



WELCOME

CITYWIDE EVENT COORDINATION & MANAGEMENT

AGENDA

- ❑ Introduction
- ❑ Steps Forward
- ❑ Permitting and Deadlines
- ❑ Proposed Street Festival Rules
- ❑ Questions





Who are we?

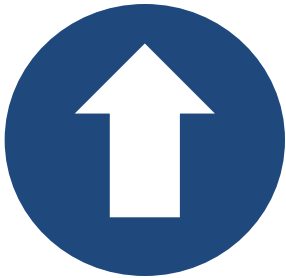
Mayor's Office of Citywide Event Coordination and Management's (CECM) provides resources regarding the necessary applications and licenses to produce an event in NYC.

Within this office is the Mayor's Street Activity Permit Office (SAPO) issues permits for static events that take place on Department of Transportation (DOT) property. This includes City Streets, Sidewalks, Curb Lanes and Pedestrian Plazas.

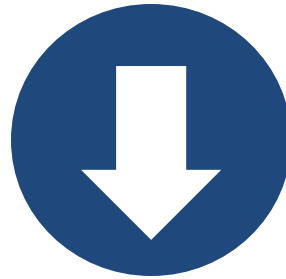


Steps Forward





**Increased
notifications
regarding
events in your
community**



**Decrease in
number of
events causing
disruption**



**Greater clarity
for applicants
and
transparency
for community
boards**



CLEAN UPS



FARMERS MARKETS



HEALTH FAIR



RELIGIOUS EVENTS
RALLIES & DEMONSTRATIONS

EVENT PERMITTING



MOBILE UNITS



BLOCK PARTIES



PLAZA EVENT
PRESS CONFERENCE
PRODUCTION EVENT



SINGLE BLOCK FESTIVALS
STREET EVENTS
STREET FAIRS



Block Parties *60 days*

A community sponsored event with no sale of goods or services requiring the closure of a single block for a single day.

Farmers Markets *60 days*

A nonprofit sponsored open-air market on a sidewalk for the sale of local farm fresh products.

Mobile Units *60 days*

The staging of one or more vehicles for religious purposes while serving a benefit to the community.

Clean Ups *60 days*

A limited, 4-hour street closure event held for the purpose of neighborhood improvement or beautification.

Health Fairs *30 days*

A community sponsored event where health vendors provide in-kind services and require closing one block or a portion of a street for one day.

Plaza Events *14-60 days*

An activity held within a pedestrian plaza that interferes or obstructs regular use of plazas.



**Press Conferences, Rallies
& Demonstrations** *10 days*

A public convening held on street or pedestrian plaza with minimal impact on the area for one day.

Religious Events *60 days*

An act of public worship serving a benefit to the community for a single day.

Production Events *10 days*

Activities without branding that occur on a sidewalk or curb lane. The activities may include pick-up or drop-off and set-up or break down of events with no impact for pedestrians or vehicles.

Street Events *14 – 45 days*

An activity held on a public street, curb lane or sidewalk that interferes or obstructs the locations uses by pedestrians or vehicles.

Single Block Festivals *90 days*

Nonprofit sponsored community festival with vendors requires closing one block for one day.

Street Festivals *Dec. 31st*

Nonprofit sponsored festival with vendors requiring closing one block or more for multiple days. Applications must be submitted no later than December 31st of the preceding year.



Street Event

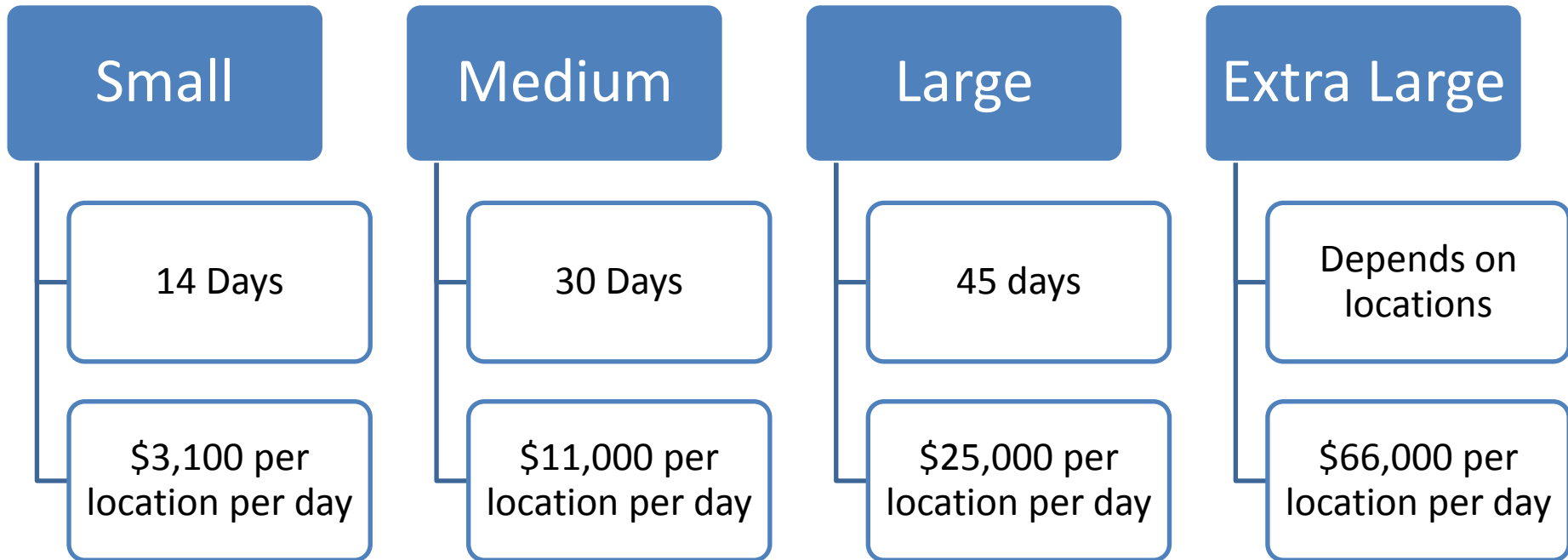
Any activity on a public street, street curb lane, or sidewalk where the activity will interfere with or obstruct the regular use of the location by pedestrian or vehicular traffic but shall not include activities conducted pursuant to a valid film permit, parade or construction permit.

Street Categories:

Small, Medium, Large, Extra Large



Street Event





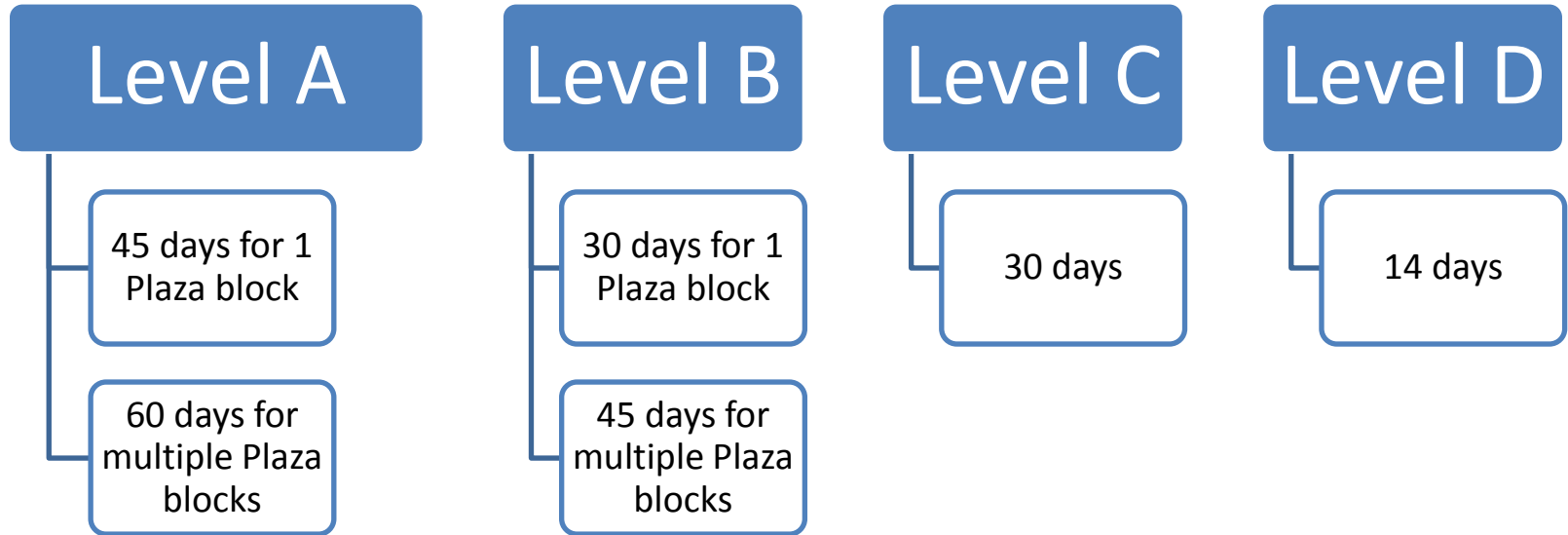
Plaza Event

Any activity within a Pedestrian plaza where the activity will interfere with or obstruct the regular use of such Pedestrian plaza, but shall not include activities conducted pursuant to a valid film, parade or construction permit.

Fee: Application deadline and plaza event fees are based on the plaza level and plaza event size.



Plaza Event Deadlines by Level





Mayor's Office of
Citywide Event Coordination
and Management

Agency Programs that We Permit:

DOT

- Weekend Walks

DOT

- Play Streets

DOT

- Summer Streets

DEP

- NYC Water On-The Go



How do I apply for a permit?



Apply from the home page:

<https://nyceventpermits.nyc.gov/cems/login.aspx>

Apply for a Permit

[VISIT E-APPLY >](#)

Submitted a Permit Application?

[CHECK STATUS >](#)

From your street's block party to the international broadcast of New Year's Eve Ball Drop, New York City is the backdrop for countless street activities, cultural activities, and community events. To assist with these activities, the Mayor's Office of Citywide Event Coordination and Management (CECM) provides you with resources to produce an event on the City's streets, sidewalks and

Quick Links

[Find Events](#)

[Find Your Precinct](#)

[Find Your Community Board](#)

How do I find an event?

Home About Permitting E-Apply Citywide Events FAQ Search

TODAY
SEP 21

Alternate Side Parking IN EFFECT

Garbage and Recycling ON SCHEDULE

Schools OPEN

MORE

New Proposed Rules for Street Festivals

Submit Your Comments by October 13

LEARN MORE
Read the proposed rules for street festivals

Online OR Mail

Find an Event from the homepage:
<https://nyceventpermits.nyc.gov/ce/ms/cityevents.aspx#/search>

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CEMS – Accessing the System

WELCOME

EMAIL

JSmith@cb.nyc.gov

PASSWORD

REMEMBER ME NEXT TIME

>> Login

Login Problem? [Click here](#)

CEMS website: <https://sae.nycnet>

A Community Board (CB) can review Film Parking requests, NYPD Parades and Races, and all SAPO events occurring in their district.

A CB can Recommend Approval/Dis-Approval or Abstain from commenting on any upcoming SAPO event occurring in their CB.

Each CB receives daily updates on Events that are pending their review

This is an Intranet application - You must be logged on to nycnet to access it

FirstInitialLastName@cb.nyc.gov

Citynetpassword

CEMS Login is the FirstInitialLastName@CB.NYC.GOV and the password same as your nycnet password. An example Login to CEMS is jsmith@cb.nyc.gov. If you have forgotten your password, the Citywide Service desk can help you CityWideServiceDesk@doitt.nyc.gov or (718) 403-8888



Mayor's Office of Citywide Event Coordination and Management

Review Events

Event ID number

Name of the Event

Event Start Date/Time

Type of Event

Event End Date/Time

Date the event was entered

Location of the event, an event with more than one location will display a drop-down menu. Clicking on the dropdown will display all locations.

SAPO status is the application status

CB Review **Yes** indicates that the review has been completed. CB Review **No** indicates that the CB required to review the event.

Click the Refresh Button to refresh the page

ID	EVENT NAME	EVENT TYPE	START DATE	END DATE	ENTERED	CROSS STREETS AND INTERSECTIONS	STATUS	CB REVIEW
196967	Weekend Walk Community Street Fair	Miscellaneous	09/12/2015 12:00 PM*	10/10/2015 05:00 PM*	01/08/2015	FIFTH AVENUE between EAST 125 STREET and EAST 124 STREET	Pending	No
226982	Greater Calvary Block Party	Block Party	09/26/2015 12:00 PM	09/26/2015 6:00 PM	06/03/2015	WEST 124 STREET between LENOX AVENUE and 5 AVENUE	Pending	No

Note: (*) indicates that the date of the event is recurring.

EXCEL

Click here to download to a spreadsheet

Informational

ID	EVENT NAME	EVENT TYPE	START DATE	END DATE	ENTERED	CROSS STREETS AND INTERSECTIONS	STATUS
192958	TCS NYC Marathon	Athletic Race / Tour	11/01/2015 9:00 AM	11/01/2015 6:30 PM	12/04/2014	Verrazano-Narrows Bridge	Pending
204094	Inaugural 2015 Harlem Half Marathon	Athletic Race / Tour	09/19/2015 7:00 AM	09/19/2015 10:00 AM	02/20/2015	WEST 125 STREET between LENOX AVENUE and 8 AVENUE	Pending
207696	Communities of Harlem Health Revival Annual Health Walk	Parade	09/26/2015 2:00 PM	09/26/2015 4:00 PM	03/12/2015	WEST 126 STREET between 7 AVENUE and 8 AVENUE	Approved

EXCEL



What happens if my application gets denied?

- The Community Board shall **notify the applicant in writing** of their recommendation for approval, approval with conditions or denial of a street activity permit application.
- Denial notifications should include specific reasons for the Board's recommendation to deny.

If the **Community Board or Plaza Partner** recommends approval with conditions or denial of the permit application, an Applicant shall have **five (5) business days** from the receipt of the notification by the community board of its recommendation to file written comments with SAPO.

If denied by **SAPO**, the applicant is allowed the option to appeal an applicant shall have **five (5) business days** from receipt of the notification of a denial, or an approval with conditions, or a denial of a waiver of the insurance requirement by the Director of SAPO to **file a written appeal with the Executive Director of CECM**.



Any other things I should know?



SAPO approval does not constitute permission from other agencies. You must secure all the necessary City of New York Permits.



SAPO requires a minimum of \$1M certificate of liability insurance with the City of New York listed as an additional insured for all events, excluding block parties without rides.



All events that require a full street closure must allow for a 15-foot emergency vehicle lane.



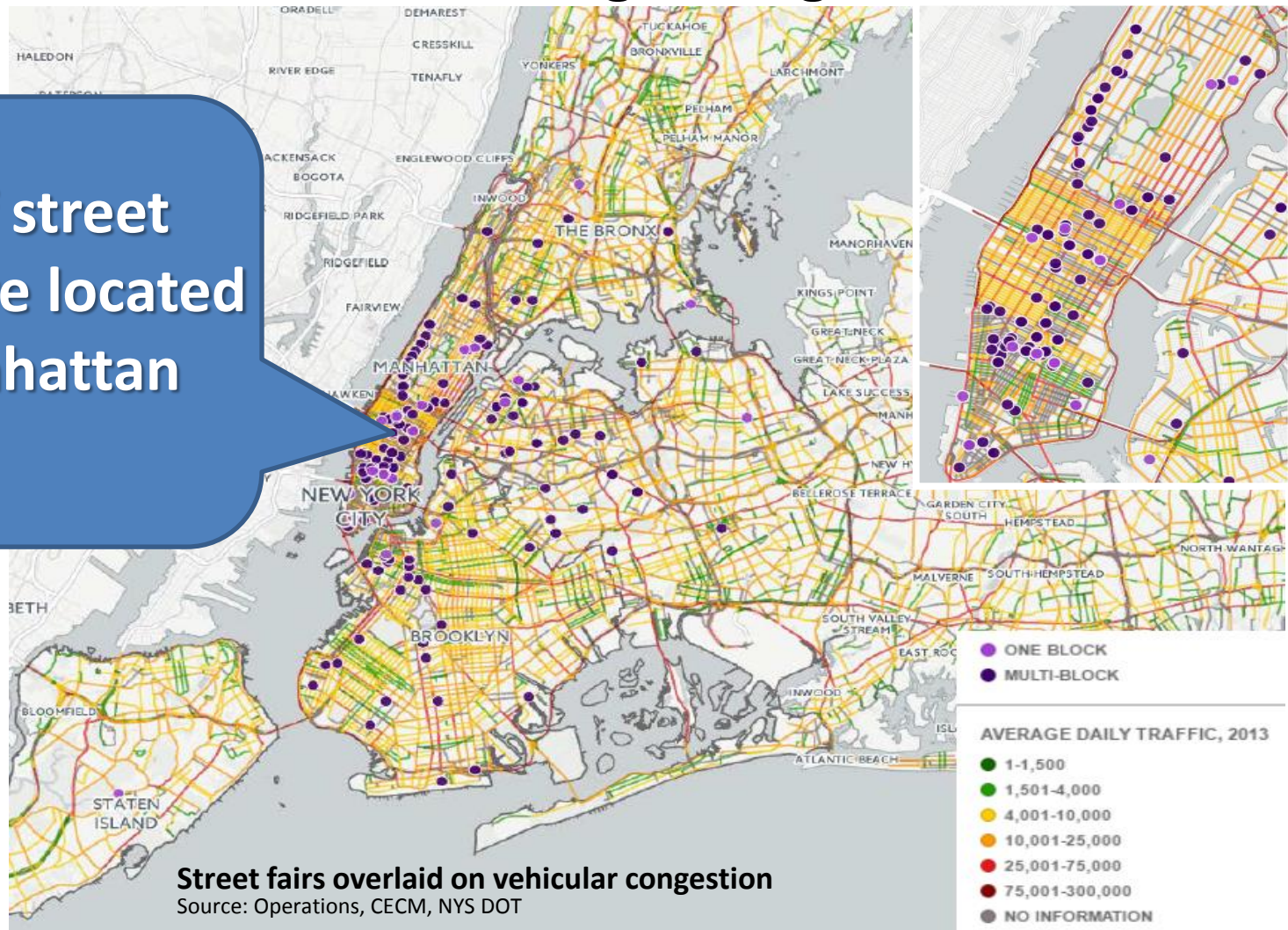
All street events, including block parties and street fairs, are required to recycle. Non-compliance with recycling regulations is punishable by fines starting at \$25 and increasing to \$500 for repeat violations.

STREET FESTIVALS

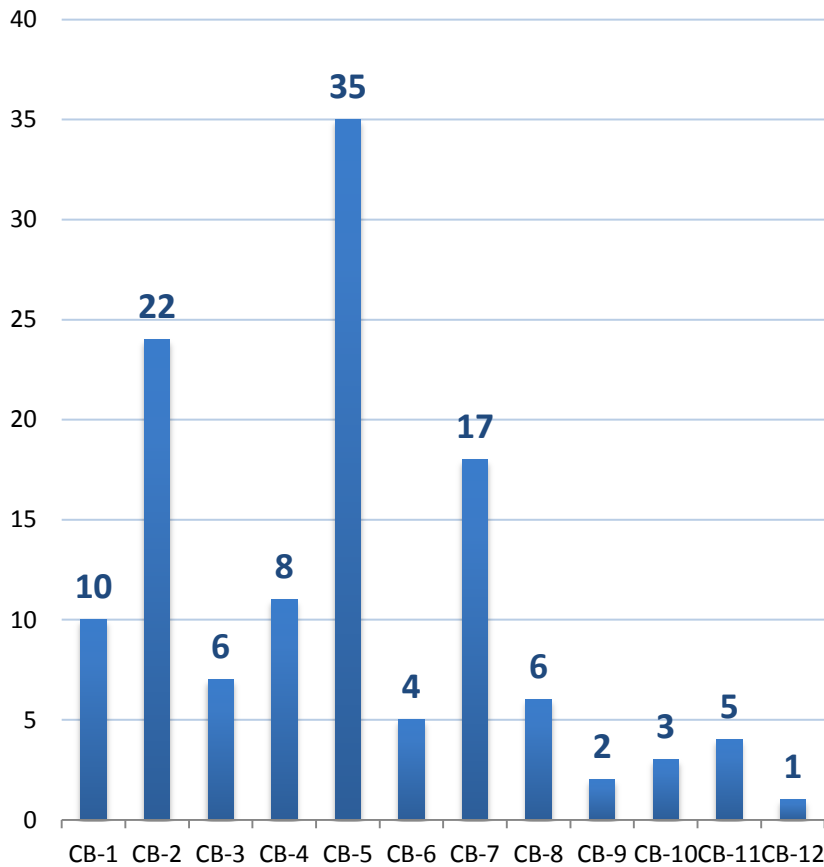


Fairs concentrated in high-congestion areas

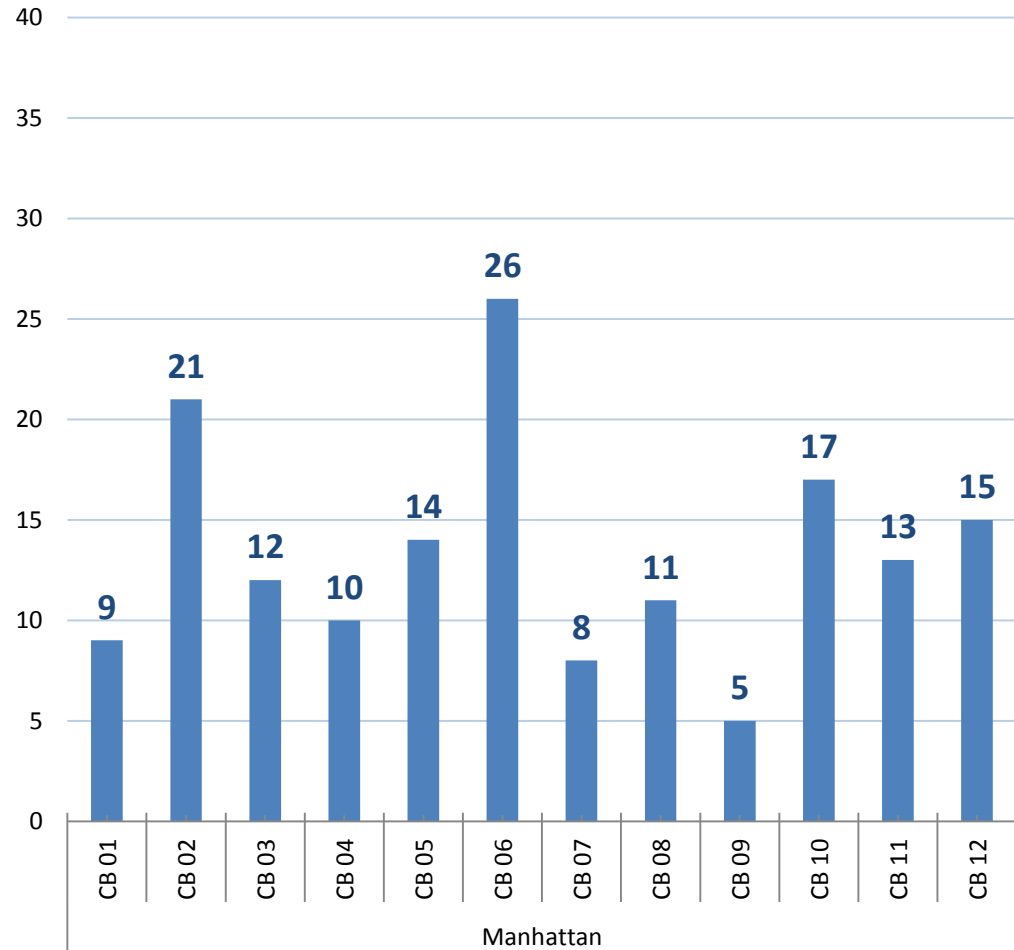
63% of street fairs are located in Manhattan



Manhattan Street Festivals (119)



Manhattan Single Block Festivals (161)



- Gathered information which demonstrates that there is a significant interest in changes to the rules that govern street festivals over the past six months

- Surveys and interviews were conducted with the following:
 - Street Festival attendees
 - Street Festival non-attendees
 - Street Festival sponsors
 - Street Festival vendors
 - Business Improvement Districts
 - Local merchants



Proposed Rules

Clarify Definitions

- Community Sponsor, Street Festival and Single Block Street Festival redefined

Update Application Period

- Street Festival application open from November 1 to December 31st
- Single Block Street Festival must be submitted 90 days in advance

Include More Local Vendors

- At least 50% of vendors must have a business or presence in the community board
- Vendors require documentation



Proposed Rules

Caps on Street Festivals and Single Block Street Festivals

- 10 Street Festivals per Community Board
- 20 Single Block Street Festivals per Community Board
- No more than 200 Street Festivals citywide
- No more than 100 Street Festivals in Manhattan

Update to Fee Structure

- \$1,375 per day per block fee for the first day
- \$705 per day per block fee for subsequent days

CONCLUSION and NEXT STEPS

**THANK
YOU FANS**

