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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.



THE CITY OF NEW YORK
OFFICE OF THE MAYOR

STREET ACTIVITY PERMIT OFFICE
100 GOLD STREET- 2ND FLOOR, NEW YORK, NY 10038
PHONE: 212-788-7437 ~ FAX: 212-788-7887

APPLICATION #: _____
PRECINCT #: _____

STREET FESTIVAL / BLOCK PARTY PERMIT APPLICATION

A STREET ACTIVITY PERMIT IS NOT VALID BEFORE 8AM OR AFTER 11:30PM

APPLICATION MUST BE SUBMITTED TO THE STREET ACTIVITY PERMIT OFFICE AT LEAST **60** DAYS PRIOR TO THE EVENT WITH A \$15 NON-REFUNDABLE MONEY ORDER OR CERTIFIED CHECK (MADE PAYABLE TO THE CITY OF NEW YORK - DEPARTMENT OF FINANCE)

APPLICATIONS FOR MULTI-DAY AND MULTI-BLOCK EVENTS MUST BE FILED DIRECTLY WITH SAPO BY THE FILING DEADLINE OF **DECEMBER 31ST** OF THE PRECEDING YEAR.

APPLICANT INFORMATION

APPLICANT NAME _____	() - _____ TELEPHONE NUMBER	() - _____ CELL NUMBER
ADDRESS _____	ZIP CODE _____	E-MAIL ADDRESS _____
SPONSOR NAME/COMPANY NAME (ON BEHALF OF) _____	() - _____ TELEPHONE NUMBER	() - _____ FAX NUMBER
ADDRESS _____	ZIP CODE _____	
PRODUCER NAME IF APPLICABLE _____	() - _____ TELEPHONE NUMBER	() - _____ FAX NUMBER
ADDRESS _____	ZIP CODE _____	E-MAIL ADDRESS _____

EVENT INFORMATION

Type of Event: Block Party Street Festival Clean Up Mobile Unit Religious Ceremony Farmers Market
 Other _____

Event Name: _____

Event Description: _____

Requesting permission to conduct street activity on: _____ Street/Avenue (Circle One)

Between Locations: _____ and _____

Activity to take place on (Check ALL that Apply):
 Sidewalk Curb Lane Partial Street Use Full Street Closure Other _____

Date(s) of Event: _____ Rain Date (Block Party's ONLY): _____ Number of Days: _____
Borough: _____ Actual Time of the Event: _____ Estimated # of People: _____
Number of Blocks: _____ Set-Up Time: _____ Break-Down Time: _____



THE CITY OF NEW YORK
OFFICE OF THE MAYOR

APPLICATION #: _____
PRECINCT # _____

Street Activity Permit Office

Street Festival/Block Party Permit Application – Page 2

PLEASE ANSWER THE FOLLOWING QUESTIONS (If yes, other support permits might apply; see page 4 for details)

- 1. Yes No **Will you have Vendors?**
If Yes, Number of Vendors: Merchandise: _____ Food: _____
Arts & Crafts: _____ Other: _____
- 2. Yes No **Are you interested in being contacted by vendors and others who may wish to participate in your event?**
- 3. Yes No **Have you held this event before?**
If Yes: Name of Event: _____
Date: _____ Permit # (if known): _____
- 4. Yes No **Will there be Rides?**
If Yes, Truck Mounted Total _____ To Be Erected Total _____ Company to be Used: _____
- 5. Yes No **Will there be Amplified Sound?**
- 6. Yes No **Will there be Staging, Press Platforms, Props or other related structures?**
If Yes, explain: _____
Dimension: _____ H _____ W _____ D _____
- 7. Yes No **Will Scaffolding, Bleacher(s), Grandstand(s) or other related structures be used?**
If Yes, explain: _____
- 8. Yes No **Will there be Live Entertainment and/or Celebrity Appearances?**
If Yes, explain: _____
- 9. Yes No **Will Pyrotechnics and/or Liquid Fuels be used?**
If Yes, explain: _____
- 10. Yes No **Will Mobile Units and/or Trailer(s) be used?**
If Yes, Truck Mounted _____
- 11. Yes No **Will Canopy(ies) and/or Tent(s) be used?**
Include Dimensions & Specify if Open Sided or Enclosed: _____
- 12. Yes No **Will Booth(s), Exhibit(s), Table(s), Kiosks and/or other display items be used?**
Please Include Dimensions: _____
- 13. Yes No **Will the event be advertised?**
If Yes, explain: _____
- 14. Yes No **Electrical needs?**
If Yes: Generator Pole Tap Overhead Cabling Other _____
- 15. Yes No **Will Banners be hung?**
If Yes, explain: _____
- 16. Yes No **Will Food be served?**
If Yes, explain: _____
- 17. Yes No **Will there be Live Animals (Non-Domesticated)?**
If Yes, explain: _____
- 18. Yes No **Will there be Oversized Vehicles/Truck (Width – 96 inches, Height – 13 ½ feet, Length – 55 feet)?**
If Yes, explain: _____
- 19. Yes No **Will there be seating?**
If Yes Please Indicate Capacity: _____
- 20. Yes No **Will there be game booths?**
- 21. Yes No **Will beer or wine be sold?**
- 22. Yes No **Will funds be solicited?**
- 23. Yes No **Does the event take place on a bus route?**
If so, please specify route: _____



THE CITY OF NEW YORK
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APPLICATION #: _____
PRECINCT #: _____

APPLICANT/SPONSOR RULES AND RESPONSIBILITIES

IT IS THE APPLICANT'S/SPONSOR'S RESPONSIBILITY TO:

- MAINTAIN ONE LANE ON EVERY STREET FOR EMERGENCY VEHICLES.
- KEEP ALL FIRE HYDRANTS AND ALARM BOXES FREE OF OBSTRUCTION.
- SUBMIT EVIDENCE OF INSURANCE (EXCLUDING BLOCK PARTIES WITHOUT RIDES) PRIOR TO FINAL PERMIT APPROVAL. PLEASE PROVIDE A CERTIFICATE OF INSURANCE WHICH NAMES THE CITY OF NEW YORK AS AN ADDITIONAL INSURED AND SHOWS A MINIMUM OF \$1MILLION IN COMMERCIAL GENERAL LIABILITY INSURANCE AND A POLICY ENDORSEMENT WHICH INDEMNIFIES AND HOLDS HARMLESS THE CITY OF NEW YORK.
- **PLEASE NOTIFY THE COMMUNITY OF THE EVENT BY POSTING "INFORMATIONAL" SIGNS 48 HOURS PRIOR TO CLOSURE OF THE STREET OR USE OF PARKING (THESE SIGNS WILL BE ISSUED WITH YOUR PERMIT). AND CONFIRM WITH THE NYPD THE POSTING OF "NO PARKING SIGNS" FOR ENFORCEMENT AND TOWING.**

AFFIDAVIT OF APPLICANT/SPONSOR

WHEN APPROVED, THIS APPLICATION OR A STREET ACTIVITY PERMIT SHOULD AUTHORIZE THE SPONSOR TO CONDUCT A STREET ACTIVITY AS DESCRIBED. IT IS SUBJECT TO REVOCATION IF THE SPONSOR DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTIONS IMPOSED BY THE STREET ACTIVITY PERMIT OFFICE.

THE SPONSOR AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF NEW YORK FROM ANY AND ALL CLAIMS AND JUDGEMENT FOR PERSONAL INJURY OR DAMAGE TO PROPERTY RESULTING, DIRECTLY OR INDIRECTLY, FROM THE ACTIVITIES IN CONNECTION WITH WHICH THIS IS ISSUED, AND FROM ANY COSTS AND EXPENSES TO WHICH THE CITY MAY BE SUBJECTED OR WHICH IT MAY SUFFER OR INCUR BY REASON THEREOF. THE APPLICANT FURTHER AGREES TO COMPLY WITH THE PERTINENT PROVISIONS OF NEW YORK LAWS, RULES AND REGULATIONS. THE APPLICANT HAS READ THE LIST OF SPONSOR RESPONSIBILITIES AND HAS AGREED TO ALL TERMS AND CONDITIONS OF THIS APPLICATION.

Applicant Name (Print) _____ Signature _____ Date _____

Community Board# _____ Address _____ Telephone# _____

Community Board Recommendation: Approval Denial _____
(CB Authorized Signature) (Date)

NYPD Precinct# _____ Address _____ Telephone# _____

NYPD Precinct: Approval Denial _____
(NYPD Authorized Signature) (Date)

FOR OFFICE USE ONLY

Date of Application _____	Application No. _____	Precinct _____	CB _____
Support Permits/Approval Required (Check all that Apply):			
<input type="checkbox"/> NYPD Sound Permit	<input type="checkbox"/> DOB Permit _____	<input type="checkbox"/> DOT _____	<input type="checkbox"/> Other _____
Notification:			
<input type="checkbox"/> NYPD	<input type="checkbox"/> DOT	<input type="checkbox"/> FDNY	<input type="checkbox"/> Sanitation
<input type="checkbox"/> Parks	<input type="checkbox"/> DOB	<input type="checkbox"/> Cultural Affairs	<input type="checkbox"/> CB
		<input type="checkbox"/> Transit/MTA	<input type="checkbox"/> DCA
		<input type="checkbox"/> Office	<input type="checkbox"/> NYC & Co.
			<input type="checkbox"/> DOHMH
			<input type="checkbox"/> Sports Commission



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APPLICATION #: _____
Precinct # _____

SUPPORT PERMIT REQUIREMENTS

PLEASE NOTE THAT ALL COMPONENTS OF THE EVENT ARE SUBJECT TO APPROVAL BY THE STREET ACTIVITY PERMIT OFFICE AND MAY REQUIRE APPROVAL BY AND/OR PERMITS FROM OTHER CITY AGENCIES. THE STREET ACTIVITY PERMIT OFFICE APPROVAL DOES NOT CONSTITUTE PERMISSION FROM OTHER AGENCIES. IT IS THE RESPONSIBILITY OF THE APPLICANT/SPONSOR TO SECURE ALL NECESSARY CITY OF NEW YORK PERMITS AND PROVIDE DOCUMENTATION TO THE STREET ACTIVITY PERMIT OFFICE PRIOR TO PERMIT ISSUANCE.

Department of Buildings:

- *DOB Structure Permit:* Stages, Platforms, Press Risers, Truck-mounted structures, Props, Scaffolding, Tents, Canopies
- *DOB Temporary Place of Assembly Permit:* attendance of 200+ seated
- *DOB Contacts:*

Bronx	718-579-2943	Queens	718-286-0622
Brooklyn	718-802-3677	Queens (Alt.)	718-286-0603
Manhattan	212-566-3300	Staten Island	718-816-2178/2314

New York City Police Department (Local Precinct):

- *NYPD Sound Permit:* Amplified sound
- *Contact Local Precincts:* (www.nyc.gov/nypd)

Department of Transportation:

- *DOT Electrical Permit Cabling/Wiring Approval:* Overhead/On-Ground cabling or electrical wiring
- *DOT Oversized Truck Permit:* Oversized Truck (Width – 96 inches, Height – 13 ½ feet, Length – 55 feet)
- *DOT Electrical Permit:* Pole Tap for Electricity
- *DOT Removal of Street Furniture Removal Approval:* Streetlights, Bollards, Traffic Lights, Streets Signs, Bus Stop Shelters or any other furnishing on the street and/or sidewalk
- *DOT Street Pole Banner Permit:* Approval for any Street Pole Banners
- *DOT Horse-Drawn Carriage Variance:* Horse-Drawn Carriages Being Used Outside of Central Park and its perimeter
- *DOT Contact:* DOT Special Events Unit
40 Worth Street, Rm. 1215
New York, NY 10013
Phone: (212) 442-1700
<http://www.nyc.gov/html/dot/html/permits/permits.shtml>

New York City Fire Department:

- *FDNY Fuel Permit:* Liquid/Gaseous Fuels
- *FDNY Generator Permit:* Portable, Truck-mounted or an other kind of generator
- *FDNY Pyrotechnics Permit:* Open Flames or Pyrotechnics
- *FDNY Contact:* (718) 999-0320 or (718) 999-1007

Department of Consumer Affairs:

- *DCA Thirty-Day Street Fair Vending Permit:* General Vendors at Events
- *DCA Portable Amusement Device Permit/DCA Temporary Amusement Device Permit:* Truck-Mounted Rides/Other Type of Rides
- DCA also accepts applications for the Department of Health and Mental Hygiene for the Temporary Mobile Food Vendor Permits at events (Temporary Mobile Food Unit Permit, Biennial Citywide Mobile Food Unit Permit, Biennial Borough Specific Mobile Food Unit Permit, Biennial Citywide Veterans Mobile Food Unit Permit, and Restricted Area Mobile Food Unit Permit).
- *DCA Contact :* DCA Licensing Center is located at:
42 Broadway, 5th Floor
New York, NY 10004
Phone: 311

DCA 30-Day Street Fair Vendor Permit.
<http://www.nyc.gov/html/dca/html/licenses/111.shtml>

DCA Portable Amusement Device Permit application
<http://www.nyc.gov/html/dca/html/licenses/018.shtml>

DCA Temporary Amusement Device Permit application



APPLICATION #:	_____
Precinct #	_____

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<http://www.nyc.gov/html/dca/html/licenses/090.shtml>

Street Activity Permit Office

Street Festival/Block Party Permit Application – Page 5

Department of Health and Mental Hygiene:

- *DOH Temporary Food Service Establishment Permit: Non-Processing/Processing Food Unit*
- *Animal Exhibit Permit: Non-Domesticated Animals Present*
- *DOH Contact:* DOHMH Temporary Food Service Establishment Permit (via DCA)
The DCA Licensing Center is located at:
42 Broadway, 5th Floor
New York, NY 10004
Phone: 311
<http://home2.nyc.gov/html/doh/html/inspect/ispecial.shtml>
DOHMH Animal Permit
Tel: 212-676-2112

Human Resources Administration/Dept. of Social Services:

- *HRA Permit to Solicit Funds: Permit to Solicit Funds at an Event*
- *HRA Contact:* 180 Water Street
New York NY 10038
Tel: 212-331-5166

New York State Liquor Authority

- *SLA Temporary Beer & Wine Permit: Alcoholic Beverages will be consumed. (Only applicable for vendors currently have a liquor license)*
- *New York City Regional SLA Office Contact:* 317 Lenox Ave., 4th Floor
New York, NY 10027
Phone: (212) 961-8284
<http://www.abc.state.ny.us/>

Department of Sanitation

- *Clean Up*
- *Sanitation Contact:* Special Events Office
New York City Department of Sanitation
125 Worth Street – Room 807
New York, NY 10013
(646) 885-4867 or 4868