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COMMUNITY BOARD No. 2, MANHATTAN

3 WASHINGTON SQUARE VILLAGE

NEW YORK, NY 10012-1899

www.cb2manhattan.org

P: 212-979-2272 F: 212-254-5102 E: info@cb2manhattan.org

Greenwich Village • Little Italy • SoHo • NoHo • Hudson Square • Chinatown • Gansevoort Market

CB#2 Street Activity Permit Guidelines

Attendance is mandatory. The general guidelines below will serve as a starting point for the review of your street activity permit application. You should review them in advance of the meeting and be prepared to provide the requisite documentation.

- The street fair applicant/sponsor (the “Applicant”) will present its application for a street activity permit for a street fair (the “Event”) in person to CB2’s Street Activities & Film Permits Committee, if requested.
- If the Applicant is using a professional street fair and festival promoter to organize the Event, the Applicant will submit the following, if requested: (i) documentation of its status as a 501(c) 3 nonprofit entity; (ii) a copy of relevant contracts between Applicant and professional promoter (if applicable); (iii) a copy of its most recent financial statements; and (iv) a schedule of income and expenses budgeted for the Event.
- If the Community Board, Police Department, Street Activity Permit Office, or any other agency has received complaints regarding a past Event, the Applicant will provide a written response to these complaints, which shall include a mitigation plan to avoid these problems in the future.
- The Community Board will not support a *new* street activity permit application at a location with more than two street activities in any given year or for a location that has a street activity scheduled within six weeks of the proposed street activity permit.
- If the Applicant is using a professional street fair and festival promoter to organize the Event, the Applicant agrees that set-up will commence no earlier than 9 AM and striking will be completed no later than 8 PM on the day of the Event and to institute a recycling program during the Event
- If the Applicant is using a professional street fair and festival promoter to organize the Event, Applicant agrees that merchants within the boundaries of the Event must be given first choice of renting vendor space directly in front of their establishments at the standard rate before offering it to a different vendor.
- The Street fair applicant/sponsor shall provide space for a CB2 table so that information deemed appropriate by CB2 may be distributed to the attendees of the fair.