

Battery Maritime Building Cultural Programming Application

1. Eligibility Criteria

- a. Applicants of all backgrounds and levels of experience are welcome to apply to program space in the Great Hall.
- b. Evidence of NY State tax exemption status (ST119 Certificate) will be required. Exceptions will be made on a case-by-case basis.
- c. Applicants should be located within the five boroughs of New York City. Preference will be given to applicants/proposals that seek to serve lower Manhattan and/or Community Board 1 residents.
- d. Applicant/Organizers must be at least 18 years of age.
- e. Events and other activations must be of a non-profit and/or community-serving nature and be open to the public free of charge. Applicants seeking to charge a nominal entrance fee to cover administrative expenses related to the proposed event will be considered on a case-by-case basis.

2. Event and Content Specifications:

- a. The Great Hall may be used to present a variety of culturally enriching events. The events may take the form of presentations, workshops, panel discussions, interactive sessions, exhibitions, performances, and/or other gatherings in the following categories:
 - i. The Arts, including but not limited to painting, sculpture, photography, digital art, mixed media, dance, fashion, theatre, musicals, conferences, or similar medium.
 - ii. Civics, including but not limited to lectures, conferences, meetings, presentations, and other gatherings presented by city agencies, community boards, or other non-profit and/or community-serving organizations for the purpose of enriching society and the well-being of the public.
- b. In addition, the Casa Cipriani team will, on a case-by-case basis, consider alternative proposals that do not fall within the above categories to the extent such proposals can demonstrate a meaningful benefit to the local community.

3. Required Submission Materials

- a. Mission Statement of the Applicant, together with an articulated proposal/goal for the event. This should include a statement on how the proposal meets the above Eligibility Criteria and Event and Content Specifications.
- b. A detailed plan of execution from setup through load-out, including, proposed location, approximate date and hours of the proposed event, any additional equipment or services required (seating, stage, food/beverage, security, etc.).
- c. Details regarding the Applicant's prior experience successfully hosting events or programming of a similar scale or nature.
- d. A description of how the Applicant's planned event will align with the public benefit and contribute to the welfare or enrichment of the community.
- e. A description of how the gathering will be inclusive and engaging with the public.
- f. A communication plan for informing the Greater New York Community of the event.
- g. Details of the ticketing and check-in process and the estimated daily attendance (per day if the use of the space is multi-day).
- h. Three (3) letters of recommendation, support, and/or endorsement for the Applicant.

4. Submission Process:

- a. All submissions must be submitted via the Battery Maritime Building Website Application Portal located at BatteryMaritimeBuilding.org.
- b. Applicants will be notified via email upon receipt of application.
- c. Applicants will be notified via email if additional information is required and/or if the application has been approved. Once approved, the Cipriani South Street Cultural Coordinator will provide any additional information/forms needed to confirm and finalize event details, including any applicable insurance requirements and the Cipriani South Street Code of Conduct for events.