

# PASSENGER TERMINAL AMSTERDAM

**Event Manual** - everything you need to know



**EXCELLENCE IN HOSPITALITY**

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## DIRECTIONS AND PARKING

### Adres:

Piet Heinkade 27

1019 BR Amsterdam

Passenger Terminal Amsterdam is easily accessible by car, tram, train and boat. There are also plenty possibilities for loading / unloading and parking. Please ask you PTA contact for the route planner.

## PARKING GARAGE

### Piet Hein Garage

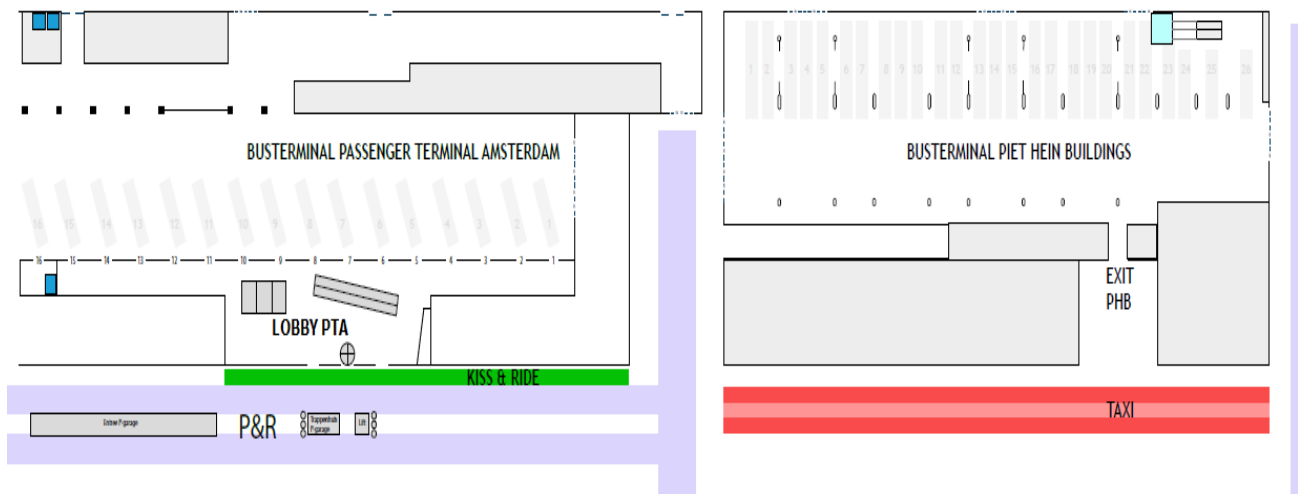
The Piet Heingarage is located beneath the Passenger Terminal Amsterdam. This garage is kept under 24-hour-a-day CCTV surveillance. When you leave you can pay at the ticket machine by cash, bank pass or credit card. It is not possible to make reservations. Rates: € 3,80 per hour or € 38,00 per day. This garage is property of Gemeente Amsterdam.

### Rent out private parking at PTA

For events we offer the possibility rent out parking for your guests or crew at PTA.

We have space for max. 140 cars. All is based on availability and with mandatory deployment of traffic supervisors (minimum of 5 hours a € 42,50 per hour).

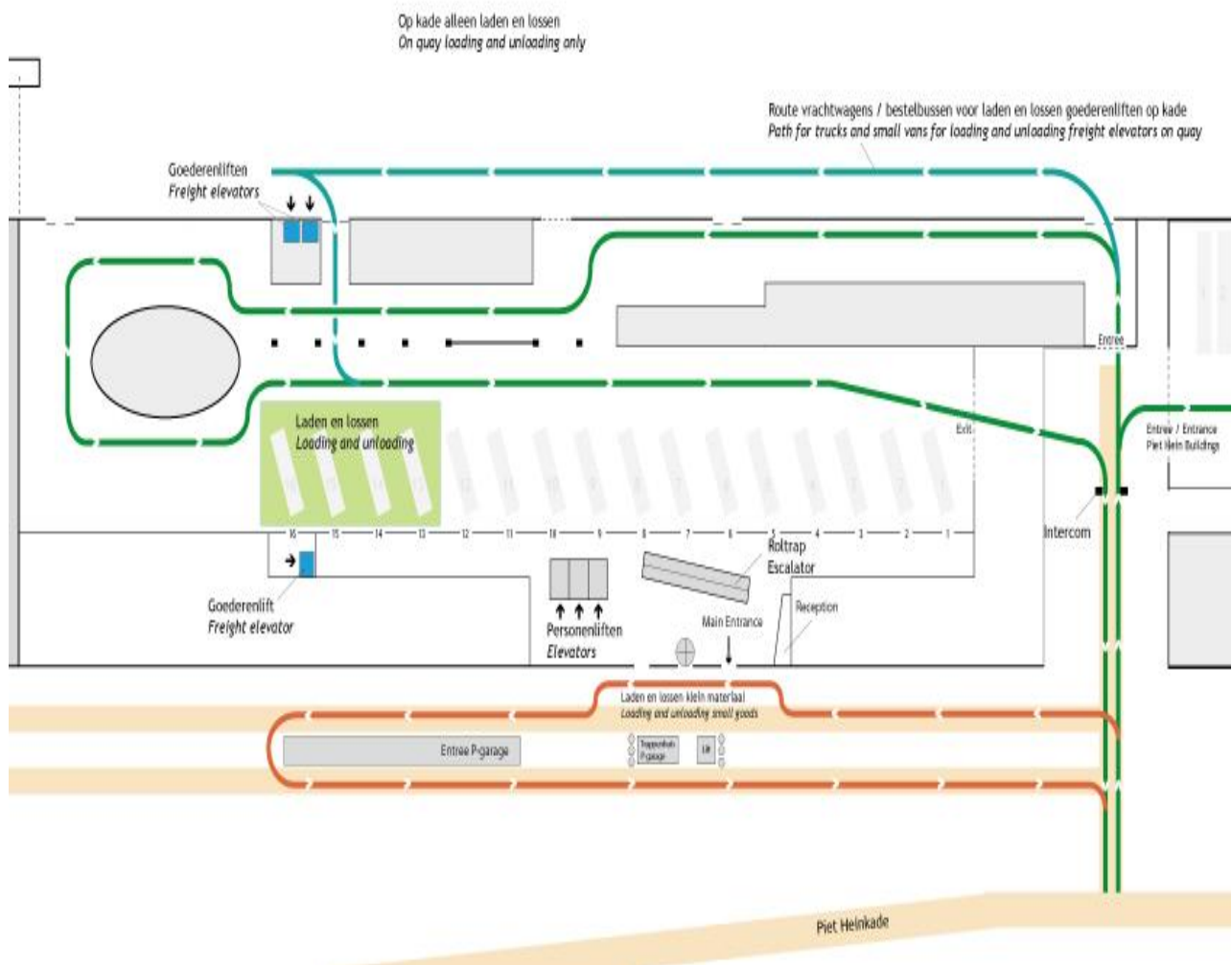
**Rental of private parking amounts € 2.500 ex VAT.**



## LOADING & UNLOADING

Loading for events takes place in the PTA Bus Terminal. During the rental period, section 16 to 6 is available free of charge for loading & unloading, parking of suppliers and/or organization. These parking spaces are located near the freight elevators (see image).

If you need more space or you want to rent parking for your guests - see previous paragraph for info and costs.



## ELEVATORS IN PTA

See floorplan for exact locations of the elevators, shown as yellow squares.

### **Persons elevators (3 x) - Lobby**

Length:	310 cm
Width:	150 cm, door opening 130 cm
Height:	220 cm
Maximum load:	2500 KG of 33 persons
Details:	no pallet trucks allowed!

### **Freight elevators waterkant (2 x) – Entrance by quayside**

Length:	235 cm
Width:	235 cm
Height:	207 cm
Maximum load:	3150 KG – forbidden for persons

### **Freight elevator inside PTA – Entrance through door at parking spot 16**

Length:	235 cm
Width:	235 cm
Height:	207 cm
Maximum load:	3150 KG – forbidden for persons

### **Persons/freight elevator - Promenade/Panorama Deck**

Length:	140 cm
Width:	110 cm
Height:	220 cm
Maximum load:	630 KG of 8 persons

**Attention!** Load the elevators up to 10 cm in front of the doors. If there is anything in front of the sensor the elevator will stop! If the elevators doesn't work; check whether there are open doors on a floor, or if the red emergency button is pressed.

## POWER SUPPLY

For the exact locations of the power connections please see the floorplan. Power is shown in the red boxes.

### Lobby

- 16 Ampère: 5 fixed connections
- 220 Volt: 4 separate groups

### Main Deck

- 125 Ampère: 3 fixed connections (2x power supply area, 1x wooden stairs)
- 63 Ampère: 2 fixed connections
- 32 Ampère: 6 fixed connections
- 220 Volt: 4 separate groups and several connections in the production offices

### Brasserie

- 125 Ampère: 1 fixed connection
- 16 Ampère: 4 fixed connections
- 220 Volt: 4 separate groups

### Backstage Main Deck & preparation area caterer

- 32 Ampère: 5 fixed connections on the wall and underneath exhaust system
- 16 Ampère: 2 fixed connections on the wall
- 220 Volt: 7 separate groups in ceiling and several on the wall

### Promenade Deck – preparation area caterer / bar

- 32 Ampère: 3 fixed connections on the wall and underneath exhaust system
- 220 Volt: Several separate groups on the wall

### Panorama Deck – bar

- 16 Ampère: 2 fixed connections at the bar
- 220 Volt: 3 separate groups at the bar + 2 groups in bar

**Attention! Do not use the fixed power sockets located in the walls of PTA!**

## INTERNET

PTA offers personalized standard WIFI 500 Mb suitable for normal internet use of your guests at your event. You can give your WIFI a custom network name and password.

**network name: minimum of 2 and maximum of 32 characters, no punctuation**

**Password: minimum 8 and maximum 32 characters, no space and punctuation allowed.**

### **Basic WIFI package (no additional costs)**

- 500 Mb bandwidth
- 1 personalized SSID & password
- no firewall
- limitation of 5 Mb per user

### **Custom requests (with additional costs)**

- upgrade to 1 Gb bandwidth (2 x 500 Mb)
- multiple SSIDS
- 1 network name for WIFI and cabled internet
- Connecting with your own external router
- Expanding the limit of Mb per user
- Additional access points
- connect more than 1 device with a dedicated line

In addition to the WIFI network, dedicated Internet lines can be requested. Please note that you only can apply 1 device per connected line:

- 10 Mb a € 100,00 per line, ex. VAT per day
- 25 Mb a € 150,00 per line, ex. VAT per day
- 50 Mb a € 200,00 per line, ex. VAT per day
- 100 Mb a € 350,00 per line, ex. VAT per day
- 500 Mb a € 500,00 per line, ex. VAT per day

**PTA patches the line to the nearest outlet (RJ45 connector). Till the outlet PTA can guarantee the quality. From the outlet you need to extend the line to the point where the line is needed yourself. There are no cables or routers available in PTA.**

If you have other requests or wish to have custom IT network, we can bring you in contact with our IT supplier Overhoff Telecom & ICT. If necessary, they can provide a technobutler to give full IT support during the event. They will send the quotation and invoice directly to you.

Please communicate your special requests in time.

- It is not allowed to use other networks in addition to the WIFI, this will cause malfunction.
- The internet can be slow when there is a high concentration of users at the same place. This can be avoided by placing additional access points

## FLOOR & ROOF

### FLOOR

The maximum floor load in PTA is 500 kg per square meter.

#### Attention!

- If heavy objects are placed on the floors in the building, you must always consult with Passenger Terminal Amsterdam.
- No pallet trucks allowed on tile floors throughout the terminal! A special pallet truck with pneumatic tires can be borrowed from PTA. Ask the Terminal manager for the possibilities.
- For a platform, like a stage or a grandstand, higher than 1 meter you need a special permit provided by the local authorities. The Terminal manager can provide you with the contact details. Please keep in mind that these kind of requests can take up to several weeks.

### CARS / HEAVY OBJECTS ON MAIN DECK

At PTA it is possible to lift heavy objects such as cars on to the Main Deck. PTA collaborates with VCK Logistics, who can provide the crane, equipment and professional staff.

Conditions of the objects:

- max. width 2.30m & 2.60m high
- max. weight 2.000 kilo
- max weight floor 500 kg per m<sup>2</sup>
- max. 5 Liter gasoline
- If possible disconnect the batter

### ROOF

It is possible create a box for your plenary session or dinner. There is a special truss construction of 21x21m (square construction) hanging above the Main Deck. Other rigging points are spread throughout the terminal. Also the truss construction can be used to hang light- and sound equipment, decoration and curtains

#### Facts

- Canopy : 21x21 meters
- Suspension : 12 winches
- Maximum load kg : 300 kg per point in canopy, 500 kg per timber
- Maximum height : 11 meters
- Minimum height : 2,5 meters



**Additional facilities**

For additional services such as light, sound and / or AV equipment, contact HWM. You are allowed to work with other technical suppliers. However, for rigging, they should always contact HWM – they supply the mandatory rigger.

**Point Load Calculation**

Because of the maximum load of the truss construction, there needs to be a point load calculation made when you use the canopy. All calculations must be approved by HWM.

Contact HWM +31 (0)6-3303974

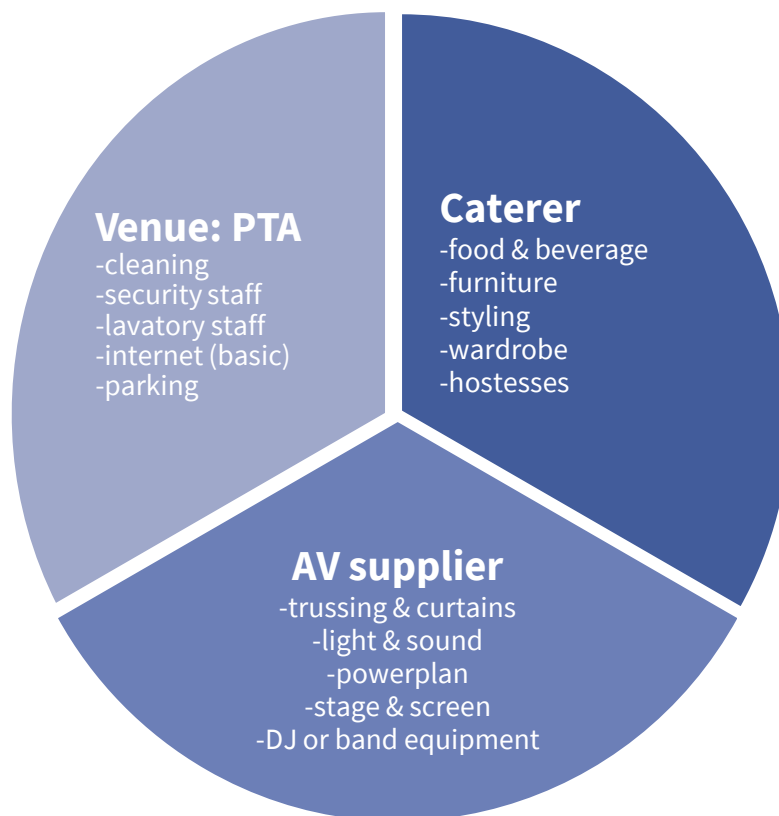
## WORKING WITH SUPPLIERS AT PTA

PTA is an “empty” venue -this promotes completely customizing the venue.  
The proposal of PTA includes rental fee, security, lavatory staff and cleaning costs. Using your own company for these services is not allowed.

Other services like catering (also provides furniture, styling and wardrobe) and AV needs to be brought in by our preferred suppliers.

If in exceptional circumstances -and always by consulting PTA- when you don't work with our preferred partners a 10% commission fee (net invoice) is applicable.

## YOUR EVENT IN PTA



## WASTE CONTAINERS

Each supplier must take care of its own waste disposal. At PTA there are no waste containers available. If desired, containers can be rented. Below is an overview of the different types of containers and prices. If you wish to order a container, please contact us. For the interim emptying of your rented containers, please contact the duty manger. All prices below are including transportation, placing and disposal.

### container waste

1100 Liter - € 175 excl. VAT



### containers glass

1000 Liter - € 105,00 excl. VAT



### Afzetcontainers

6m<sup>3</sup> - € 385,00 excl. VAT



10m<sup>3</sup> - € 475,00 excl. VAT



### Afzetcontainer

15m<sup>3</sup> - €695,00 excl. VAT



## FURNITURE PTA

**10x Aluminium table, round  
3 stands**  
80 cm x 75 cm high



**10x Aluminium table, round  
4 stands**  
80 cm x 75 cm high



**30x Aluminium table, square**  
70 cm x 70 cm x 70 cm



**800x Chairs white**  
height: 78 CM seat: H 44 CM x B 40 CM x  
D 40 CM back: 42 CM



**100x folding chair black**  
88 cm high



**33x PTA desk**  
70 cm x 146 cm, 103/132 cm high  
(board is 150 x 118)



**2x Pallet trucks air tires**



**105 x Stanchions**  
3m



**10x Stanchions**  
3.7 m



## SOUND RESTRICTIONS

A side effect of the convenient location is also a lot of neighbors. To avoid noise pollution, we apply the following maximum noise levels:

### **Measured in the middle of the Main deck:**

Day (07:00 - 19:00) - 110 dB (A)

Evening (19:00 - 23:00) - 105 dB (A)

Night (23:00-01:00)\* - 100 dB (A)

### **Other decks:**

Day (07:00 - 19:00) - 100 dB (A)

Evening (19:00 - 23:00) - 95 dB (A)

Night (23:00-01:00)\* - 90 dB (A).

\*later than 01:00 is always in consult.

- No noise is allowed in the area of the roof vents;
- Windows and doors should be kept closed;
- If necessary, noise-reducing measures for the hotel and the surrounding area (such as, for example, the installation of acoustic walls and soundproof cloths);
- If there are complaints from the Movenpick Hotel or local residents, the noise level will have to be reduced.

## TOILETS

PTA has 28 toilets in total- please see the floorplans where they are located.

At the Main Deck are 20 toilets and 2 disabled toilets located at the Promenade deck 8.

During events the toilets are being cleaned by the lavatory staff.

## BRANDING

Due to the large amount of glass, the PTA terminal offers many branding possibilities.

PTA works together with a very professional partner: Faircom.

They can take care of the complete process, ask us about the possibilities and contact person. It is not allowed to sticker or fix things on the glass balustrade or trussing without consulting us.

We like to think along with you!

## LCD SCREENS & GLOWINGWAL

### LCD SCREENS LOBBY / MAIN DECK

In PTA there are 5 LCD screens in the Lobby and 2 on the Main deck. These screens can be used to display information or logos of your event. If you would like to use these screens, it is important that the desired artwork is provided with the correct specifications, so that it can easily be programmed;

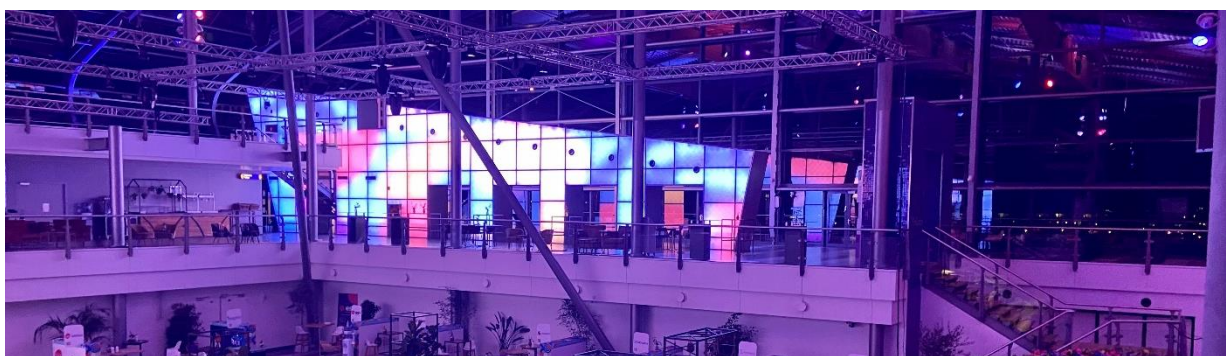
**Resolution:** 1920 x 1080 pixels

**Format:** JPEG (.JPG)



### GLOWING WALL

In addition to the LCD screens, PTA also has two LED glowing walls. These glowing walls can be used to give extra atmosphere to your event. They can be set in a colour or design – just ask HWM for the possibilities.



## DIMENSIONS PER FLOOR

All of the dimensions below are also shown in the floorplans. Each square on these floorplans resemble 1m<sup>2</sup>.

### Lobby

- Surface: +- 550m<sup>2</sup>
- 16 doors from bus station to the lobby: 2.12m each. Height is 2.54m
- 2 doors from sidewalk to the lobby: 2.08m each
- Width main staircase: 1.20m
- Width escalator: 1.00m per escalator

### Main Deck

- Surface within the pillars: 21 x 57 = 1200m<sup>2</sup>
- Total surface: 1800m<sup>2</sup>
- Height: ranging from 7 to 16 meters
- Length between the pillars: 21.30m
- Width stairs to Promenade Deck: 1.70m
- Doors concourse for cars: Width 2.30m & 2.60m high
- Doors concourse to Main Deck: Width 2.60m & 2.30m high
- Doors Main Deck to backstage: Width 1.93m & 2.10m high
- Brasserie height: 2.60m note -10 cm for sprinklers

### Backstage

- Surface: 958m<sup>2</sup>, (catering area 112m<sup>2</sup>)
- Height: 2.60m

### Waterkant

- Surface: 17.5m x 14m = 245m<sup>2</sup>
- Height: 2.60m

### Promenade Deck

- Surface: 1130m<sup>2</sup>, (catering area 120m<sup>2</sup>)
- Doors to kitchen Promenade deck: 1.60m x 2.00m
- Balustrade outside: HxW 1.00m x 1.70m - 10 cm between railing and glass
- Height balustrade inside: 1.02m
- Width stairs to Panorama Deck: 1.54m
- Blue portal: Outer dimensions HxWxD 4.27m x 4.38m x 1.24m  
Inner dimensions HxWxD 3.03m x 1.90m x 1.24m

- **Glowingwall:**

Dimensions coves	HxWxD 2.22m x 2.30m x 1.20m
Distance to outer wall	4.00m
Distance between balustrade	6.00m
- **Dimensions bar:**

Height (floor to worktop)	0.96m
Height (floor to bar top)	1.16m
- The catering areas are provided with electricity, water connections, exhaust system, and a beer pump unit is present.

### **Panorama Deck**

- **Surface:** 11,5m x 28m = 340m<sup>2</sup>



### SET UP AND DISMANTLING

- Persons are not allowed to go in the freight elevators. Persons caught in the freight elevator will be denied further entrance to Passenger Terminal Amsterdam.
- It is not allowed to use normal pallet trucks on the Main Promenade and Panorama Deck and in the Lobby. PTA has 2 special pallet truck with air filled wheels at your disposal.
- It is not allowed to store anything after the rental period, unless PTA has given permission for this. PTA is not responsible for damage to, theft or loss of these goods. In addition, it is not permitted to have deliveries at PTA prior to the rental period. All shipments that are delivered during the rental period must be received by the tenant at all times. PTA does not receive shipments and does not sign for this either.

### THE TERMINAL

- It is not allowed to attach stickers, tape or glue to posts, walls, ceilings and floors without prior consultation. By the use of carpet in the terminal, gaffer tape is mandatory. The tenant is responsible that all items confirmed in consultation will be removed afterwards.
- It is not allowed to remove ceiling plates.
- It is not allowed to walk on the glowing walls or to confirm things here.
- Smoking is only permitted in the designated area for the entrance. If smoking is allowed on the Promenade terrace, the wooden floor must be covered with carpet. The bus terminal and concourse is not allowed.
- Open candlelight is not allowed. Candlelight is only possible if a protective cap is fitted around the candle that is higher than the flame.
- Helium balloons are allowed, if they are properly attached. If they nevertheless come loose and end up in the roof and you cannot remove it yourself, then we are forced to charge costs, at € 150.00 per balloon.

## **CLEANING**

- The tenant is at all times responsible that the terminal will be swept clean before leaving. The cleaning that is included in contract is applicable on a swept clean terminal. This contains that the floors have been swept and are free of other waste (cardboard, paper, signage, waste, etc.)
- All suppliers clean their own working space (swept). All other waste must be taken along. AV is responsible for removing all tape from the floor and throwing it away. Catering for cleaning out the beer taps.
- Coffee cups, food scraps, etc. must be deposited in the designated waste bins, including cigarette butts in the ashtrays.
- There are no standard waste containers available, this can be rented extra.

## **SAFETY**

- All fire doors must be able to open and close at all times.

Pay particular attention to the doors from the Main Deck to the backstage area.

- All escape routes indicated on the maps of PTA must at all times remain free of furniture or other matters. This also applies to the specified fire reels. The width as described in floorplan indicated escape routes must be maintained at any time.

## **OTHER**

- PTA is not responsible for malfunctions and/or non-functioning of the internet lines installed by the client itself.

- The tenant is responsible for applying for permits at the municipality of Amsterdam. This is necessary for, for example, placing platforms higher than one meter where it is likely that people will sit/walk on them and for all activities/objects on public roads.

PTA would like to receive a copy of the permit.

Contact: [a.naaktgeboren@oost.amsterdam.nl](mailto:a.naaktgeboren@oost.amsterdam.nl)