authorization form and Certificate of Insurance.

What if I plan to erect a temporary structure for the event?

If your event requires construction, you must submit drawings displaying all structures and equipment being installed. Refer to the guidelines outlined in the Tenant Improvement FAQ (attached) for details about whether you also need to file permits.

Where do I send the submission?

Mail: NYCEDC Attention: Operations/Tenant Improvement
110 William Street, 6th Floor: New York, NY 10038

Email: operations@edc.nyc

What happens next?

NYCEDC will begin the review process once it receives a complete submission and may request revisions and additional documents as a result of its review. It is the applicant's responsibility to submit a revised package. Applicants must leave at least two weeks prior to the event date for NYCEDC to review a complete submission.

Still have questions?

If you have questions or concerns about your submission that are not addressed here, please reach out to the Operations Helpdesk at **212.312.3800** or operations@edc.nyc for assistance.

EVENT BRIEFING SHEET

EVENT NAME:

DESCRIPTION:

LOCATION(S):

PROPOSED DATE:

PROPOSED TIME:

EXPECTED ATTENDANCE:

TICKETED OR NOT TICKETED:

OPEN TO THE PUBLIC OR PRIVATE EVENT:

CELEBRITY COMPONENTS:

PERFORMANCES:

VIP COMPONENT:

FOOD/BEVERAGE/ALCOHOL:

SUBMITTED BY:

HOW WAS THIS REQUEST RECEIVED:

SPONSOR/PRODUCER:

IS THIS A NEW EVENT:

ADDITIONAL INFORMATION:

CONCERNS/ISSUES:

PROPOSED NEXT STEPS/ACTION ITEMS:

IS THE EVENT ADVERTISED:

IS THERE PRIVATE SECURITY AND HOW MANY:

Date

Name of Person Addressed at SBS/DOB
Company
Address
New York, NY 100XX

Re: Temporary Public Assembly
Event Name
Site Name
Site Address
Block #, Lot #

Dear **Name of Addressee**:

This letter is written to inform **DOB/SBS** that **Name of Applicant** located at **Address, Borough, NY 100XX** is authorized by the New York City Economic Development Corporation to file to obtain a Temporary Place of Assembly Permit. **Number (#)** fireguards with certificates of fitness will be present at all times.

Event Name

Event Date(s):

Start Time(s):

Finish Time(s):

Requested Occupancy listed on the TPA: ____ persons

Sincerely,

Rory Melvin
Senior Vice President, Asset Management