

# Battery Park City Authority

## Permit

### Rules and Requirements

#### **General Requirements for All Events:**

If you want 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 Special Event Permit from the Battery Park City Authority ("BPCA"). Applications for Special Event Permits can be found at [www.bpca.ny.gov](http://www.bpca.ny.gov). All completed applications, including fees and/or deposits that may be required, must be submitted to BPCA, Attn: Nidia Reeder, 200 Liberty Street, 24th Floor, New York, NY 10281. Applicants may also email a copy to [nidia.reeder@bpca.ny.gov](mailto:nidia.reeder@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. All Events require Certificates of Liability Insurance, including any construction work. Homeowners insurance is acceptable. Liability insurance must be in an amount of not less than \$1 million and name BPCA as the "certificate holder" and BPCA, Battery Park City Parks Conservancy ("BPCPC"), and the City and the State of New York as "additional insured" parties. No cash is accepted. Applicants must submit separate checks/money orders for payment of fees and/or deposits. Such check/money order must be made payable to Battery Park City Authority, Attn: Nidia Reeder, 200 Liberty Street, 24th Floor, New York, NY 10281. Please note that Field Day events are held at the BPC ball fields, followed by lunch in Rockefeller Park. For use of the ball fields, contact Craig Hudon ([craig.hudon@bpccparks.org](mailto:craig.hudon@bpccparks.org)) at the Battery Park City Parks Conservancy to coordinate. Event organizers must provide their own trash & recycling bags and are responsible for cleaning up after their event and restoring the site to its prior condition. Nothing may be tied or attached to trees or shrubs or any architectural features, statues, sculptures or fountains. The use of amplified sound, live sound music or the staging of video productions without a pre-approved sound check for volume is prohibited. Signs, plastic tarps, outdoor cooking and heating trays, glass containers, alcohol are not permitted. Placing portosans in any park is prohibited. If you are unable to provide your own power, BPCPC may provide power at an additional cost. Additional fees may apply for set-up according to the number of participants. No permit, fee or certificate of liability insurance is required for groups of less than 20 who do not wish to reserve a specific area of the park. It is the responsibility of the permittee to ensure that all rental equipment is removed from site before leaving premises. Events in the park are free for NYC Public Schools. BPCA reserves the right to limit the number of permitted events per calendar year.

#### **Additional Requirements:**

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

#### **Walkathons & Runs (7:00a.m - 1:00pm ONLY): These events are only permitted from 7:00am to 1:00pm.**

Please note that all Walks/Runs through Battery Park City require additional authorization from Brookfield Properties ("Brookfield"), should such events pass through the "Brookfield Place Lower Plaza" (located roughly parallel to the eastern side of the North Marina) that is operated and managed by Brookfield. Applicants must contact Aaron Miller, [aaron.miller@brookfield.com](mailto:aaron.miller@brookfield.com) for such permission. 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.

#### **Birthday Parties/Picnics (4 hours + 1 additional hour for set-up, dismantling or break down):**

All tables are to be placed on paved areas only, all food must be cold/picnic style, no chafing dishes, sterno or grills are to be used. Permittee may not decorate the park or use any signage, balloons, piñatas or any other similar items. For every ten children there should be one responsible adult (16 years and over).

**NYC Public School Activities (4 hours + 1 additional hour to 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 [Wtse2@schools.nyc.gov](mailto:Wtse2@schools.nyc.gov). BPCA requires that students be accompanied by the following ratio of staff to students: one adult for every 10 children.

**Private Schools & Non-Profit Organizations (4 hours + 1 additional hour to 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.

**Summer Camps, Field Days & Sporting Events:** All summer camps, field days & sporting events are held at the ball fields. For groups of 70+, please contact Craig Hudon ([Craig.Hudon@bpcparks.org](mailto:Craig.Hudon@bpcparks.org)) at the Battery Park City Parks Conservancy to coordinate and secure a ball field permit. No food is allowed at the ball fields. Provided a separate permit is obtained, the group may proceed to the Nelson A. Rockefeller Park and have lunch following the event.

**Wedding Ceremony / Wedding Photography Permits (3 hours):** The Authority will not close off any portion of the parks. Therefore, weddings must be planned accordingly. No structures may be erected, and the use of alters or kneelers is not permitted. Rice, bubbles, birdseed or confetti are not permitted. No tents, tables, chairs or similar items may be brought into the parks. Photo(s) of the location (s) where the ceremony and/or photography are intended to take place are required with application. No photography or wedding ceremony is permitted on the board walk in the South Cove.

**Commercial Film, Television, Video, Still Shoots & Photography:** 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/name of the park in Battery Park City shoot and attach photos of the proposed location. Additionally, the application must state: (i)schedules; (ii) number of participants; (iii)whether or not extras will be utilized; and (iv) a list of ALL equipment that will be used, including tripod(s), techno crane(s) if any, video village, tents, tables, chairs, sofas, and vehicles. If approved, a scheduled site walkthrough will be conducted to discuss logistics. A deposit in the amount of \$5,000 is required.

**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.

**Construction Work/Vehicle Parking:** There is a processing fee of \$100.00. 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 the \$100 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 & license plate number(s) of vehicles entering upon BPCA property), and a certificate of liability insurance is required.

**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, and photo (s) of the location they wish to film.

**Volley Ball Permits:** The permitted time limit for volleyball is 90 minutes per game. No portion of the volley ball court will be closed off during the event.