



Prospect Park Alliance

95 Prospect Park West, Brooklyn, NY 11215

Rentals and Event Planning Phone (646)393-9031 x 1

Carousel Rental Information and Contract

The Carousel, located inside Prospect Park at Flatbush Avenue and Empire Boulevard, was built by Charles Carmel in 1912 in Coney Island. It is available for private rental during non-public hours. Housed in a pavilion, the Prospect Park Carousel is one of few in the United States that is wheelchair accessible. The Carousel may be reserved for two-hour parties, which includes set-up and clean-up time. Two 6’ rectangular tables will be set up under the rear canopy for your use. When available, overtime may be booked at the rate of \$175.00 per hour and must be reserved in advance. No function may go beyond 9:30 p.m. There is a 60-person capacity at the Carousel for parties.

RENTAL FEES:	Prospect Park Alliance member at \$100. level or above	Non-members
Prospect Park Alliance	\$350.	\$375.
New York City Parks and Recreation permit application fee	\$25	\$25

Parties on Thursday and Fridays may take an additional \$25 discount

Please call or email us to make a reservation. All fees and paperwork must be received within 10 days from the date you made your reservation in order to guarantee your party. Payment must be made in full. Please mail as directed on the contract page.

Important Telephone Numbers:

Rentals and Event Planning Office : (646)393-9031 x 1 (Monday – Friday only)

Concessions Manager: (646) 938 -7547

Carousel Manager: (718) 230-7637

Raindate: The Carousel cannot operate when the platform is wet. A raindate may be chosen after it has been confirmed that the cancellation was required due to inclement weather. If no raindate is available, Prospect Park Alliance will refund all fees **except the \$25.00 Special Event Permit Application fee.** The Carousel Manager may be reached at (646) 938-7547 after 8:30 a.m. on the morning of the event.

Cancellation: The Special Event Permit Application Fee is non-refundable. If the renter cancels the event for reasons other than inclement weather, rental fees will be refunded only if the facility is re-rented for full price. All requests must be made in writing.

Staffing: A manager whose primary function is to operate the Carousel staffs the party. Additional staff may be scheduled by the Alliance based on a number of factors which include the date and time of the event, size of the event and food service needs. Please enter the number of anticipated guests as accurately as possible on the enclosed special events permit application.

Food Service: Food and beverage may be handled any way you'd like. You may bring it yourself, have a caterer drop-off, or request that we open the food carts. If you choose to have Carousel food service, please write in quantities on the contract page. Payment in cash for the items sold will be requested at the end of the event.

Catering and Party Regulations:

- The renter is responsible for all clean up. The carousel and its vicinity must be left in the same condition in which it was found.
- Garbage must be bagged and tied and left in the designated area.
- The client is responsible for anything dropped or spilled on the floor; it must be removed immediately.
- All caterers must file a certificate of liability insurance with the Rental Manager.
- Nothing may be affixed to the walls or ceiling, fixtures may not be moved.

Operating Rules:

No running and jumping in the Carousel pavilion.

No food or beverages on the Carousel platform.

When the Carousel is in motion, all children must wear seat belts and all persons not riding must stay within the designated **safety zone.**

There is no smoking in the Carousel pavilion.

Host Parking: Upon receipt of payment, the renter will be given (1) vehicle permit to park on Carousel Drive. The vehicle permit confirms the date and time of the event and provides directions.

Guest Parking: Street parking may be found along Flatbush Avenue. Enter the Park at Ocean and Parkside Avenues. You may also visit the website at www.prospectpark.org for maps and directions. Please note that the Parking Lot at Wollman Rink is no longer available.

Additional Information:

As of May 23, 2011 smoking is prohibited within NYC's parks.



Carousel Contract

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Mail this form, special events permit application and 2 separate checks to:
 Visitor Services, Prospect Park Alliance, 95 Prospect Park West, Brooklyn, NY 11215

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BIRTHDAY CHILD'S NAME _____

CONTACT NAME _____

ADDRESS _____ **zip** _____

TELEPHONE (Home) _____ **(Cell)** _____ **E-MAIL** _____

PARTY DATE _____

Please circle one.

	Thursday	Friday	Saturday	Sunday
<i>April – Independence Day and Labor Day through October</i>	5:30 – 7:30 p.m.	5:30 – 7:30 p.m.	9: 30 – 11:30 a.m. 5:45 – 7:45 p.m.	9: 30 – 11:30 a.m. 5:45– 7:45 p.m.
Independence Day – Labor Day	6:30 – 8:30 p.m.	6:30 – 8:30 p.m.	9: 30 – 11:30 a.m. 6:45 – 8:45 p.m.	9: 30 – 11:30 a.m. 6:45 – 8:45 p.m.

Please enter quantities if you wish to use the cart services. Payment may be made in cash at the end of the event.

	quantity		quantity
Pinwheels \$1.50		Ice Cream \$2.00	
Soda and Water (20 oz.) \$2.00		Juice (16 oz.) \$2.00	

Amount Enclosed _____ **Prospect Park Alliance Member name** _____

***** for office use only *****

\$25. Permit fee ____ Rental fee \$_____ Vehicle permit mailed _____ cc to Car _____ GATE _____