



Permit Rules and Requirements

General Information:

If you would like to have any activity in a park in Battery Park City with 20 or more people, and/or would like to reserve a specific area within a park, you need to apply for a Permit from the Battery Park City Authority ("BPCA"). Applications for Permits can be found at www.bpca.ny.gov. All completed applications, including fees and/or deposits that may be required, must be submitted to BPCA, Attn: Permit Office, 200 Liberty Street, 24th Floor, New York, NY 10281. Applicants may also email a copy to permits@bpca.ny.gov. Permits require at least a minimum of 21 to 30 business days to be processed and will be processed on a "first come first serve" basis. Please plan accordingly. Payments are accepted by credit cards, cashier's check or money order. Separate checks are required for events that includes a deposit. No cash is accepted. Permit fees will be refunded if an individual, business or other organization requests such within five business days after the permit application was received. No refunds will be made by Battery Park City Authority to any individual, business or other organization once a permit has been executed and issued. The only exception to this is consideration in cases of severe, inclement weather. No permit, fee or certificate of liability insurance is required for birthdays/picnics for groups of less than 20. BPCA encourages all vendors wishing to conduct events in Battery Park City to consider locally sourcing food, drinks, supplies, etc.

Insurance: All events require each applicant to provide a Certificate of Insurance (COI) for use of the parks. A typical policy covers a minimum of no less than \$1 million General Liability insurance per occurrence, naming BPCA, BPCPC, the City and the State of New York as additional insureds on a primary and non-contributory basis with a waiver of subrogation on all policies in their favor and Workers Comp if applicable with the same at the statutory limit amount; Name BPCA as the "holder" of the certificate. Coverage(s) is based on a case by case basis and will be determined by BPCA. All vendors providing a service to your event may be required to provide required insurance if applicable.

Note, for use of the ball fields, please contact the Ball Field Coordinator at ballfields@bpca.ny.gov at the Battery Park City Authority to coordinate.

Additional Requirements for Certain Types of Permits

Field Day Events: Field Day events are held at the BPC ball fields, followed by lunch in Rockefeller Park. A permit from BPCA is required for lunch in Rockefeller Park.

Playground Use: People ages 12 and older may enter playgrounds **only** when accompanying a child. No filming, photo shoots, videos or photography is allowed in the playground at any time, unless otherwise noted on the permit issued. All other events in the children's playgrounds are strictly prohibited.

Walkathons & Runs (7:00a.m - 1:00pm ONLY): The maximum time allowed for any such event is six (6) hours, including set-up, dismantling, and clean-up. Any temporary stage must be no higher than four feet and 32 square feet in total area. An event may include up to two (2) tents (10x10 or 4x4), supported by sand bags on **hard surfaces only**. Tables will be allowed in proportion to the group's size with a maximum of eight (8). Banners may only be suspended

between two weighted posts or poles that do not penetrate soil or hard surfaces. A portable microphone is allowed. Amplified sound is not allowed, however a small PA system with a small generator, is allowed. No tying, draping or supporting cables, ropes, props or equipment to trees or shrubs, posting direction signs of any kind, Tying or attaching anything to any architectural features or statues, sculptures or fountains, placing portosans in the park. Event organizer(s) must provide their own recycling & trash bags and are responsible for cleaning up, restoring the site to its prior condition and removing refuse during and after the event. If you are unable to provide your own power, BPCP may provide power at an additional cost. This payment would be separate from other fee(s) with checks or money orders made payable to BPCP. It is the responsibility of the permittee to assure that all rental equipment is removed from site before leaving premises. Additional fees applies for set-up according to the number of participants. All areas should be left in the condition they were found See General Requirement for Liability Insurance.

Birthday/Picnics (4.5 hours including set-up, dismantling or break down): All foods must be pre-prepared, no glass dishes or glass containers. No BBQ grills and/or use of sternos are alcohol, decoration, kites signage, balloons, piñatas or use of any items that would cause cleaning up of trash, leaving of food/trash on lawns or pavement allowed. No soccer, throwing of ball (s) or skateboards allowed in the park. If food is being delivered, all boxes must be discarded by permittee. Permittee will provide their own trash and recycling bags, and clean up during and after event, using trash cans provided in the area. Tables and chairs are permitted on hard surfaces **only**, not on lawns or soil. Permittee agrees no portion of the park or lawns will be closed off to the public during their event. Permittee agrees to respect public's right to access all areas of park during event. Permittee agrees not to use or come into contact with any art pieces in the parks. Permittee will leave area in good condition. Permittee must provide trash & recycling bags and clean up during and after event using trash cans provided in the area. *No permit, fee or liability insurance is required for birthday parties and picnics for groups of less than 20.* See General Requirements above.

NYC Public School (4.5 hours including set up, dismantling or break down): All schools must submit an indemnification letter with its permit application. This letter can be obtained from the NYC Department of Education ("DOE"), and must indemnify BPCA, BPCPC, and the City and State of New York from any injury caused due to negligence. This letter is usually requested by the school's principal and/or coordinator and should include the name of the school, contact person, event date, and name of park/location of the event in Battery Park City requesting. You may contact DOE at rlopez6@schools.nyc.gov. BPCA requires that students be accompanied by the following ratio of staff to students: one adult for every 10 children. Event applicants/organizers must provide their own trash & recycling and trash bags and clean up after event using trash cans provided in the area. Events in BPC parks are FREE for NYC Public Schools.

Private Schools & Non-Profit Organizations (4.5 hours including set-up, dismantling or break down): Private schools and non-profit organizations must provide a certificate of liability insurance in the amount of not less than \$1,000,000 per event with their permit application (see "General Requirements" above). Non-Profit organizations must provide a copy of the organization's IRS determination letter and a copy of their 501(c) (3) tax-exempt form. Event organizers must provide their own trash & recycling and trash bags and clean up after event using trash cans provided in the area. Events in are FREE for Private Schools. Fees may be waived in part or whole for Non-profit Organizations at the discretion of BPCA.

Summer Camps, Field Days & Sporting Events: All summer camps, field days & sporting events are held at the ball fields. Please contact Freddy Belliard at ballfields@bpca.ny.gov at the Battery Park City Authority to coordinate and secure a permit. No food is allowed at the ball fields. Organization or group may proceed to the Nelson A. Rockefeller Park and have lunch following. A permit is required for lunch in Rockefeller Park. Visit www.bpca.ny.gov for a permit application.

Wedding Ceremony / Wedding Photography Permits (3 hours): No decorations, signage or receptions are allowed. No alcohol, food snacks or beverages. No structures are permitted, including but not limited to tents, altars, kneelers, tables. No chairs unless stated on the permit. Chuppahs are allowed. No amplified sound, candles, balloons, bows rice, birdseed, planters, confetti, tents, ribbons, similar litter, or the use of any items that would cause cleaning up of trash, or leaving of food is allowed. A photo showing the desired location (s) is required with the application. Event organizer must provide a certificate of liability insurance and a listing of camera equipment, including tripods. See general requirements.

Commercial Film, Television, Video, Still Shoots & Photography: 1) Applications are due at least three weeks in advance to allow for proper coordination. However, we will work with location managers. Applications should state the location of the shoot with photos attached, the name of the park in Battery Park City with a description of film, video or still shoot and/or photography, and related information, including but not limited to, schedules and number of participants, extras, a list of ALL equipment, including tripod(s), techno crane(s) if any, video village, tents, tables, chairs, sofa, vehicles if part of scene, etc. 2) If approved, a scheduled site walkthrough will be conducted to discuss logistics. 3) A deposit in the amount of \$5,000 is required. No tying, draping or supporting cables, ropes, props or equipment to trees or shrubs, posting direction signs for filming locations of any kind, use of amplified sound/live sound music video productions without pre-approved sound check for volume, tying or attaching anything to any architectural features, statues, sculptures, fountains or placing portosans in the Park. All areas should be restored to back to the condition they were found. **Under Section 9003.10. Aviation**, no person shall voluntarily bring, land or cause to alight within or upon any park, any airplane, balloon, parachute, hang glider, or other aerial device, except that certain areas may be designated appropriate landing places for medical evacuation helicopters. For the purposes of this section, *voluntarily* shall mean anything other than a forced landing caused by mechanical or structural failure of the aircraft or other aerial device. See General Requirements above for insurance.

Commercial Filming at the Irish Hunger Memorial: All applications to conduct commercial filming, video, and photo shoots, photography/still photography at the Irish Hunger Memorial must be accompanied by the written approval from Brian Tolle, Designing Artist. Please contact Mr. Tolle at [917.519.6620](tel:917.519.6620) for further information. Once approval from Mr. Toll has been granted, a copy of the approval agreement must be submitted with your permit application to BPCA, Attn: Nidia Reeder, 200 Liberty Street, 24th Floor, New York, NY 10281. Applicants may also email a copy to BPCA at nidia.reeder@bpca.ny.gov or permits@bpca.ny.gov. See General Requirements above for insurance requirements.

On Site Construction Work/Vehicle Parking: There is a processing fee of \$150.00. Applicants who require this type of permit to perform work for BPCA and/or BPCPC in accordance with a valid contract with BPCA and/or BPCPC may request a waiver of processing fee. If so, please list the contract number and name of the BPCA and/or BPCPC Project Manager on the application. For all other requests, the fee, the permit application (including the make/model driver's name & license plate number(s) of vehicles entering upon BPCA property), and a certificate of liability

insurance is required. Must leave area in good condition. See General Requirements above for insurance requirements.

Other Construction work with Structural Change: All proposed work must comply with all applicable rules and regulations of all City and State agencies having authority, including, but not limited to, the NYC Building Code, NYC Fire Code and NYC Zoning Resolution and modifications thereof. Approvals from said agencies must be obtained prior to the commencement of work. Once obtained, copies of such permits (DOB, DOT, etc.) and design layout/drawings shall be provided to BPCA for processing of the BPCA work permit. See General Requirements above for insurance requirements.

Students Shoots/Filming: (4 hours) All students applying for this permit must submit a letter on official letterhead from the school and/or professor explaining the assignment, a copy of the applicants photo ID, name of the on-site professor, photo (s) of the location they wish to film and a copy of the school's certificate of liability insurance (see General Requirements above). The applicant/event organizer must provide trash & recycling bags and clean up during and after event using trash cans provided in the area. Must leave site in good condition. See General Requirement for insurance.

Volley Ball Permits (90 minutes per game): Liability Insurance is required for all volley ball games regardless of the number of participants. The applicant/event organizer must clean up after event using trash cans provided in the area. See General Requirement for insurance.

Not-for-profit Events: - Fees may be waived in part or whole for commemorative or ceremonial events for non-profit organizations. However, if an event proposes activities that involve extra maintenance or security costs, BPCA reserves the right to require a fee to recoup those costs. Non-Profit organizations must provide a copy of the organization's IRS determination letter and a copy of their 501(c) (3) tax-exempt form to be considered. See general requirement for liability insurance.