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: __________________