

APPLICATION #: PRECINCT #
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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

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 <u>60</u> 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 31**ST OF THE PRECEDING YEAR.

ADDRESS ZIP COD	() TELEPHONE NUMBER E () TELEPHONE NUMBER		() CELL NUMBER E-MAIL ADDRESS
SPONSOR NAME/COMPANY NAME			
	() TELEPHONE NUMBER		
			() FAX NUMBER
ADDRESS		ZIP COD	E
PRODUCER NAME IF APPLICABLE	() TELEPHONE NUMBER		() FAX NUMBER
ADDRESS ZIP COD	E		e-mail address
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_	
Borough: Actual Time of the	k Party's ONLY): he Event:		Number of Days: Estimated # of People: Break-Down Time: Page 10f 5

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THE CITY OF NEW YORK Office of the Mayor

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Street Act	ivity Permit Of	fice Street Festival/Block Party Permit Application – Pa	age
PLEA	SE ANSWER	THE FOLLOWING QUESTIONS (If yes, other support permits might apply; see page 4 for details))
I. Yes 🗆	No 🗆	Will you have Vendors? If Yes, Number of Vendors: Merchandise: 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	
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: HD	
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	
II. 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:	

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APPLICANT/SPONSOR RULES AND RESPONSIBILITIES

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

Street Activity Permit Office

- 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 \$IMILLION 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 SPONSER 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 Recommend	lation: Approval□ Denial□	(CB Authorized Signature)	(Date)

FOR OFFICE USE ONLY

Date of Applicati	ion	Applicat	tion No	Precinct	t	СВ
Support Permits/Approval Required (Check all that Apply): NYPD Sound Permit DOB Permit DOT Other				□Other_		
Notification: NYPD Parks		□FDNY □Cultural Affairs	□Sanitation □CB	□Transit/MTA □Office	□DCA □NYC & Co.	□DOHMH □Sports Commission



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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:

Street Activity Permit Office

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



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Street Activity Permit Office

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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 <u>http://www.nyc.gov/html/doh/html/inspect/ispecial.shtml</u> 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: 31

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