



## 6th Street and Avenue B Garden, Inc.

P.O. Box 20247 - Tompkins Square Station

New York, NY 10009-8963

[www.6bgarden.org](http://www.6bgarden.org)

A Lower East Side community oasis since 1982

### *6<sup>th</sup> Street and Avenue B Garden Rentals - Information and Agreement*

Thank you for considering our garden for your event. We hope that we can make your event a wonderful experience for your guests and you. Please read this introduction, which should help inform you on our guidelines for rentals. Please remember that the garden is volunteer run and self-funded. We do not receive any money from the city. The rental fees help us maintain the garden for everyone's enjoyment.

- 1) The 6<sup>th</sup> Street and Avenue B Garden is a volunteer-run, community-based, non-profit organization under the umbrella of GreenThumbNYC and the NYC Parks and Recreation Department. We operate under the rules followed by all parks in New York City.
- 2) The garden has an extensive schedule of free events open to public. We will schedule your event based on open time in our calendar. The earlier you arrange your event with us, and provide a deposit, the more likely you will be able to get the time you want! Two months or more in advance is the safest.
- 3) No alcoholic beverages are allowed in the garden. This is a NYC Parks rule.
- 4) The garden is a public space and therefore cannot be closed for private parties. You must be willing to share the space with the general public. For safety reasons photography or film productions may limit access to the garden but not during our city mandated open hours. Garden members will always be allowed access. Our open hours are Saturdays and Sundays from 1pm to 6pm, April thru the first week of October.
- 5) Gatherings of ten or more people must be arranged in advance.
- 6) You, the Renter, assume responsibility for your guests and yourself. Please make sure the garden is appropriate for your event. An accurate description of your event is required.
- 7) Garden guests must behave as if in any public city space.
- 8) No excessive noise. Recorded music may be played at moderate levels.
- 9) Professional or student photography/filming/videotaping **MUST HAVE INSURANCE**. This insurance has to be presented to the garden in advance.

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- 10) The garden is rent "as is". The Renter will be fully responsible for all additional supplies and equipment needed for the event. All additional supplies and equipment must be cleared with the garden's representatives first.
- 11) The garden should be returned to the state it was before the event started. All garbage removed and garden property returned to its place. The garden will provide trash bags for your event.
- 12) Events can have a maximum of 100 people in attendance.
- 13) Children's events must have at least one adult for every five children. Children's parties are allowed from 10am to 5pm Monday thru Friday. Sorry, no weekends or evenings. We allow a maximum of 20 children at a party, this for the protection of the garden. Children found repeatedly abusing garden property are required to be removed from the garden.
- 14) All rentals must be finished by 10pm, no exceptions. We respect the rights of our neighbors to peace and quiet at night.
- 15) Events that violate garden rules will be asked to leave immediately.
- 16) You must make a full payment in a money order payable to the 6th Street & Avenue B Garden, at least one month in advance of your event, plus an additional money order for the same amount but with the recipient left blank. This money order will be returned to you at the end of your event unless you run overtime or cause damage to the garden. You also must be willing to pay an additional per-diem to a garden member assigned to supervise your event.
- 17) Our rental fees are based on sliding scale depending on the nature of your event: personal, non-profit, commercial. Your rental hours include set-up time and clean-up time.
- 18) The garden will provide the use of existing electricity.
- 19) The renter indemnifies and holds harmless the 6th Street And Avenue B Garden and it's members for all losses, damages, costs and expenses whatsoever arising out of the Event.
- 20) Lastly, we do not have a restroom. Please make arrangements to direct your guests to local establishments. Tompkins Square Park has public bathrooms 3 blocks away.

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Rental fee guidelines (rates DO NOT include supervisor per-diems):

- 1) Personal:
  - a. Children's Birthday parties: 20 children max- \$100 for four hours minimum
  - b. Family Parties, Weddings, Graduations, etc. \$200 for four hours minimum  
Contact us for other rates.
  
- 2) Non-Profit:
  - a. Student project (must have school letter) - \$25 per hour
  - b. Non-profit institution (neighborhood) -- *Please contact us*
  - c. Non-profit institution (non-local) \$80 for two hours
  - d. News or documentary *Please contact us*
  
- 3) Commercial:
  - a. Corporate parties / events - \$300 for four hours
  - b. Still Photography - \$100 per hour
  - c. Independent Video / Film - \$100 per hour
  - d. Studio Film / Video - \$200 per hour  
Contact us for day rates.

### Scheduling:

Contact the garden by e-mail at [rental@6bgarden.org](mailto:rental@6bgarden.org). The sooner you can arrange your event the better. We start scheduling regular garden events two months in advance. Your scheduled time will not be reserved until we receive the deposit! If a deposit is not sent we will not guarantee availability. The garden has the right to refuse inappropriate events.

### Deposits and Payment:

A full payment (rental fee and security deposit) is due at least 4 weeks before the event. You may pay by a money order made out to "6th Street and Avenue B Garden, Inc." Sorry, ***we do not accept credit cards or checks.***

### Garden Supervision:

You agree to pay a garden supervisor a per diem of \$20 per hour. This includes set-up time and clean-up time in addition to the length of your event. You will be contacted by the supervisor before the event to arrange set-up times. You will pay the supervisor directly, either by cash or money order.

### Cancellations:

Cancellations are accepted until 48 hours before the event. If you cancel before 48 hours, your deposit will be refunded EXCEPT for a \$30 fee. Cancelled events can be rescheduled but the deposit will not be refunded. The garden reserves the right to cancel an event in extraordinary circumstances. Full deposits will be returned in these circumstances

### Rain Dates:

In case of bad weather, we will attempt to reschedule your event to the nearest available date.

**6<sup>th</sup> Street and Avenue B Garden Rentals - Information and Agreement**

Overtime:

Overtime must be paid in cash on the spot. This includes garden rental AND supervisor per diem. Overtime will be calculated in hour increments based on the initial fee you were charged. Overtime that interferes with another scheduled event will not be allowed.

Please budget your time carefully. An example rental: A four hour family party would be \$200 for the garden. Total deposit with security, \$400. The supervisor would get \$80 for four hours including set-up and clean-up. Total cost after the return of the deposit: \$280.

We hope this explains everything you need to know before renting in our garden. If you have any questions, feel free to direct them to our rental director at rentals@6bgarden.org.

**AGREEMENT**

I WISH TO RENT THE 6<sup>TH</sup> STREET & AVENUE B GARDEN FOR \_\_\_\_\_ HOURS ON \_\_\_\_\_ (date) STARTING AT \_\_\_\_\_ (time).

MY EVENT IS A \_\_\_\_\_ (type of event)  
THE EVENT IS ( ) PERSONAL, ( ) NON-PROFIT, ( ) COMMERCIAL

I AM INCLUDING A DEPOSIT OF \_\_\_\_\_

In addition to the Garden's existing facilities, I am bringing in these additional items:

\_\_\_\_\_  
\_\_\_\_\_

I, THE UNDERSIGNED, AGREE TO THE TERMS OF THIS AGREEMENT. I AGREE TO PAY A PER-DIEM TO AN ASSIGNED GARDEN SUPERVISOR FOR THEIR TIME.

\_\_\_\_\_ date

\_\_\_\_\_ print name

\_\_\_\_\_ company

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DEPOSIT RECEIVED \_\_\_\_\_ (date)

I, \_\_\_\_\_, REPRESENTING THE GARDEN, CONFIRM THAT THIS EVENT HAS BEEN ACCEPTED BY THE 6<sup>th</sup> STREET & AVENUE B GARDEN.

\_\_\_\_\_ date  
(garden member)