



THE CITY OF NEW YORK  
MANHATTAN COMMUNITY BOARD 3  
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Gigi Li, Board Chair

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### **Street Fair Guidelines—Community Board 3, Manhattan**

Street Fairs are events that are more than one block or more than one day. The Mayor's Street Activities Permit Office has a new online procedure for applications. Applicants apply online at <https://nyceventpermits.nyc.gov> or click on links at [www.nyc.gov/sapo](http://www.nyc.gov/sapo). This online procedure will streamline the process and will also allow applicants to check the status of permits online.

#### **A. Applicant/Sponsor/Promoter**

1. Applicant/sponsor must be a community-based, not-for-profit organization, association, or the like, which has an indigenous relationship to the specific street for which the event is proposed and which demonstrates that it has the support of the community and is willing to take full responsibility for the conduct of the event. Proceeds of the event should directly benefit this community. SAPO does not permit new street fairs or new locations for existing street fairs.
2. If a promoter is used, sponsor/applicant must receive at least 45% of the proceeds. Sponsoring organizations must provide residents, businesses, and not-for-profit organizations on the affected block with reduced or free vendor space.
3. Sponsors will be responsible for compliance by their vendors with all license requirements.

#### **B. Application Procedures**

1. The Community Board will receive notification of applications online and will contact applicants to attend the February Parks Committee agenda. Applicants who do not attend the meeting will be denied for non-appearance.
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.**
3. The Community Board no longer requires petitions or letters of support. However, notices of the street fair must be posted on the block at least a week before the event.



