



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

**SYNOPSIS OF STREET FAIR GUIDELINES FOR
MANHATTAN COMMUNITY BOARD #3**

The following are the major items concerning Street Fair applications (multi-block or multi-day events) in Community Board #3. 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 at least one of the streets 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. Promoter must be a responsible business person and possess a good business record.
4. Event proceeds must be allocated accordingly: sponsor/applicant receives at least 45%, city receives 20% and promoter receives no more than 20%.
5. Promoter must provide residents, businesses, and not-for-profit organizations on the affected blocks with reduced or free vendor space at the fair.
6. Sponsors will be responsible for compliance by their vendors with all license requirements, particularly sound and liquor approvals.

B. Guidelines for Large Events on Avenues:

1. Community Board #3 will approve only one street fair per year for each avenue. A street fair is defined as an event that is more than one block long or more than one day.
2. Community Board #3 will not approve applications for events that occur on the same date on consecutive avenues in CB#3 or in adjacent Community Boards.
3. Community Board #3 will not approve any street closing that interrupts crosstown buses.
4. Community Board #3 will only approve one street event/year on 4th Avenue between 8th and 14th Streets. These applications require approval from both CB#2 and CB#3.
5. There are no restrictions on the number of street events on 4th Avenue between 5th Street and Astor Place. These applications require approval from both CB#2 and CB#3.
6. Street fairs proposed for northbound avenues should begin at 2nd Street with vehicular traffic stopped at Houston Street. Street fairs proposed for southbound avenues should begin at 13th Street. Sponsors/Organizers should place booths so that side streets should not be blocked.

C. Applicant/Sponsor Process:

Applicant/Sponsor should submit application package before the January 16 deadline.

D. 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.

E. 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.**

F. Community Board Approval Process:

1. Upon receiving the completed application, Community Board #3 will check with 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. Every application will be reviewed by the Parks Committee and the full Board.
3. Applicant/Sponsor must attend the Parks Committee meeting. A notice of this meeting will be sent to all applicants. Non-attendance at this meeting will delay the processing of the application and may be grounds for denial of the request.
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 Street Activity Permit Office (SAPO).
5. Community Board #3 will give preference to an applicant/sponsor of a proposed large event on Avenues (see Part C) who has an established track record of holding street fairs in the community where the community benefits.
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 of its application.
7. After the Community Board issues its recommendation, the application will be forwarded to the SAPO for further processing. Applicant/Sponsor will be notified in writing of the Community Board's recommendation and an opportunity to appeal this decision can be made to SAPO.



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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 _____