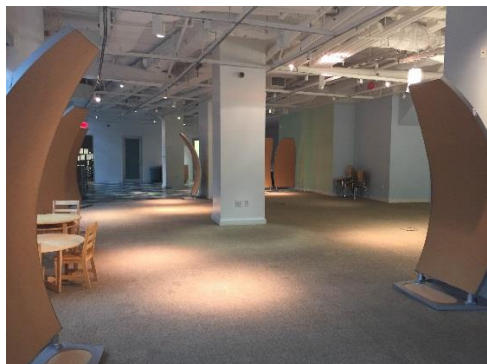


6 RIVER TERRACE Rental

FAQ SHEET 2016



WHERE IS THE SPACE LOCATED?

The space is located at 6 River Terrace in Battery Park City, just off North End Avenue. The entrance is at street level, next to Le Pain Quotidian.

WHAT IS THE SPACE LIKE?

The venue (2000 sq. ft.), is a flexible **community space** with street level access and over 350 sq. ft. of windows that provide natural light and views of Nelson A. Rockefeller Park and the Hudson River. This wheelchair accessible space has attractive restrooms as well as furniture for adults and children. *The*

maximum occupancy is 125 for a children's event and 200 for an adults-only event.

WHAT IS THE COST TO RENT THE SPACE?

The space is rented in 4 hour increments (1 hour set up, 2 hour event, 1 hour clean up). The fee is \$600 for the 4 hour time slot. Each additional hour is \$125.

WHEN IS THE SPACE AVAILABLE?

6 River Terrace may be rented on weekends and weekdays, pending availability.

Rental times are available on Saturdays and Sundays in 4 hour blocks, ending by 2PM or starting after 2PM. Additional rental times are available depending on the programmed use of the space.

For weekend rentals, 4-hour blocks end by 2PM or start after 2PM, for example:

9AM-1PM (event 10AM-12PM)

10AM-2PM (event 11AM-1PM)

2PM-6PM (event 3PM-5PM)

3PM-7PM (event 4PM-6PM)



IF YOU HAVE QUESTIONS OR WOULD LIKE TO SCHEDULE A WALK-THROUGH: CALL 212-267-9700 EX 9363

WHAT'S INCLUDED IN THE RENTAL?

***Furniture:** Up to 8 adult tables/70 adult chairs, up to 4 children's tables/30 children's chairs, room dividers (optional), rainbow mats.

***Set up:** During the first hour of your rental, the Event Coordinator and another Parks staff member will provide support in set up of the space.

***Clean Up:** The Event Coordinator and another Parks staff member will be present throughout the event, as well as in the last hour designated for clean-up. This includes trash removal. *We ask that you neatly organize any trash from your event in order to facilitate this process.*



ARE THERE ANY ADDITIONAL COSTS ASSOCIATED WITH RENTING THE SPACE?

All renters must submit a \$300 refundable security deposit by check at least one week in advance of the event.

A single-day certificate of liability insurance is required for rentals at 6 River Terrace. This is a one day insurance policy that can often be obtained same-day from your car, life, or home insurance broker, and could cost approximately \$100. Alternatively, you can get the certificate at one of these insurance providers: www.theeventhelper.com or www.venuehelper.com or www.privateeventinsurance.com.

The base insurance amount on the certificate should be \$1,000,000 (a standard base amount for events), and you must name 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.

MAY I SERVE ALCOHOL?

If interested, 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**.

Only under the condition that a caterer who obtains the proper Caterer's Permit to serve liquor off premises at our location, which can be obtained at: <http://www.sla.ny.gov/online-permit-applications>

Please provide at least 30 days for your caterer to acquire this permit, as the State Liquor Authority must receive the application at least 15 days in advance.

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

MAY I BRING MY OWN FOOD?

Yes. Many renters bring their own food and drinks. Food and drinks must be consumed in the tiled area of the room.

CAN FOOD BE DELIVERED?

Food may be delivered during the rental period. The first hour of the rental is for set up, this is a good opportunity for any food deliveries.

CAN I HIRE CATERERS?

Renters 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.

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Hot buffets and sternos are allowed in the space, but chafers are not permitted on children's tables. Serving is not provided by BPCP staff.

DO YOU HAVE A KITCHEN?

6 River Terrace does not have cooking facilities. We have a small room with a standard refrigerator/freezer, as well as a small sink.

MAY I HIRE PARKS STAFF TO LEAD GAMES AND ACTIVITIES AT THE PARTY?

No, BPC Park staff cannot lead games or activities. An event coordinator is present at each event. Some renters hire entertainers including musicians, magicians, face painters, and others. Please check with us first, as there are some restrictions about certain live animals.

IS IT OK IF I DROP OFF SUPPLIES IN ADVANCE?

No. Renters cannot drop off supplies in advance of their permit hours.



MAY I DECORATE THE ROOM?

Yes, decorations can be hung with standard scotch tape or painter tape (no duct tape or packing tape is allowed). **Please note:** *No bouncy castles, glitter, confetti, or tinsel are allowed in the room. All decorations must be removed at the end of the event, including balloons.*

MAY I RENT THE TOYS?

Play equipment suitable for up to 30 preschool and early elementary school age children is available for a \$75 fee. *The toys include a play kitchen and play food, dress up costumes, soft blocks, a train table, play animals, hand puppets, and a puppet theater.*



MAY I PLAY MUSIC?

If you want to play music from your personal device, you will need to bring your own portable speaker. The venue does have WIFI if you would like to stream a service such as Pandora. Some people hire musicians to perform. Please discuss with us before hiring.

WHAT ARE SOME THINGS I SHOULD REMEMBER?

Bring a knife, candles, and matches if you'll be celebrating with a birthday cake.

IF YOU HAVE QUESTIONS OR WOULD LIKE TO SCHEDULE A WALK-THROUGH: CALL 212-267-9700 EX 9363

6RT RENTAL CHECKLIST:

Cost	What	Due Date
	Rental Application – details about the event, #of attendees, activities, #of tables/chairs, etc., performers/entertainers, caterers/food Additional Costs to Consider: Toy Rental \$75 Musical Shakers (Rental) \$20 Extra hour(s) \$125 per hour	1-2 months before rental date
	Policies and Procedures – <i>read before signing use agreement</i> USE AGREEMENT – <i>read and sign</i>	Upon payment of 50% deposit – 1 month before rental
50% of total cost	Non Refundable Deposit to Reserve the space at a requested date/time	1 month before – must be submitted with Use Agreement
Approx. \$100	Single-Day Certificate of Liability Insurance – SINGLE DAY CERTIFICATE OF LIABILITY INSURANCE: Base amount must be \$1,000,000 (a standard base amount for events), and you must name 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.	1-2 weeks in advance of rental
\$300**	Security Deposit – Check made out to "Battery Park City Authority" Mail To: Events Coordinator – BPC Parks, 75 Battery Place, New York, NY 10280	1-2 weeks in advance of rental
%50 of total cost	FINAL deposit (to complete payment for the rental)	1 week before the rental

*If you would like to rent toys, musical shakers, or add an extra hour, *please indicate this on your initial rental application.*

*If you will be hiring performers, caterers, or other services, *please notify us at least 2-3 weeks in advance*

*Food must be delivered during the allotted time on your rental Use Agreement (preferably in the hour delegated for set-up)