



THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD NO. 3

59 East 4th Street - New York, NY 10003
Phone: (212) 533-5300 - Fax: (212) 533-3659
www.cb3manhattan.org - info@cb3manhattan.org

Dominic Pisciotta, Board Chair

Susan Stetzer, District Manager

February 2009

Dear Block Party Applicant:

Community Board 3 is now processing block party applications for 2009. Applications must be received 90 days before the event for Community Board approval. The Community Board forwards applications to the Mayor's office of Street Activity Permits after approval.

Please pick up the necessary application forms at the Community Board office at 59 E. 4th Street (between Second Avenue and the Bowery) or download from the CB3 website. These applications must be complete, including police precinct approval, and returned to the Community Board office. The application must be accompanied by a certified check or money order for \$15.00 made out to **NYC Department of Finance**. The application packet must be complete when submitted to the office; the Board will not accept incomplete applications.

You should allow at least one week for the precinct approval form to be signed.

The Mayor's office will not approve any applications without Community Board review. All organizations should submit completed forms to the Board office and appear at the Parks Committee meeting. You will receive the notice of the committee meeting with location after you return the application.

If you have any questions, please contact the board office at the letterhead phone number or e-mail address.

Sincerely yours,

A handwritten signature in black ink that reads 'Susan Stetzer'.

Susan Stetzer
District Manager

cc: Mayor's office of Street Activity Permits



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**SYNOPSIS OF BLOCK PARTY GUIDELINES FOR
MANHATTAN COMMUNITY BOARD #3**

The following are the major items concerning **Block Party** applications in Community Board 3. Block parties are **one-day, one-block events**. Events that cover more than one block and/or more than one day are considered Street Fairs and have different guidelines. For additional information, please contact the Community Board office at 212-533-5300.

A. Applicant/Sponsor/Promoter

1. Applicant must be a group in good standing with the community with an address on the block affected by the event and be able to show that the proceeds of the event will directly benefit this community.
2. Sponsor must be a community-based organization and have a not-for-profit status.
3. If a promoter is used, the promoter must be responsible business person and possess a good business record.
4. If a promoter is used, event proceeds must be allocated accordingly: sponsor/applicant receives at least 45%, city receives 20% and promoter receives no more than 20%.
5. Sponsoring organization must provide residents, businesses, and not-for-profit organizations on the affected block with reduced or free vendor space at the block party.
6. Sponsors will be responsible for compliance by their vendors with all license requirements, particularly sound and liquor approvals.

B. Processing Time

All applications must be completed and submitted to the Community Board office at least **90 days preceding the event**. The event will be placed on the Parks Committee agenda for approval and then forwarded to the Mayor's Office of Street Activity Permits (SAPO). SAPO requires the applications with Community Board approval 60 days preceding the event.

C. Community/Merchant Approval Process

1. Applicant/Sponsor must submit on letterhead written approval from the block association president of the block on which the event is to be held.
2. For locations where there is no block association, the applicant/sponsor is required to obtain signatures of approval from a majority of the residents and merchants on the affected block.

D. Precinct Approval Process:

1. Applicant/Sponsor must obtain approval from the local precinct. **Allow 1 week for this approval.**
2. Sound permits are obtained from the local precinct. **Community Board 3 restricts sound permits to four (4) hours. These hours do not need to be continuous hours.**

(turn over)

E. Community Board Approval Process:

1. Upon receiving the completed application, the Board will check the previous year's records to see whether there were any serious non-compliance problems connected with an event held by the same group.
2. When the applicant/sponsor has met all requirements for a completed application, the application will be placed on the agenda of the Parks Committee and the full Board. Applications will not be accepted unless they are complete. Every application will be reviewed by the Parks Committee and the full Board.
3. Applicant/Sponsor must attend the Parks Committee meeting to obtain approval. Non-attendance at this meeting will delay the processing of the application.
4. The Community Board will consider the application by reviewing the supporting documents as well as the applicant/sponsor's previous record for past events. The application must be approved by the full Board before the completed application is forwarded to the Mayor's Office for Street Activity Permits.
5. Applicant/Sponsor will be notified in writing of the Community Board's recommendation and an opportunity to appeal this decision can be made to the Mayor's Office for Street Permits.
6. Community Board 3 reserves the right to approve applications with conditions. Refusals of conditional approval can result in denial of the Community Board's approval.



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Street Activity Permit Application

(to be completed with application from Mayor's Office and certified check or money order for \$15.00 payable to: NYC Department of Finance)

Date: _____

Applicant / Organization _____

Contact Name: _____

Phone Number: _____ E-mail _____

Date of Event: _____

Location of Event: _____

Are you a religious organization? _____ School? _____

If this is on NYCHA property, include approval from management or the Tenants Association.

Please complete and include the following with this application before it can be placed on Community Board agenda.

- _____ A letter of approval from Block Association.
- _____ Precinct Approval
- _____ Resident Petition
- _____ Budget Sheet
- _____ Merchant Petition

Were there any complaints regarding this event last year? (if so, please give details) _____

For Office Use Only:

Application Number: _____

Date Received: _____

Previous Complaints: _____



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NYPD - Street Permit Application Review Form

Date _____

Applicant _____

Organization _____

Address _____

Phone (Day) _____ (Evening) _____

Event Date _____

Hours: Event _____ Street closed _____

Location _____

Will you apply for sound permit? Yes No

If yes, specify hours of operation of amplified sound (4-hour limit does not need to be continuous) _____

Multi block/ multi day *street fair* () or 1 day/1 block *block party* ()

Estimated Attendance _____

To be completed by precinct

Precinct: 5th 7th 9th Approval: Yes No With conditions* (see below)

Review Officer _____ (signature/date)

_____ (print)

_____ (phone)

Record of complaints for this applicant from previous years _____

*Conditions _____



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Street Fair / Block Party Proposed Budget

Please complete the proposed budget on this form. If you have held fairs in previous years, enclose a copy of the final budget clearly indicating net income to the group, and break out the income from the booth fees as well as other payments from participants.

Budget

Promoter fees _____
Advertising _____
Security _____
Sanitation _____

Portosans _____
Street use fee _____
Other _____
Grand Total _____

Proposed Income

Total _____
Other _____
Grand Total _____

Number of booths _____
Cost per booth _____

Net Income (Estimated) _____

Are there any earnings guaranteed to the sponsor?

Amount _____