

6 River Terrace 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)

\$150 – 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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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 BPCA 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 a permit from the **State Liquor Authority**. Allow 2-3 weeks for processing of the permit and plan accordingly.

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

Once you have completed your application, please email it to 6riverterrace@bpca.ny.gov 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: _____