

GIGANTE RESTAURANT & BAR

Operated by Eastchester Events, Inc. · 660 White Plains Road, Eastchester, NY 10709 · 914-961-1001

VENDOR INFORMATION & INSURANCE REQUIREMENTS

Vendors will not be permitted to begin setup until an approved Certificate of Insurance has been received, reviewed, and approved by Gigante.

CERTIFICATE OF INSURANCE REQUIREMENTS

✓ Certificate Holder	Eastchester Events, Inc. · 660 White Plains Road, Eastchester, NY 10709
✓ Additional Insured	Eastchester Events, Inc.
✓ Commercial General Liability	Minimum \$1,000,000 each occurrence
✓ General Aggregate	Minimum \$2,000,000
✓ Property Damage	Minimum \$50,000
✓ Workers' Compensation	Required where applicable by law
✓ Due	No later than 14 days prior to the event date
✓ Submit To	Both your client (the event host) and the Gigante event coordinator

Certificates missing any item above will be returned for correction. Please have your insurance agent verify before submitting.

WHO REQUIRES A COI

Vendors requiring a Certificate of Insurance include, but are not limited to:

- Balloon Artists
- Florists & Floral Walls
- Decorators
- Backdrop Installers
- DJs & Musicians
- Live Entertainment
- Photographers
- Videographers
- Content Creators (setup)
- Rental Companies
- Coffee Carts
- Dessert Vendors
- Audio / Visual Companies
- Photo Booths
- Lighting Companies

VENDOR TIMELINE

COI Due	→ 14 days prior to the event
Final Vendor Details	→ 14 days prior to the event
Arrival / Load-In	→ Sundays from 9:00 AM · Tuesday–Saturday from 4:00 PM (earlier by prior approval)
Breakdown & Removal	→ Immediately following the event

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ARRIVAL, PARKING & DELIVERIES

- Follow posted signage in the parking lot.
- Vehicles may unload near the entrance and must be moved immediately after unloading.
- Entrances, driveways, and fire lanes must remain clear at all times. Idling is not permitted.
- Overnight parking is not permitted without prior approval.
- All deliveries must be coordinated in advance with the event coordinator.
- Gigante cannot accept responsibility for deliveries received without prior notice.
- Advance drop-offs are approved case-by-case and must be arranged ahead of time. Storage is not guaranteed.

VENUE POLICIES

- Open flames are prohibited. Only LED candles or fully enclosed hurricane candles may be used, with prior approval.
- No confetti or glitter of any kind.
- No smoke, fog, or haze machines.
- No nails, screws, staples, tape, adhesives, command strips, hooks, fishing line, or fasteners of any kind on any walls, ceilings, windows, doors, mirrors, fixtures, or landscaping.
- All décor must be freestanding and wall-safe.
- Electrical equipment requiring additional power must be approved in advance.
- Extension cords must be commercial grade and secured to avoid trip hazards; cords may not cross walkways.
- All exits and walkways must remain clear at all times.
- Outside DJs and speakers are permitted only for full restaurant buyouts.

BALLOON INSTALLATIONS

- No helium balloon releases.
- Balloon walls and arches must be freestanding.
- Balloon weights are required.
- Balloons may not be attached to any venue surfaces.

VENDOR RESPONSIBILITIES

- Setup and breakdown are the vendor's responsibility, including removal of all materials, packaging, and trash.
- Venue trash receptacles are not available for vendor use.
- Vendors are responsible for any damage caused by their staff or equipment.
- Gigante is not responsible for vendor property that is lost, stolen, or left behind.
- Professional conduct is expected. No alcohol consumption while on site; no smoking or vaping on premises.
- Management reserves the right to pause any activity it deems unsafe.

EVENT COORDINATION

For all vendor scheduling, deliveries, COIs, and event logistics:

Private Events Department

Please contact the event coordinator handling your client's event · 914-961-1001