



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 only a 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 \$200 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 the \$100 level or above	Non-members
Prospect Park Alliance	\$375	\$400
New York City Parks and Recreation permit application fee	\$25	\$25

**For parties on Thursday and Fridays, an additional \$25 discount may be taken.**

Please call or email us to make a reservation. All fees and paperwork must be received within 10 days from the date you make your reservation in order to guarantee your party. Please remit payment in full and mail your check(s) with your papers 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

**Rain Date:** If there is a chance of inclement weather the renter must reach out to the concessions manager within 24 hours of the event. The Carousel cannot operate when the platform is wet. A rain date may be chosen after it has been confirmed that the cancellation was required due to inclement weather. If no rain date is available, Prospect Park Alliance will refund all fees **except the \$25.00 Special Event Permit Application fee.** The Concessions 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 including 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.
- Anything dropped or spilled on the floor must be removed immediately.
- All caterers must file a certificate of liability insurance with the Rentals Manager.
- Nothing may be affixed to the walls or ceiling and fixtures may not be moved.

**Operating Rules:**

No running and/or jumping in the Carousel pavilion.

No food or beverage 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. You may also visit the website at [www.prospectpark.org](http://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**

All fees and paperwork must be received within 10 days from the time you make your reservation to guarantee the party

Mail this form, the special events permit application and payment to:

Joan Seiwel/Visitor Services, Prospect Park Alliance, 95 Prospect Park West, Brooklyn, NY 11215

RENTAL FEES:	Prospect Park Alliance Member at the \$100 level or above	Non-members
Prospect Park Alliance (check or credit card)	\$375.	\$400.
NYC Parks and Recreation permit application fee (Check only please)	\$25	\$25

**For parties on Thursday and Fridays, you may take an additional \$25 discount.**

BIRTHDAY CHILD'S NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ zip \_\_\_\_\_

TELEPHONE (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ E-MAIL \_\_\_\_\_

PARTY DATE \_\_\_\_\_ DAY \_\_\_\_\_

Please circle one.

	Thursday	Friday	Saturday	Sunday
<i>April – Independence Day and Labor Day through October</i>	<i>5:30 – 7:30 p.m.</i>	<i>5:30 – 7:30 p.m.</i>	<i>9:30 – 11:30 a.m.</i>	<i>9:30 – 11:30 a.m.</i>
			<i>5:45 – 7:45 p.m.</i>	<i>5:45 – 7:45 p.m.</i>
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 service. Payment may be made in cash at the end of the event.

	quantity		quantity
Pinwheels, Bubbles -- \$1.00		Ice Cream \$2.50	
Soda and Water (20 oz.) \$2.25		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 \_\_\_\_\_



Prospect Park Alliance

Credit Card Authorization –

By completing the form below, I authorize Prospect Park Alliance to charge my credit card \$ \_\_\_\_\_ which represents the total rental fee for my event on at the Prospect Park Carousel on \_\_\_\_\_(date) at \_\_\_\_\_(time).

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Card Number
Expiration date	V # _____ <small>(3 digit number on back of card)</small>
Cardholder's name	Cardholder's billing address  Street _____  City, State _____  Zip code _____
Cardholder's signature	Cardholder's phone number
Contract holder's signature if different from card holder	