

2016 USE POLICIES AND PROCEDURES BATTERY PARK CITY PARKS AT 6 RIVER TERRACE

GENERAL USES

The policies and procedures set forth herein govern the use of 6 River Terrace for the purpose of meetings and functions by individuals or organizations ("Users") as set forth in the attached Agreement. The permission to use 6 River Terrace shall be granted at the sole discretion of BPCP. If any User proposes activities that involve extra maintenance and security costs, BPCP reserves the right to require a fee to defray those costs. The following policies and procedures shall govern all use of the space:

Meetings and functions will be booked by BPCP on a first-come, first-serve basis. Priority will be granted to meetings and activities sponsored by BPCP or the Battery Parks City Authority ("BPCA").

Smoking shall not be permitted at 6 River Terrace.

No consumption or serving of alcohol or illegal substances, including controlled or other pharmaceutical substances used in a manner not prescribed by a physician, shall be permitted.

Entrance to all functions at 6 River Terrace must be obtained through the door on Vesey Street. No access to any other portion of 6 River Terrace is permitted.

Use of 6 River Terrace is restricted to the main events room, the screening room, and the restrooms.

BPCP makes no representations or warranties regarding the condition of the premises, and User accepts the use of the premises in an "as is" condition. User assumes the risk for any and all injuries to persons attending the event described in the attached Agreement.

MAINTENANCE

Users will be responsible for putting up and taking down all decorations one hour before and after the event. No earlier or later access will be granted.

Users will be responsible for arranging and rearranging seats and tables and for returning such furniture to its prior configuration before vacating the space.

Users are responsible for placing all trash in the bags provided, and for placing such trash in the garbage containers located in 6 River Terrace.

User shall maintain the Premises in good, clean and safe condition, and shall comply with each and every provision and requirement of these Use Policies and Procedures.

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IMPROVEMENTS

User may not improve, install any fixtures, or make any alterations to the Premises.

CATERING:

Users may hire wait staff or caterers for the event.

All caterers must provide certificates of liability insurance in the amount of \$1,000,000 (ONE MILLION DOLLARS) per occurrence, prior to the start of the event. BPCP and BPCA must be named as additional insureds on said insurance policies.

Hot buffets and sternos are allowed in the space, but chafers are not permitted on children's tables.

Cooking in the space will be considered on a case by case basis at the discretion of BPCP.

Serving is not provided by BPCP staff.

OTHER RESTRICTIONS:

At the request of BPCP, anyone exhibiting disorderly conduct or violating any federal, state or local laws, the directives of BPCP staff or these Use Policies and Procedures will be required to leave the premises.

Users may not charge their members and guests a fee for events held at 6 River Terrace.

User will be required to provide, at minimum, the following ratio of parental supervision for all children's activities: a minimum of one adult for every three (3) children under the age of five years old, and one adult for every ten (10) children over the age of six.

Food and beverages are only allowed on the non-carpeted area.

Amplified music and the presence of live animals will be permitted on a case by case basis and at the sole discretion of BPCP.

SIGNS, POSTERS AND DECORATIONS

No signs, posters, banners or similar devices shall be erected, displayed or maintained by User outside of, or on the exterior windows of, 6 River Terrace without the prior written approval of BPCP. Any such material not so approved may be removed by BPCP at the expense of User.

Decorations may only be hung with BPCP supplied tape.

Only washable markers are allowed for use for any type of art project on BPCP tables.

The following decorations are not allowed at 6 River Terrace: lit candles (except for birthday cake candles), confetti, glitter and tinsel.