

Tenant Bulletin

TO: **All Tenants Planning Events or Gatherings in your Leased Space**

SUBJECT: **PARTIES, GATHERINGS, & OTHER EVENTS – Requirements**

The following are the requirements for all parties, gatherings, and other events to be held in your leased space. *Please note that if there is any possibility of hosting more than 74 people, you will need a Temporary Public Assembly (“TPA”) permit, which is a significant lead time item.* Details are provided below.

Under current law, a Temporary Public Assembly Permit (“TPA Permit”) must be obtained by a tenant for gatherings over 74 people.

When groups of this size gather, it is necessary to ensure that the space is safe and issues such as proper egress and emergency lighting are appropriately addressed. This means that anytime you are not conducting normal business within the space, a TPA permit is required if 75 or more persons are going to attend – including employees.

Please advise your Property Manager, **in writing not less than 3 weeks in advance**, of any plans you may have for parties, gatherings or other events to take place in your leased premises and affirm that you will address these issues:

- A list of invited guests will be provided to the lobby attendant at least 5 business days in advance of the party, so that visitor access will be facilitated. Alternately, you can station an authorized employee in the lobby to screen your visitors (*this is required if guest list exceeds 25 people). A table can be requested through Workspeed.
- If an event is conducted outside of normal business hours, please advise your Property Manager, **in writing, and in advance**, stating the expected headcount of all who will be present (guests and employees). This is so we can plan to have the appropriate fire safety & security personnel on duty for the party (Fire Code required). In addition, extra restroom cleaning and restocking of paper supplies can be considered. These costs are the responsibility of the tenant hosting the party and will be billed to you at published building rates then in effect, as additional rent.
- The event must be contained within your space and should not be disruptive to other tenants.
- Furniture cannot be rearranged; it can adversely affect paths to fire exits.
- Open flames for cooking are prohibited.
- Alcohol may be served but is not permitted to be sold on the premises. A valid Certificate of Insurance is required for any vendor serving alcohol.
- Smoking is prohibited.
- One person from your company must be designated by you to have overall responsibility for the party; they must be present during the entire party, and must cooperate with building personnel if problems arise.
- It is your sole responsibility to ensure that the use of and egress from the space within your leased premises and the egress from the Building is sufficient to satisfy the egress requirements for your proposed occupant load.
- Pets/animals, except for certified service animals, are not permitted in the buildings or within your space, unless specified in your lease.

The following information must be included your application for a Property Owner authorization letter:

1. Date
2. Name of the event
3. Type of event
4. Time the event is to be held
5. Contact person in charge of the event & that person's cell phone #
6. number of people attending

PLACE OF ASSEMBLY (as defined by NYC Department of Buildings):

Any space where 75 or more members of the public may gather indoors or 200 or more may gather outdoors for religious, recreational, educational, political or social purposes, to consume food or drink, await transportation, or any similar group activities.

PLEASE NOTE: Even if you expect less than 75 people to be present (including your employees) but more than 74 people ***actually attend***, if you do not have a TPA Permit we will be required by applicable law to shut down your party, gathering or other event.

The tenant is responsible for obtaining a TPA Permit and for all costs incurred in connection therewith. You will need to obtain a Property Owner authorization letter from your Property Manager ***at least 21 days prior*** to your desired party or gathering date in order to reduce the likelihood that late fees and charges will be imposed by the Dept of Buildings for your TPA Permit; please see sample authorization letter that follows) and/or contact your Property Manager.

SAMPLE
Property Owner Authorization Letter

[DATE]

TENANT NAME
ADDRESS

RE: [Building Address] (the "Building")
[Leased Premises / Floor designation of proposed event]
Temporary Place of Assembly

Dear **[TENANT NAME]**:

Please be advised that we have reviewed **[TENANT NAME]**'s ("your") request for the use of the above-noted space within your leased premises to be used as a Temporary Place of Assembly on **[DATE]** for **[NAME OF EVENT AND TYPE OF EVENT]**, to be held between the hours of **[TIME EVENT TO BE HELD]**.

We have no objections to this use provided that:

- (1) you obtain a Temporary Place of Assembly Permit for a Temporary Event, to the extent required, from the New York City Department of Buildings;
- (2) you provide a copy to us at least one business day prior to the date upon which your Temporary Event is to occur, so that we may comply with law and post the same at the Fire Command Station at the Building; and

(3) you comply with (a) all of the terms and conditions in (i) such Temporary Place of Assembly Permit as well as (ii) all lease documents pursuant to which you occupy your premises, and (b) all other applicable provisions of law.

Your Temporary Place of Assembly permit shall be posted at the Fire Safety Desk in the lobby. Without in any way limiting the generality of the foregoing, you shall not invite or permit a greater number of people to attend your Temporary Event than the greatest number permitted under the Temporary Place of Assembly Permit or any other applicable provisions of law, and without our express written consent.

Please note that Building personnel cost and expense associated with providing fire watch monitoring shall be borne by you and will be billed to you at the Building Standard Rates then in effect, as additional rent. All expenses incurred as a result of the Temporary Place of Assembly Permit application filing and any requirements for such filing, as well as any costs incurred in connection with compliance with all of the terms and conditions of the Temporary Place of Assembly Permit will be your sole responsibility, and you hereby agree to indemnify and hold Trinity Real Estate harmless from and against all loss, cost, damage and expense (including, without limitation, reasonable attorneys fees and disbursements) (x) incurred by Trinity Real Estate as a result of your Temporary Place of Assembly Permit or (y) arising out of your failure to comply with the Temporary Place of Assembly Permit or any of the conditions of this letter.

This letter shall not be construed as a representation or other authorization by Trinity Real Estate as to the legality or lawfulness of your proposed use. It is your sole responsibility to ensure that the use of and egress from the space within your leased premises and the egress from the Building is sufficient to satisfy the egress requirements for your proposed occupant load.

Sincerely,

TRINITY REAL ESTATE

By: _____

[Property Manager Name]
Sr. Property Manager

AGREED TO AND ACCEPTED BY:

[TENANT NAME]

By: _____

Authorized Signatory
Print Name:
Print Title:

DATE: _____

Please ask your Property Manager or Gina Bertucelli, Life Safety Manager (gbertucelli@trinitywallstreet.org) for a copy of the NYC Department of Buildings Policy & Procedure Notice detailing the requirements governing TPA Permits, once the Property Owner authorization letter is obtained.

In the event you need guidance with TPA Permits, please contact an expeditor: Cornerstone Consulting Services of NY, (212) 791-6140 and Brookbridge Consulting Services, (212) 406-5920 are two of many expeditors who can assist you.

When obtained, your Temporary Place of Assembly Permit should be posted at the Fire Safety Desk in the Lobby at least one day prior to the event.

Thank you for your cooperation,

Gina Bertucelli, CFPS
Manager of Life Safety, Trinity Real Estate
T 212.602.9646 · F 212.300.9946