

1680 Lexington Ave – Julia de Burgos Latino Cultural Center

Summer 2013 Events Information Sheet from NYCEDC

The New York City Economic Development Corporation (“NYCEDC”) would like to extend the opportunity to theater, music, and cultural groups to use the Julia de Burgos Latino Cultural Center, located at 1680 Lexington Avenue in East Harlem, for community events during the summer of 2013. The Building is intended to be used as a not-for-profit cultural facility for providing the East Harlem community and the general public with classes, workshops, studio and performance space to neighborhood artists and residents.

The space includes a 2,800 square foot multi-functional room and two 560 square foot ancillary rooms located on the first floor, as well as a 4,300 square foot theater on the second floor with a capacity of up to 160 people. Organizations interested in using any of these spaces must submit the following **at least 14 business days prior to the date of the event:**

1. Event Details

A detailed schedule indicating the preferred date(s) the site will be used and describing the events that will take place. Pertinent information about each proposed event should include:

- Non-profit organization name, mission, contact information;
- Description of the project/event
- Which space(s) are being requested
- Type of equipment that will be used, including vehicles, if any;
- Types of structures to be erected, if any;
- Anticipated number of occupants anticipated (i.e., staff, audience, etc.)
- Details on children (under age 18) who will perform in and/or attend the project/event—specify age and scope of activity;
- Details on the use of animals, firearms, or special effects, if any;
- Use schedule – for each day of project/event, a schedule of estimated dates, times, number of people and activities to be performed.

2. Certificate of Insurance

Organization must provide insurance indemnifying the below entities as well as any individual non-profit groups it represents. The certificate of insurance must be submitted in ACORD format with the following limits:

- General Liability- \$1,000,000 per occurrence and \$2,000,000 in the aggregate
- Automobile (hired, owned, and non-owned) Liability- \$1,000,000
- Workers Compensation and Disability- statutory amounts
- Additional Insured: The City of New York, New York City Economic Development Corporation, Apple Industrial Development Corporation
 - Use the following address for all three (3) entities: 110 William Street, New York, NY 10038
 - If a particular event requires special activities (i.e. hazardous stunts or marine activities), then additional insurance coverage must be provided.

Scheduling and Rental Fees – Scheduling will be on a first-come-first-served basis. An administrative fee will apply, as well as a refundable security deposit. Rental rates for public entities and non-profit organizations are discounted at a rate of 50%.

* Please note that these are meant to be general guidelines for obtaining permission to hold an event on property that NYCEDC manages for the City of New York. The guidelines and requirements are subject to change depending on the scope of the event among other reasons. Completing the requirements listed above does not guarantee approval of the use of the Event Areas.

Temporary Use/Event Permit –The permit must be signed by the organization at least one week before the first scheduled event. The original signed copies must be provided to NYCEDC along with submission of the permit fee and security deposit.

NYCEDC Review Process

- Within one week of receipt of **all** required and completed documents, the NYCEDC project manager and operations manager will complete initial review and respond to the lead organization with questions or concerns. NYCEDC reserves the right to require additional information from the applicant.
- NYCEDC operations manager will discuss with the organization site logistics and access before each event as warranted.

NYCEDC Contact Information

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