

# Producing an Event on Ellis Island

Ellis Island is a National Monument run by the National Park Service, under supervision of the Department of the Interior and protected by the United States Park Police. It is mandatory that these guidelines are followed exactly, please ensure that all of your staff are aware of these guidelines.

All vendors hired to work an event on Ellis Island are required to do a site inspection of the venue, as well as the load-in route, at least two weeks prior to the date of the event.

## ELLIS ISLAND MANAGEMENT

### **National Park Service (NPS)**

Manages the Ellis Island Immigration Museum on a daily basis. The main goals of the NPS are to protect the Island, its resources and to preserve the Monument. Every event must be approved by the NPS through a special use application and upon approval, will be issued a Special Use Permit two weeks prior to your event. All staff and visitors on Ellis Island must obey the directions of the NPS Rangers and United States Park Police.

### **Evelyn Hill Inc. (EHI)**

EHI is the exclusive concessionaire for the NPS to provide all food, beverage, retail and special events management on Ellis Island. Our contact information is listed below, please note that texting works best on Ellis Island as cell service is spotty, at best.

For event day, we recommend you rent radios for communication purposes – Please contact AAA Communications for all your radio needs at (973) 808-8888 – You can request to be programmed to the Ellis Island radio frequencies.

Patti Golden  
Director of Sales  
T. 212.344.0996  
C. 914.907.9924  
[pgolden@ehillgroup.com](mailto:pgolden@ehillgroup.com)

## MANDATORY INSURANCE REQUIREMENT

A \$2,000,000 (two million dollars) Certificate of Insurance naming the National Park Service, Ellis Island Immigration Museum and Evelyn Hill Inc. is required from all vendors for each event. The certificate of Insurance should read..

National Park Service  
Ellis Island Immigration Museum &  
Evelyn Hill Inc.  
New York, NY 10004

***A sample has also been included on page eight (8).***

## TRANSPORTATION BY STATUE CRUISES

Ferry tickets will be arranged for all staff. Please ensure that all staff call times coincide with ferry departures from Battery Park, NY or Liberty State Park, NJ. See [www.statuecruises.com](http://www.statuecruises.com) for the ferry schedule, as it changes seasonally.

### Staff Check-In

Each vendor is responsible for providing management to check in their own event staff, prior to boarding the ferry. All of your staff tickets can be sent to you in advance, or can be picked up by a manager en masse at the will-call office in Castle Clinton. Please note that individual staff members will not be permitted to pick up their own tickets. A list of all employee working the event must be submitted 72 hours prior to the event in alphabetical order. EHI will provide you with the appropriate form.

### Clearing Boats

Clearing boats are the empty ferries that are sent to Ellis Island to assist in clearing the Island of visitors. Clearing boats may be used to transport staff to Ellis Island, but must be arranged at least seven (7) days prior to your event. You must submit a typed, alphabetical list in the NPS form that Evelyn Hill Inc will provide you (see page 9) of event staff expected to travel on a clearing boat to Statue Cruises and Evelyn Hill Inc. at least seven (7) days prior to your event. Once again, you are responsible for providing management to check in any staff traveling on a clearing boat. Please note that the clearing boats travel on a government-mandated schedule and will not wait for any tardy staff. Statue Cruises contact information is as follows:

Rafael Abreu  
Charter Manager  
C. 917.578.1036  
[rabreu@statuecruises.com](mailto:rabreu@statuecruises.com)

## COMMISSION

All vendors are required to pay Evelyn Hill Inc. a 10% commission. The National Park Service then receives 21% of the 10%, per its contract with Evelyn Hill Inc. Please make certain to build this 10% commission into your pricing.

## SECURITY TENTS IN BATTERY PARK, NY & LIBERTY STATE PARK, NJ

NPS security is similar to what you experience at an airport. Your pockets must be emptied, all belts, watches, wallets and the contents of your pockets must pass through an x-ray screening machine. Any items your staff may be carrying must fit through the metal detector in order to be permitted onto Ellis Island, and bags will be subjected to a physical search. Please note that bar kits, corkscrews, crumbers, knives, box cutters or any other tools with a blade are not permitted on Ellis Island and will be confiscated at the security tent. Please warn your staff that not only are illegal drugs, paraphernalia and weapons not permitted on Ellis Island, possession of any such item is punishable to the fullest extent of the federal law.

## RETURN FERRIES FOR STAFF

One hour after the conclusion of your special event, the ferry will return to Ellis Island to transport event staff back to Battery Park, NY. Please load the staff onto the boat as quickly as possible, so that the ferry may leave on time. Sign out should be performed on the dock to ensure that no staff is left behind. An Evelyn Hill Inc. manager must be on hand to release the staff boat. Please ensure that your event staff are aware that they may not leave the Island until the EHI manager on duty gives consent.

## DRIVING ONTO ELLIS ISLAND: LOAD-IN & LOAD-OUT

Set-up in the Museum's public area is not permitted until after the Museum closes for the day. The closing time varies seasonally, please check with Evelyn Hill Inc. for the time line for your event.

### Post 4

The entrance to Ellis Island for all commercial and passenger vehicles is called Post 4, and is located inside of Liberty State Park. This service bridge DOES NOT have a street address and is not recognized by GPS. For GPS put in Liberty State Park, Jersey City, NJ and then follow our directions included in this document.

An Evelyn Hill Inc. manager will send you the NPS Post 4 Access Form (see page 10). An alphabetical list of all personnel (drivers & passengers) expected to use the Post 4 entrance must be submitted to Evelyn Hill Inc. at least 72 hours in advance of your event. For each person on this list, you must submit their estimated time of arrival, vehicle make, model and license plate number. The list must be typed in the given form – a handwritten list will not be accepted. For regular vendors, we will keep a permanent list of your employees at Post 4, to facilitate speedy entrance to the Island. Do not alter the form in any way as this is government document.

At Post 4, all personnel and vehicles will be inspected by the United States Park Police (USPP). You must present a valid, government-issued, picture ID. If you do not present a valid, government-issued, picture ID, you will be denied access to the Island. Once your ID has met with the USPP approval, you will be issued a security bracelet. Please note that this is strictly enforced by the USPP - no valid ID, no access.

### Passenger Cars

You will then be required to exit your vehicle and open the hood and trunk for inspection. Please note that all staff must be particularly courteous to the USPP, as in the past, belligerent behavior has forced the USPP to refuse admittance to the Island. There is limited parking on Ellis Island, so all vendor passenger cars must park in the Green Lot (see map). Please contact Evelyn Hill Inc. at your arrival so that a representative can meet you at the Loading Dock. Please note that the number of passenger cars should be kept to a minimum. The number of cars must be approved by EHI and is based on time of arrival and the day of the week.

### Commercial Vehicles – ALL WHICH WILL REQUIRE K9 SCREENING IF TRANSPORTING ANY EQUIPMENT

All vehicles must be packed with a center aisle to ensure that the bomb dogs can enter the vehicle for screening at Post 4. If you do not have a center aisle, you will be asked to off-load your truck, then reload so that the dogs can inspect the entire cargo. **YOU MUST ARRIVE TO POST 4 AT YOUR DESIGNATED TIME – K9 WILL NOT WAIT.** Should you fail to arrive on times, **this could result in charges up to \$500.00 per hour for K9 overtime.** Please keep traffic in mind when planning drive time to Ellis Island.

All commercial vehicles must unload at the loading dock, and only two vehicles are permitted at one time. **Lift gates are necessary to unload at the loading dock as well as providing K9 access to your truck.** After a vehicle is completely unloaded, it must IMMEDIATELY be removed from the loading dock area.

Parking is extremely limited on Ellis Island, so you may be asked to park your vehicle in Liberty State Park. A permit to park in Liberty State Park may be necessary. Please contact Evelyn Hill Inc. to discuss the parking situation of your vehicle. When submitting your Post 4 clearance information, please include the type of truck, i.e. 24' Box Truck, Passenger Van, Cargo Van etc. - to ensure the proper US Park Police coverage is requested by EHI. Due to special constraints, no tractor trailer (semi trucks) are allowed on Ellis Island.

### Production Schedule

A master schedule will be created incorporating all vendors, to ensure that each vendor has a designated time slot for the use of the loading dock and elevator.

## Moving Equipment

The entire Ellis Island Immigration Museum building is protected under landmark status. Nothing may be scooted, dragged, rolled etc. on the floor - i.e. tables must be carried and cannot be rolled. Wheeled conveyances are allowed, so hand trucks, dollies, rolling racks etc. may be used and you must provide your own - Evelyn Hill Inc. will not provide you with any. All rolling carts must have rubber wheels & you **MUST** provide your own.

## FREIGHT ELEVATOR OPERATION

1. An elevator operator must be present in order for equipment to be loaded or unloaded. Contact an EHI representative if an elevator operator is not present upon arrival.



2. Elevator doors are very temperamental and should be held open by the button in the elevator ONLY. Using your hands or jimmying something in between the doors will cause them to jam and the elevator to stop working. An elevator key is needed from the elevator operator to take the elevator from a museum level to the basement.
3. Elevator Measurements:  
Wall to Wall: 7' 1.5" wide by 5' 8" deep  
Railing to Railing: 6' 7.5" wide by 5' 5" deep  
Height in Cab: 7' 8"  
Doors: 5' wide by 7' tall



## SAFETY REQUIREMENTS

- All exits must be kept clear and all fire strobes must be visible.
- All wiring on the floor must be taped or covered with a ramp.
- Decorative trees or plants must be flame retardant with a certificate of proof.
- All skirting, drape and linen must be made of fire-rated material.
- Fog machines, helium balloons, glitter, streamers, feather boas and confetti are forbidden on Ellis Island

## SIGNAGE

Due to the historic nature of Ellis Island, nothing may be attached or affixed to the building itself. Anything that needs to be hung or draped must be done with easels, pipe and plate. The plate must be protected.

## IN-HOUSE EQUIPMENT

Evelyn Hill Inc. has (90) 60" rounds that seat 10 guests each for dining that may be used during your event.

These tables must be returned to EHI at the end of your event, and you must ensure that these items are not accidentally taken by Party Rental Ltd. All Evelyn Hill Inc. tables are marked with EHI on the bottom.

## PARTY RENTAL LTD.

Party Rental Ltd. (PRL) is the exclusive equipment rental vendor permitted on Ellis Island. PRL must load-in the night prior to your event & all rental equipment must leave at conclusion. PRL must return by 9:00pm to pick-up reception items immediately following cocktail hour. We recommend using a stackable chivary chair as storage space is limited on Ellis Island – should you have another chair in mind, please discuss with EHI prior to ordering. You are responsible for checking in all of your rental equipment. Also, we recommend the use of 6ft tables as they fit better in the elevator compared to an 8ft table.

## WIZARD STUDIOS & TAG LIVE

Wizard Studios & Tag Live are our experienced lighting, sound & staging vendor. They are familiar with the rules and regulations of operating on our National Monuments and are pros in bringing your vision to life within the time allotted for installation. Please let us know if we can assist you in obtaining a proposal. Our contact is ...

Nikki Leynor  
Executive Producer  
917-612-1359  
[nikki@wizardstudios.com](mailto:nikki@wizardstudios.com)

Stacey Sanjurjo  
Executive Producer  
407-432-8544  
[Stacey@taglive.com](mailto:Stacey@taglive.com)

## GARBAGE

Evelyn Hill Inc. is a green company and all waste must be recycled or composted. EHI will show you where the trash cans, recycling bins and compost areas are located. The EHI Operations Manager will usually bring empty bins to the sanit area - for ease of transport. The EHI Operations Manager must walk your team to the designated area the end of the event. It is extremely important that this be followed. There are many dumpsters around Ellis Island due to the construction projects and we are not permitted to use them for catering waste.

## ON-SITE KITCHEN

EHI has 4 convection ovens and six stainless steel tables available, as well as a slop sink. There is NO ice machine on site -**caterers are responsible for supplying their own ice. Caterers are also responsible for bringing all bar fruit, soft drinks & mixers for the bar.**

The setup time varies for each event. Load-In of equipment will take place the evening before your event. This production schedule and load-in time must be approved by the EHI at least 96 hours prior to load-in. On day of event, food & flowers are to be loaded in at 3:00pm.

## SANIT AREA

There is a narrated exhibit in the approved sanit area that includes a video display wall. This wall must be protected with brown paper and painters tape. The floor in the sanit area must be covered with paper. You must screen off the elevator in the sanit area, blocking the area from museum guests, while allowing them access to the bathrooms, stairs and elevator.

Sanit Area columns MUST be protected by 8 ft folding screens, that must entirely surround each column. The doorways leading to the Registry Room must also be protected with 6 ft folding screens. An Evelyn Hill Inc. manager will show you these exact locations.

## CLEARING OF THE MONUMENT AFTER DAILY OPERATION

The NPS and US Park Police will clear the Island of all daytime visitors. All staff must remain in the sanit area while the NPS & USPP are performing their sweep, failure to do so will delay the closing and in turn delay your set-up. All of your staff should be wearing a bracelet issued by the security at Post 4, or the EHI management, which identifies them as event staff. This bracelet is extremely important as otherwise the USPP or NPS will ask them to leave with the day visitors. An EHI manager will let you know when you can have access to the floor.

## STAFF MEALS

You are responsible for feeding your staff on site. A small Ellis Cafe selling sandwiches, burgers, soft drinks is available for purchase during museum hours.

## STORAGE

Pipe & Drape must be set up on the southern end of the Registry Room - this is where the chairs are stored. This is usually included in your BML Proposal for lighting, sound, staging and the client is responsible for payment of pipe and drape direct to Bestek. If BML is not hired for your event – Party Rental Ltd. can provide this service.

During setup, while the Museum is still open, staff may go behind the drape and work. At the discretion of the NPS, screens can be placed outside the kitchen doors leading to the Registry Room, behind which bars, buffets, etc. may be placed - but only with express written permission from the NPS.

All pre-set staging must be approved through the NPS; therefore, requests must be submitted to EHI at least one (1) month prior to your event. Additional storage in the dessert kitchen and sanit area will be shown to you on your walk-through of Ellis Island.

## COCKTAILS

The hors d'Oeuvres kitchen can be in the Ellis Cafe. Waiters can use either entrance to the Cafe - both the East and West doors. Since Hurricane Sandy ovens are no longer available in the Cafe. Please plan accordingly. We are permitted to pipe and drape an area on the 1st floor and this works well for bar set-up. You can view the space on your site visit to Ellis Island.

## COAT CHECK

Catering is responsible for handling coat check & all staff needed.

## MUSEUM REQUIREMENTS

The Ellis Island Immigration Museum does not allow liquids in any museum exhibition space, because of this, 5 'Drop' tables are to be placed in the Registry Room & 5 'Drop' tables are to be placed in the People of America exhibit. The Caterer is responsible for renting 10 – 90" linens to cover the 30" round drop tables.

## BREAKDOWN

### **Rental & Catering Equipment, Decor, Floral Centerpieces, Etc.**

EVERYTHING must be removed from Ellis Island at the conclusion of the event - there are no exceptions. Florists are responsible for removal of all flowers.

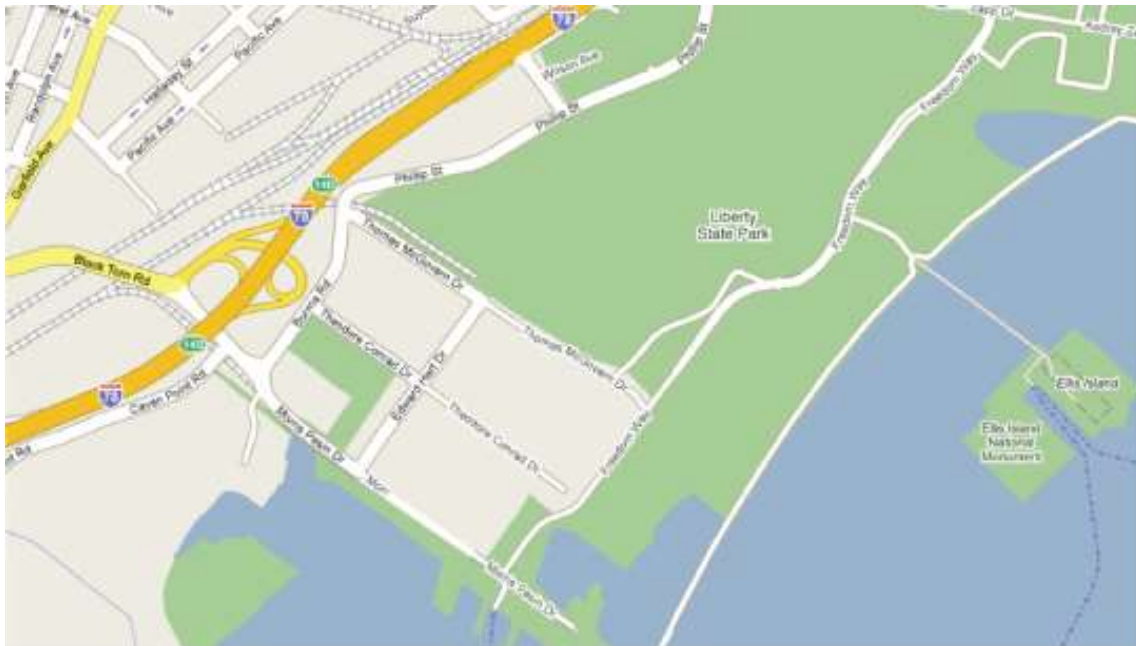
### Walk-Through

A final walk-through is required by EHI before you will be allowed to leave Ellis Island after the conclusion of your event. A manager of your company will accompany and EHI manager after the event on a full site inspection before you will be permitted to leave. EHI requires the name and cell phone number of your manager that is going to perform the walk-thru, at least five (5) days prior to your event. Please note, all vendors must be off the Registry Room floor by 2:00am to allow building services to clean for Island opening the next day.

### LIBERTY STATE PARK

Please note that Liberty State Park closes daily at 10:00 pm sharp - so all trucks returning for pick-up should be to Ellis Island by 9:30 pm, to ensure access.

### DRIVING DIRECTIONS



1. Take 78E to Exit 14B
2. Toll Booth - Pay Toll
3. Follow the signs for "Liberty State Park"
4. Turn left onto Black Tom Road
5. At the traffic circle, take the first exit. (Go Straight)
6. At the traffic light - continue driving straight through. (You will pass Liberty Park Cafe on your left)
7. Turn left onto Freedom Way
8. Make the first right turn onto Ellis Island Service Road.
9. Follow the "Deliveries for Ellis Island ONLY" signs.
10. SECURITY CHECK POINT - YOU MUST HAVE PHOTO ID. If you do not present a government-issued photo ID, you will not be allowed onto the Island. Stop at the guard booth and present your ID.
11. Drive over the bridge, park in the Green Parking Lot.
12. An Evelyn Hill Inc. manager will meet you & will direct you to your load-in path.



**SAMPLE COI**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/3/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: *** House ***
	PHONE (A/C No. Ext): (201) 662-0300 FAX (A/C No.): (201) 662-8802
INSURED	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Travelers Indemnity of America NAIC # 25666
	INSURER B: Harleysville Insurance Co of NJ 42900
	INSURER C: Hanover Insurance Company
	INSURER D: Charter Oak Fire Insurance Co 25615
INSURER E:	
INSURER F:	

**COVERAGES**

**CERTIFICATE NUMBER:** CL142321367

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			6802320R881	6/1/2013	6/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COM/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
B	AUTOMOBILE LIABILITY			BA 00000038941N	6/1/2013	6/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
							TIP/LB \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			JHY-A042927-00	6/1/2013	6/1/2014	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB8B137339	6/1/2013	6/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**

National Park Service  
Ellis Island Immigration Museum &  
Evelyn Hill Inc.  
New York, NY 10004

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mark Perkel/MAP

ACORD 25 (2010/05)

INS025 (201005).01

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# BATTERY PARK VISITOR ACCESS REQUEST FORM

[illegible]



## ISLAND MAP



Please sign & send a copy back to Evelyn Hill Inc.  
By signing the below you have read & agreed to our Vendor Guidelines.

\_\_\_\_\_  
Vendor & Company

\_\_\_\_\_  
Date