

**Rental Contract  
Hippo Playroom  
Riverside Park Conservancy**

**\*\*\*PLEASE READ THIS CONTRACT THOROUGHLY AND PLEASE  
HAVE THE CONTRACT WITH YOU ON THE DAY OF YOUR EVENT  
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This document confirms your reservation (the “Reservation”) of the Hippo Playroom on [REDACTED] and your agreement to the terms and conditions of this contract (the “Contract”).

The Hippo Playroom (the “Playroom”) is a single classroom facility next to Hippo Playground in Riverside Park. The Playroom has a maximum capacity of 30 people. The Playroom is rented in 2.5 hour time slots for either the morning (9:00 am to 11:30 am) or afternoon (12:30 pm to 3:00 pm). The rental of the Playroom includes only the use of the indoor classroom and its furniture for your event (the “Event”) and does not include any other space or facilities in Hippo Playground as all other spaces are open to the public. The rental also does not include food, drinks or personnel to help with the Event.

The fee for the reservation is \$750 which includes a \$150 security deposit. The security deposit will be returned if there are no damages to the Playroom (other than normal wear and tear) or if no major cleaning is required. Cancellations will be allowed but are subject to a \$100 administration fee and a time restriction. No refunds (other than returning the \$150 deposit) will be provided for any cancellation within 14 days of the date of the Event.

For this contract, cancellations must be made in writing by 5 pm on [REDACTED], in order to receive a refund of the Reservation Fee (less the \$100 non-refundable administration fee) and a return of the deposit. The Renter will forfeit the total reservation fee for cancellations made after [REDACTED] but will be entitled to a return of the deposit.

Please refer to the terms of this contract for more details on cancellation terms, fees, deposits and payment guidelines.

**The undersigned (the “Renter”) agrees to the following terms and conditions for renting the Hippo Playroom:**

- I. **CAPACITY:** The maximum occupancy of the Playroom is 30. The Renter agrees and acknowledges the capacity limit of the Playroom and will not host a party that includes more adults and children than the maximum occupancy. If the Renter wishes to use a nearby lawn or picnic table in connection with their event, please refer to paragraph ‘X’ for permitting rules within Riverside Park. As a reminder,

the Renter cannot reserve any space within the playground (including picnic tables) as these areas are public.

- II. **FEE & DEPOSIT:** The fee for the reservation of the Playroom at a specific time slot and date is \$750.00 (the “Reservation Fee”) which includes a \$150.00 security deposit (the “Deposit”). The Deposit will only be applied to pay for damages to the Playroom incurred at the Event (other than normal wear and tear) or if a major cleaning is required after the Event. If there are no damages and if no major cleaning is required, the Deposit will be returned to the Renter.
- III. **PAYMENT:** Renter agrees to make the payment of the Fees and Deposit listed in this Contract. Payment can only be made by credit card and must be made at the time of execution of this Contract. No reservation is valid until the contract has been executed and the payment has been received.
- IV. **CANCELLATION BY RENTER:** The Renter may cancel their reservation up to 14 days before date of the Event and receive a refund of their Reservation Fee less a \$100.00 administration fee. There will be no refund of the Reservation Fee if the Renter cancels the reservation less than 14 days before the date of the Event with the sole exception of the \$150.00 deposit which will be returned to the Renter. Please note that all approved refunds may take up to 14 days to process.  
  
**Inclement Weather Notice:** In the event of bad weather on the day of the Event, the rules of cancellation in this paragraph IV still apply. To be clear, there are **NO REFUNDS** with the Reservation Fee if it rains, if the air temperature is very warm or if other bad weather occurs on the day of the Event. As a reminder, the Playroom has fans and windows but does not have air conditioning.
- V. **CANCELLATION BY RIVERSIDE PARK CONSERVANCY (“RPC”):** RPC has the right to terminate the Contract in certain limited circumstances. Circumstances shall include, but not limited to, natural disasters, force majeure and the closing of Riverside Park or the Playroom by the New York City Department of Parks and Recreation (“NYC Parks”) or RPC for safety or other compelling reason, as reasonably determined by RPC. Any cancellation by NYC Parks or RPC will entitle the Renter to a full refund of the Reservation Fee and the Deposit.
- VI. **RESERVATION TIME LIMITATION:** The total amount of time available to the Renter for the Event is the 2.5 hour time slot that has been agreed to in this Contract. The Renter will not have access to the room BEFORE the start time of the time slot and the Renter and guests must exit the Playroom at the end of their time slot. To be clear, set up and clean up **MUST BE** accomplished within your reservation time. Excess time leaving the Playroom after the time slot has ended may lead RPC to using the Deposit to pay for additional work and clean-up time for the personnel who opens and closes the Playroom.
- VII. **REQUIREMENT TO KEEP FACILITY CLEAN:** Renter agrees to keep the Playroom “broom clean” and in sanitary condition. Tables and chairs provided to the Renter for use at the venue should be wiped down (if needed) and returned to where they belong. All decorations provided by the Renter must be removed at the end of your rental period. All garbage must be bagged and placed inside by the

door. Garbage bags and a broom/dust pan will be provided, but paper towels and cleaning supplies are the responsibility of the renter.

- VIII. DECORATIONS:** The Renter may bring decorations to the Playroom but all decorations must be temporary and removed at the end of the rented time period. If you choose to do arts and crafts projects in the room during your rental, please do not use any paint, markers or crayons unless they are washable. We do not allow pinatas in the venue.
- IX. LIABILITY AND INDEMNIFICATION:** The Riverside Park Conservancy and its affiliates shall not be responsible for the loss of or damage to property or injury to persons, occurring in or about the venue, by reason of any existing or future condition, defect, matter, or things in the venue or for the acts, omissions, or negligence of other persons or guest in and about the venue. Renter agrees to indemnify and hold RPC and its affiliates, its directors, officers, employees, agents or advisors harmless from and against any and all losses, claims, damages, liabilities for losses of or damages to property or injuries to persons occurring in or about the venue.
- X. PERMITS:** If the Renter plans to use an adjacent space outside of the Hippo Park Playground and the Renter is anticipating more than 20 participants, the Renter will require to have a Special Event permit from NYC Parks. Permit applications are available online at [NYC Parks website](#). There is a \$25 filing fee and the application must be made at least 30 days prior to the Renter's event date. However, please note that with or without a permit, playground areas, including picnic tables, are open to the public on a first-come, first-serve basis.
- A permit may also be required by NYC Parks for certain types of entertainment connected to the Event. Please refer to the NYC Parks website for more details on what permits are required. If the Renter needs to apply for an additional permit then they encouraged to apply as early as possible before the date of the Event. NYC Parks will notify the Renter upon approval of the permit. Any permits connected to the Event should be physically present on site at the Event.
- XI. CONDUCT:** The Riverside Park Conservancy expects the Renter and their guests to act with professionalism and respect towards all RPC and NYC Parks personnel that may be facilitating with the opening and closing of the Playroom. The use of alcohol, smoking (including e-cigarettes) and/or any drugs **are strictly prohibited** on the premise, the playground or anywhere in Riverside Park. RPC reserves the right to deny future rental if the renters are caught breaking these NYC Parks rules and regulations.
- XII. LOST AND FOUND:** Riverside Park Conservancy takes no responsibility for personal effects and possessions left on premises during or after any event. However, the Renter is welcome to reach out to the Riverside Park Conservancy to find out if anyone had turned in a lost item to the office.

**AGREEMENT OF RESPONSIBILITY:** I agree to abide by any and all rules set by the Riverside Park Conservancy and within this agreement. I agree that I will be responsible for the conduct of my group, which has been granted the use of above-named facility, and shall conform to the official operation policies as established by Riverside Park Conservancy, and the New York City Parks and Recreation Department. I further agree to pay the Riverside Park Conservancy in full for the fee as agreed upon for the use of the park facility as well as reimburse RPC for any and all damage to the park facility. This includes but is not limited to; defacing of property, building or structures, or the natural state of the facility or park; failure to fully clean the facility, as assessed by Riverside Park Conservancy and the New York City Parks and Recreation Department through its agents or employees following my use of the facility.

**Print Name:**

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**Signature:**

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**Contact Phone Number:**

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**Date:**

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