

6 River Terrace 2017 Rental Application

Rental date / time requested: _____

Morning time slots: *9am-1pm (party from 10am-12pm) or 10am-2pm (party from 11am-1pm)*

Afternoon time slots: *2pm-6pm (party 3pm-5pm) or 3pm-7pm (party from 4pm-6pm)*

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:

*(Users may not charge their members and guests a fee. For more details, see [6 River Terrace Policies and Procedures](#))

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, pending availability)

\$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

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

Activities/Entertainment

Are you planning on 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 (see below)*

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*

Entertainment and Catering services* are required to provide BPC Parks with a **Certificate of Liability Insurance (separate from the COI required of the individual renter) with the following details: The base insurance amount on the certificate should be \$1,000,000 (a standard base amount for events), and named under "additional insureds" on the policy: **BPCA (Battery Park City Authority) and The State of New York**. The insured address is: **6 River Terrace, New York, NY 10282**.

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

Name of Caterer _____ 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: _____