

6 River Terrace 2016 Rental Application

Rental date / time requested: _____

Alternate date / time: _____

Name of Organization or Person: _____

Name of Contact: _____

Type of Organization: Non-Profit (501C3 status required) For Profit Corporation
 Community Based Organization (nonprofit) Other: _____

Mailing address: _____

Phone numbers: Day-time _____ Evening _____ Mobile _____

Email: _____

Please describe the rental event (ie. birthday party, choir practice, or meeting/discussion)

Will the event be advertised? Yes No If **yes**, Please provide details:

How did you hear about the 6 River Terrace event space?

Costs: *50% of the total cost is required to reserve the date/time you request*

\$600 – 2 hour event / 4 hour rental (1 hour for set up, 2 hours for event, 1 hour clean up)

\$125 – Per *extra* hour (optional)

\$75 – Toy Rental (optional) // \$20 Musical Shaker Rental (optional)

Required:

\$300 – Security Deposit (required – returned after successful use of the space)

Approximately \$100 – Single Day Certificate of Liability Insurance (required)

Guests/Participants

Number of people anticipated: _____ children _____ adults

What are the ages of the children attending (if applicable)? _____

Activities/Entertainment

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Are you hiring any entertainers for your event? _____ Vendor's email/phone _____

Names/Form of entertainment _____

Length of performance/timeline _____

Can Vendor Provide Insurance Documentation*? ____ Yes ____ No **required*

Please describe any furniture setup / accommodation requests for the entertainers: _____

Are you having any self-planned activities in the space? If so, please describe: _____

Furniture setup / accommodation requests for self-planned activities: _____

Food/Beverages

Bringing your own food/beverages, having them delivered, or hiring a caterer? _____

Name of vendor _____

Vendor's email/phone _____

Please describe the food & drink to be served (ie. pizza, fruit platters, layer cake) _____

Are you considering serving alcohol at your event? Yes No

If **YES**, please discuss this with the Event Coordinator. This requires that you hire a caterer and the caterer must apply for a permit with the **State Liquor Authority**. Allow 2-3 weeks for processing of the permit and plan accordingly.

Serving alcohol without a caterer with the proper permit from the State Liquor Authority is prohibited.

Once you have completed your application, please email it to 6riverterrace@bpcparks.org or to the Event Coordinator. If you have any questions or would like to go on a walk-through of 6 River Terrace, please call 212-267-9700 ex 9363

Signature of Applicant: _____ Date: _____