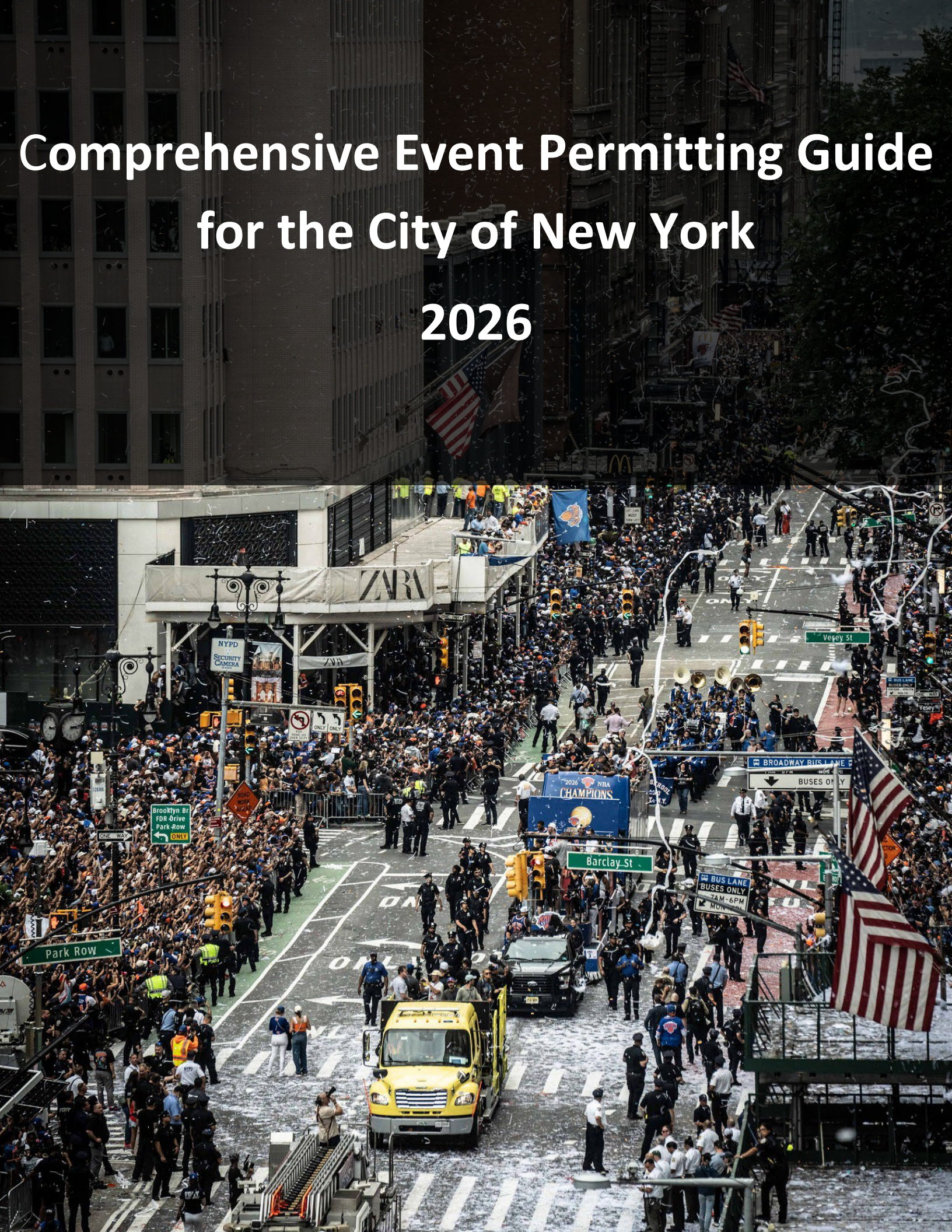
Comprehensive Event Permitting Guide for the City of New York

2026



New York City is the backdrop for many iconic events. From nationally or internationally recognized high-impact special events, to local community events, the Mayor's Office of Citywide Event Coordination and Management (CECM) supports all applicants throughout the planning and execution process.

CECM provides oversight on all event permitting activities; advises and assists the Mayor in the coordination of policies, procedures and operations in relation to event permitting; and reviews the coordination of street activities and pedestrian plaza events. We also work directly with other permitting agencies to ensure active communication with residents, community boards and business improvement districts, so events in our City are safe and enjoyable for all.

CECM would like to thank the following agencies for their valuable assistance in producing this guide:

Brooklyn Bridge Park (BBP), Department of Citywide Administrative Services (DCAS), Department of Parks and Recreation (DPR), Hudson River Park Trust (HRPT), Mayor’s Office of Media and Entertainment (MOME), National Parks Service (NPS), New York City Police Department (NYPD), Street Activity Permit Office (SAPO), Trust of Governor’s Island (TGI), Department of Buildings (DOB), Department of Consumer and Worker Protection (DCWP), Department of Environmental Protection (DEP), Department of Health and Mental Hygiene (DOHMH), Department of Sanitation (DSNY), Department of Small Business Services (SBS), Department of Transportation (DOT), Fire Department of New York City (FDNY), Human Resources Administration/Department of Social Services (HRA), New York State Department of Health Bureau of EMS and Trauma Services (State DOH), New York State Department of Transportation (SDOT), New York State Liquor Authority (SLA), United States Coast Guard (USCG), and New York City Emergency Management (NYCEM).

This document was compiled by Shani Malloy, Associate Director of Operations and Marketing CECM, with support from Isargy De La Cruz, CECM Summer Intern 2026.

Cover Photo: New York Knicks Championship Parade

TABLE OF CONTENTS

Foreword 2

Laws of the City of New York 4

Primary Permitting Agencies 6

- Brooklyn Bridge Park Corporation (BBPC) 7
- Department of Citywide Administrative Services (DCAS) 21
- Department of Parks and Recreation (DPR) 27
- Hudson River Park Trust (HRPT) 33
- Mayor's Office of Media and Entertainment (MOME) 37
- National Parks Service (NPS) 58
- New York City Police Department (NYPD) 65
- Street Activity Permit Office (SAPO) 70
- Trust of Governor's Island (TGI) 80

Support Permitting Agencies 86

- Department of Buildings (DOB) 87
- Department of Consumer and Worker Protection (DCWP) 99
- Department of Environmental Protection (DEP) 101
- Department of Health and Mental Hygiene (DOHMH) 104
- Department of Sanitation (DSNY) 109
- Department of Small Business Services (SBS) 122
- Department of Transportation (DOT) 126
- Fire Department of New York City (FDNY) 147
- Human Resources Administration/Department of Social Services (HRA) 150
- New York State Department of Health Bureau of EMS and Trauma Services 155
- New York State Department of Transportation (SDOT) 157
- New York State Liquor Authority (SLA) 159

Drone and Marine Events New York Permitting Process 162
United States Coast Guard (USCG)

Guide to Weather Safety Planning for Special Events 186
New York City Emergency Management (NYCEM)

LAWS OF THE CITY OF NEW YORK

The laws and rules of the City of New York are now available on the Web. The Law Department contracted with American Legal Publishing Corporation for a site where you can browse and search the New York City Charter, the New York City Administrative Code, and the Rules of the City of New York.

Website/Helpful Links:

New York City Law Department:
https://www1.nyc.gov/site/law/public-resources/laws-of-the-city-of-new-york.page

New York City Charter:
https://codelibrary.amlegal.com/codes/newyorkcity/latest/NYCcharter/0-0-0-1

New York City Administrative Code:
https://codelibrary.amlegal.com/codes/newyorkcity/latest/NYCadmin/0-0-0-1

The Rules of the City of New York:
https://codelibrary.amlegal.com/codes/newyorkcity/latest/NYCrules/0-0-0-1

Aviation event inquiries frequently pertain to NYC Administrative Code 10-126. See below excerpt:

§ 10-126 Avigation in and over the city.

a. Definitions. When used in this section the following words or terms shall mean or include:

1. "Aircraft." Any contrivance, now or hereafter invented for avigation or flight in the air, including a captive balloon, except a parachute or other contrivance designed for use, and carried primarily as safety equipment.

2. "Place of landing." Any authorized airport, aircraft landing site, sky port or seaplane base in the port of New York or in the limits of the city.

3. "Limits of the city." The water, waterways and land under the jurisdiction of the city and the air space above same.

4. "Avigate." To pilot, steer, direct, fly or manage an aircraft in or through the air, whether controlled from the ground or otherwise.

5. "Congested area." Any land terrain within the limits of the city.

6. "Person." A natural person, co-partnership, firm, company, association, joint stock association, corporation or other like organization.

b. Parachuting. It shall be unlawful for any person to jump or leap from an aircraft in a parachute or any other device within the limits of the city except in the event of imminent danger or while under official orders of any branch of the military service.

c. Take offs and landings. It shall be unlawful for any person avigating an aircraft to take off or land, except in an emergency, at any place within the limits of the city other than places of landing designated by the department of transportation or the port of New York authority.

d. Advertising.

1. It shall be unlawful for any person to use, suffer or permit to be used advertising in the form of towing banners from or upon an aircraft over the limits of the city, or to drop advertising matter in the form of pamphlets, circulars, or other objects from an aircraft over the limits of the city, or to use a loud speaker or other sound device for advertising from an aircraft over the limits of the city. Any person who employs another to avigate an aircraft for advertising in violation of this subdivision shall be guilty of a violation hereof.

2. Any person who employs, procures or induces another to operate, avigate, lend, lease or donate any aircraft as defined in this section for the purpose of advertising in violation of this subdivision shall be guilty of a violation hereof.

3. The use of the name of any person or of any proprietor, vendor or exhibitor in connection with such advertising shall be presumptive evidence that such advertising was conducted with his or her knowledge and consent.

e. Dangerous or reckless operation or avigation. It shall be unlawful for any person to operate or avigate an aircraft either on the ground, on the water or in the air within the limits of the city while under the influence of intoxicating liquor, narcotics or other habit-forming drugs, or to operate or avigate an aircraft in a careless or reckless manner so as to endanger life or property of another. In any proceeding or action charging careless or reckless operation or avigation of aircraft in violation of this section, the court, in determining whether the operation or avigation was careless or reckless, shall consider the standards for safe operation or avigation of aircraft prescribed by federal statutes or regulations governing aeronautics.

f. Air traffic rules. It shall be unlawful for any person to navigate an aircraft within the limits of the city in any manner prohibited by any provision of, or contrary to the rules and regulations of, the federal aviation administration.

g. Reports. It shall be unlawful for the operator or owner of an aircraft to fail to report to the police department within 10 hours a forced landing of aircraft within the limits of the city or an accident to an aircraft where personal injury, property damage or serious damage to the aircraft is involved.

h. Rules and regulations. The police commissioner is authorized to make such rules and regulations as the commissioner may deem necessary to enforce the provisions of this section.

i. Violations. Any person who violates any of the provisions of this section shall be guilty of a misdemeanor.

PRIMARY PERMITTING AGENCY GUIDELINES, RULES, AND REGULATIONS

BROOKLYN BRIDGE PARK CORPORATION

Brooklyn Bridge Park Corporation, one of the largest and most significant public projects to be built in New York City in a generation, has transformed a once dilapidated industrial waterfront into a vibrant and thriving 85-acre civic landscape. Brooklyn Bridge Park stretches from Atlantic Avenue in the south to Jay Street north of the Manhattan Bridge, spanning the neighborhoods of Brooklyn Heights and DUMBO along the East River. The Park is designed by Brooklyn-based landscape architecture firm Michael Van Valkenburgh Associates, Inc.

The Brooklyn Bridge Park Corporation (BBP) develops, capitally improves, maintains, and fully operates the Park as a 501 (c) not-for-profit, controlled by the City of New York. BBP is responsible for the day-to-day operation of the Park, including horticulture, maintenance, capital planning and construction, event permitting, and concession oversight.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Wedding Permit	Wedding ceremonies	Applications for upcoming calendar year open each Dec 1st	$26 application fee + $400 wedding fee
Film/Photography Permit	Photography or film shoots	2 business days prior to event date	$26 application fee + variable site and equipment fee
Special Events Permit	Event, performance, meeting, assembly, contest, exhibit, parade, reading, picnic, or group of 20+ people	21 business days prior to event date	$26 application fee + variable event detail fee
Athletic Permit	League sports	Spring: Dec 1 - Dec 22 Summer: Mar 1 - Mar 22 Fall: Jun 1 - Jun 22	$26 application fee + variable field use fee

How to Obtain Permit/Instructions on How to Apply for Each Permit:

- When any permit is required as a condition to the performance of any act or activity, the permit must be obtained prior to undertaking performance of such act or activity. Except as is otherwise provided elsewhere herein, Permit applications to conduct regulated activities or uses must be submitted at least 21 days in advance of the planned event, activity, or use.

Application Timeline/Approval Process:

- BBP will endeavor to either issue or deny the Permit within 21 days of its receipt or completeness.

- If BBP requires additional time to review a Permit application, it will notify the Applicant that additional review time is required and indicate when it will act upon the Permit request.

Rules/Regulations:

- Permit terms and conditions: A permit may be granted upon such terms and conditions as BBP will reasonably impose, and will authorize the permitted acts, or activities only insofar as they are performed in strict accordance with the terms and conditions thereof.

  - BBP may alter, or add terms and conditions to a permit, or revoke a permit, based upon the criteria set forth in this section.

  - Permittees must confine their activities to the locations and times specified on their permit. BBP may establish specific guidelines for certain designated parks, or park locations.

  - BBP may suspend, or restrict uses allowed under a permit where exigent circumstances exist in the vicinity of the location for which such Permit has been issued.

  - The issuance of a permit does not grant the Applicant the right to sell, or offer for sale any articles, tickets, or refreshments within, or adjacent to any Park area, unless specifically authorized to do so in such permit.

  - If an Applicant intends to drive vehicles (e.g. buses, cars, trucks, and vans) into the park for deliveries to an event site or for any other legitimate purpose, the permit must specify each such vehicle, and the date, time, route and parking privilege granted, or the Applicant must obtain a separate permit authorizing each such vehicle to be used in the course of the permitted event.

  - Permit applications must indicate whether electrical energy, gas, water, or other utilities are required for the event. Permittees will be responsible for the procurement of, and payment for any electrical energy, water, or other utilities used during the event.

  - Permittees are responsible for cleaning and restoring the site to good condition after the event. Applicant will be responsible for any overtime, repair, and maintenance, or other costs incurred by BBP because of an Applicant's failure to clean and/or restore the site following the event.

  - BBP or its agents will determine the level of security necessary on a case-by-case basis. For example, smaller projects that do not involve much staff or equipment may not require much security, while larger projects with equipment left on site may require 24-hour security. The Applicant shall pay these costs. No level of security can be a guarantee against loss. BBP assumes no responsibility for the loss of, or damage to any equipment, property, or for any and all damages to persons, or property.

  - No uses that would create a fire hazard shall be permitted in, or upon the Premises. Examples of a fire hazard include, but are not limited to: piles of newspapers, uncoated dry wood, and containers of flammable liquids. Pyrotechnics shall not be used without specific approval by BBP. Flammable materials, such as plywood, used in set construction, shall be coated with flame retardant whenever possible.

- Applicant shall comply with 24.201 et. Seq. of the Administrative Code of the City of New York (the "Noise Control Code"). Applicant shall not permit, or cause to be permitted, operated, conducted, constructed, or manufactured in the Park devices and activities which would cause a violation of the Noise Control Code.

- Applicant responsible for compliance: Any person issued a permit assumes all liability, and responsibility for any activity conducted under the authority of the Permit, or any actions resulting from activities authorized by the Permit.

- Permit not assignable: Any act authorized pursuant to a Permit may be performed only by the Person, or persons named therein, and any such authorization cannot be assigned, or delegated, unless, and except as provided in such permit.

- Permit application Forms: Application for a permit must be made on forms provided by BBP. Such form(s) must be properly completed and signed, and submitted with any required supplemental documents, and payment of the applicable fee, if any.

- Permit fees non-refundable: All fees paid in connection with obtaining a permit shall not be refundable.

- Refunding of site fee: All fees paid in connection with obtaining a permit shall not be refundable, except under extreme circumstances (including, but not limited to, inclement weather, natural disasters, or other threats to park and human safety), as deemed by Brooklyn Bridge Park, wherein the park was closed to ensure the safety of its occupants. Under these circumstances, the amount refunded to the Applicant shall be determined by Brooklyn Bridge Park.

- Bonds or security deposit: BBP may require the Applicant to post a bond or security deposit in an amount sufficient to ensure full compliance with the terms and conditions of the Permit. The decision of whether to require a bond, or security deposit, will be based on the following factors:

  - The location of the event, and such location's vulnerability to damage;

  - Whether the event, or any activities associated with the event, present a high risk of property damage;

  - The number of people expected to be in attendance;

  - The type of equipment to be brought onto the site;

  - The number of days the Applicant will occupy the site; and

  - The season in which the event will take place.

- Return of security deposit: If a security deposit has been provided pursuant to a permit, after full performance by the Applicant of all its obligations under the Permit, including any site restoration obligations, BBP will promptly return any remaining security deposit balance to the Applicant.
- Insurance: Permittees may be obligated to obtain liability insurance for permitted events. If required, such insurance must name as additional insureds each of the following: Brooklyn Bridge Park, Empire State Development Corporation, Brooklyn Bridge Park Development Corporation, the State of New York, The City of New York care of the Department of Parks and Recreation and their respective commissioners, directors, officers, employees, agents, successors and assigns. In determining the type, and amount of such insurance, BBP may consider, among other factors, the following factors:

    - The potential risk of personal injury or property damage;

    - Whether the special event involves the sale of food;

    - Whether the special event involves a large number of participants relative to the size of the specific Park site;

    - Whether the special event involves transportation and installation of heavy equipment, or the installation of a stage, or other temporary structures;

    - Whether the special event involves the use of inherently dangerous objects; and

    - Whether the special event involves the use of water areas.

    - If required by BBP, Applicant shall procure, at its sole cost and expense, insurance providing coverage to the BBP for claims for damage to property and personal injury, including death, which may arise from the conduct of the Applicant, its agents, employees, contractors, and guests, and for the performance of any services performed in conjunction with this Permit authorized by the Applicant. Prior to commencement of any activities under this permit, the Applicant shall provide a current insurance certificate evidencing the following insurance coverage:

        - Commercial General Liability with a limit on not less than $1,000,000 each occurrence, $2,000,000 aggregate.

        - Commercial Property Insurance covering at a minimum, the perils insured under the ISO Special Causes of Loss form (CP 10 30), or a substitute form providing equivalent coverages, for loss or damage to any owned, borrowed, leased, or rented capital equipment, tools, including tools of their agents, and employees, staging towers and forms, and property of BBP held in their care, custody and/or control.

        - Worker's Compensation, Employers Liability, and Disability Benefits, is required by New York State. If employees will be working on, near, or over navigable waters, US Longshore and Harbor Worker's Compensation Act endorsement must be included.

    - Comprehensive Business Automobile Liability Insurance with a limit of not less than $1,000,000 each accident. Such insurance shall cover liability arising out of any automobile owned, leased, hired, and non-owned automobiles.

  - Insurance coverage shall be provided only by an insurer duly licensed in the State of New York. All insurance policies, and certificates procured by the Applicant, shall name as additional named insured: Brooklyn Bridge Park Corporation d/b/a Brooklyn Bridge Park, Empire State Development Corporation, Brooklyn Bridge Park Development Corporation, the State of New York, The City of New York, NYC Department of Parks and Recreation and their respective commissioners, directors, officers, employees, agents, successors and assigns. Such additional insured coverage shall be at least as broad as the most recent edition of Insurance Services Office (ISO) Form CG 20 26.

  - The Applicant shall promptly notify BBP of any accidents and/or claims including, without limitation, accidents, or claims involving bodily injury, death, or property damage, arising on, or within the area covered by this permit. Such notice shall be provided in writing to BBP as soon as practicable, but in no circumstance later than 72 hours following the Applicant receiving notice of the accident, or claim.

- Activities or uses prohibited except when undertaken pursuant to a permit: except where authorized by a contract, license, permit, or other agreement with BBP, it is illegal to engage in any of the regulated activities within the park as set forth in subpart 7 of the rules and regulations, for which a permit or other authorization from BBP is required, without first obtaining a permit for such activity issued by BBP, and complying with the terms thereof, and any other conditions contained in these terms and conditions. The permit must be kept on hand at the permitted site and/or event, so as to be available for inspection by police officers or BBP employees.

- Action on permit applications:

  - If an application is not complete, BBP may contact the Applicant for additional information.

  - If the application is complete, BBP will endeavor to either issue, or deny the permit within 21 days of its receipt, or completeness.

  - If BBP requires additional time to review a permit application, it will notify the Applicant that additional review time is required and indicate when it will act upon the Permit request.

  - If BBP denies an application for a permit, it will notify the Applicant of its reasons why the Permit was not issued.

- Permit denial: BBP may deny a permit application for the following reasons among others:

  - The permit application was not submitted in a timely manner;

  - Another activity, or use has been previously scheduled for the same time at the facility, or area to be utilized;

- The proposed activity or use is not compatible with the recreational, environmental or historic character of the facility, or area to be utilized;

- BBP can reasonably anticipate that the proposed activity, or use cannot be accommodated in a manner that will ensure the public health, safety, and welfare of all Park patrons, or that such activity, or use may result in damage to park, or facility resources;

- The proposed activity, or use will cause undue interference with the activities, or enjoyment of the park by other park patrons; or

- Within the preceding 3 years, the Applicant has been found in violation of these rules, or other New York State or New York City Parks rules, or regulations concerning same, or similar activity;

- Within the preceding 3 years, the Applicant has been granted a permit by BBP, or another governmental agency, or authority, and did, on that prior occasion, knowingly violate a material term, or condition of such Permit, or any law, ordinance, statute, or regulation relating to the use of the parks;

- The Applicant has any outstanding fees, charges, fines, or civil penalties due BBP, or the City; or

- A material condition of the permit has not been and/or cannot be met by the Applicant.

- Appeal of denial of permit application: An Applicant may appeal a Permit denial by writing the President of BBP at its main office.

- Failure to comply with permit requirement: Failure to comply with the terms and conditions of any permit is a violation of these rules, and the permit may be revoked at the discretion of the President of BBP whose decision is final. If, upon expiration or termination of the permit, it is determined that an Applicant has not complied with the terms and conditions of the permit, or has violated any law, ordinance, statute, or rule, then the following rules apply:

  - Any bond, or security deposit, provided as security for an Applicant's performance with BBP will be forfeited, and retained, to the extent necessary to remedy, or compensate BBP for the damages caused by such acts, omissions, or violations;

  - The Applicant, together with his or her agents and employees who violated such terms and conditions or provisions of law, ordinance, statute or rule, will be considered jointly, and severally liable for any additional sum necessary to correct, or compensate BBP for such damages; and

  - Neither forfeiture of any security, nor payment, nor recovery for such damages, will in any way relieve the Applicant of civil, or criminal liability arising from the violation of any law, ordinance, or rule

- Liability: Permittees will be held liable for any, and all damages or injuries to persons, or property that may occur, or be caused by the use of the permit. By accepting a permit, permittees agree to indemnify, defend, and hold harmless Brooklyn Bridge Park, Empire State Development Corporation, Brooklyn

Bridge Park Corporation, the State of New York, the City of New York and their respective commissioners, directors, officers, employees, and agents from any and all claims whatsoever that may result from such use.

- Notification in case of accident: Should there be any injuries, accidents, or other health incidents at an event, Applicant must notify BBP's Maintenance and Operations Office immediately by telephone, or other number listed in the Permit for such notification.

- Unauthorized advertisement: It will be a violation of these Rules to advertise the location of any event requiring a permit under these rules via posting, print media, radio, television, or the internet when the location is in the park, and the person who is responsible for placing the advertisement has not received a permit from BBP for such event. There will be a rebuttable presumption that any person, or organization whose name, telephone number, or other identifying information appears on any such advertisement has violated this subdivision by either:

  - Illegally advertising an event, or

  - Directing, suffering, or permitting a servant, agent, employee, or other individual under such Person's, or organization's control to engage in such activity; provided, however, that such rebuttable presumption will not apply with respect to criminal prosecutions brought pursuant to this subdivision.

- Assemblies, Meetings, Exhibitions:

  - It is illegal for any person to hold, or sponsor any special event, or demonstration without a permit.

  - It is illegal for any person to erect any structure, stand, booth, platform, exhibit, or artwork, in connection with any assembly, meeting, exhibition, or other event, or activity without approval of BBP.

- Unlawful vending: It is illegal for any person to sell, offer for sale, hire, lease, or let anything whatsoever within the park, except under, and within the terms of a permit for such activity issued by BBP.

- Unlawful posting of notices or signs:

  - It is illegal for any person to post, display, affix, stand, construct, or carry any placard, flag, banner, sign, or model, or display any such item by means of aircraft, kite, balloon, or other aerial device, in, on, or above the surface of the park for any purpose whatsoever without a permit issued by BBP. Each separate item placed in violation of this section constitutes a separate violation.

  - Any person may carry any item described above, without the aid of any aircraft, kite, balloon, or other aerial device, where the space on which the message of such item is contained has a height no greater than 2 feet, and a length no longer than 3 feet, and that such item takes up a total area of no more than 6 square feet.

- Any person, or business who posts, or displays a sign, printed material, or artwork upon park property, including the perimeters of the park, whether or not pursuant to a permit issued under this subdivision, is responsible for removal of such material pursuant to the conditions in such permit, or immediately if no such permit has been issued. Failure to remove any material that is posted, or displayed on such property, or that remains on such property, other than in compliance with such permit, constitutes a violation, and such material is subject to immediate removal, and disposal.

- There will be a rebuttable presumption that any person, or business whose name, telephone number, or other identifying information appears on any notice, or sign posted, or displayed within the park without BBP permission, has violated this subdivision by either:

  - Pasting, posting, painting, printing, or nailing such notice, or sign, or

  - Directing, suffering, or permitting a servant, agent, employee, or other individual under such person's, or business's control to engage in such activity; provided, however, that such rebuttable presumption will not apply with respect to criminal prosecutions brought pursuant to this paragraph.

- Noise; Musical Instruments; Sound Reproduction Devices:

  - It is illegal for any person to play, or operate any musical instrument, or drum, or cause any noise for advertising, or commercial purposes except under the express terms of a Permit.

- Unauthorized Cinematic, or Photographic Productions: It is illegal for any person to engage in any cinematic or photographic production which is either:

  - For commercial purposes or;

  - Restricts access to public areas, regardless of whether the production is for commercial purposes or not, without a permit from BBP. The Applicant will be responsible for restoring any park property altered, or damaged in connection with the exercise of such permit.

- Alcoholic Beverages:

  - Except where specifically permitted by BBP, it is illegal for any person to consume any alcoholic beverage in any playground, beach, swimming pool, or other park area, or facility. It is illegal for any person to possess any alcoholic beverage with intent to consume, or facilitate consumption by others of same in any playground, beach, swimming pool, or other park area, or facility.

- Unlawful operation and parking of motor vehicles:

  - Motor vehicles may not be brought into, or operated in any area of the park except in designated parking areas, or as otherwise specifically authorized by BBP. Parking areas may be closed to motor vehicles at such times and in such places designated by BBP.

- It is illegal for any person to park any motor vehicle in the park, except as authorized by BBP.

- Parking permits may be issued to individuals. Their license plate number must appear on the permit, and such permit will be valid only for the registered vehicle identified on the permit. Parking permits are not transferable. Any assignment, or attempted assignment of a parking permit will result in the cancellation of such permit.

- It is illegal for any person to remain overnight in a garage, or parking lot, or in a vehicle parked in a garage, or parking lot within the park, except as authorized by BBP. BBP may remove, or cause to be removed any vehicle which is parked in a garage, or parking lot or other area under BBPDC jurisdiction without a current parking permit, or without payment of all required fees. The cost of towing and storage of the vehicle will be charged to the Applicant, or owner of the vehicle and must be paid prior to release of the vehicle. Any vehicle which is unclaimed after 30 days will be deemed to be an abandoned vehicle and will be disposed of pursuant to the procedures set forth in section 1224 of the Vehicle and Traffic Law.

- Unlawful distribution of products and materials: It is illegal for any person to engage in the noncommercial distribution of products and/or material (other than printed, or similarly expressive material) without a permit. A permit will be issued only upon BBP's determination that said distribution will be conducted in a manner consistent with the public's use, and enjoyment of the park, or facility in question. In making this determination, BBP will consider the nature of the product, or material; whether the product, or material is compatible with customary park uses; whether the product, or material is intended to be used in the park or facility; the age of the targeted audience for the product, or material; and whether the area in the park, or facility where the distribution will take place is appropriate for such distribution, considering, e.g., its proximity to areas designed for children, quiet zones, or other areas designed for activities not compatible with such distribution. In connection with the foregoing, BBP may consult with parental, or other groups which are involved with the park, or facility where a permit for distribution is requested. BBP may also impose conditions upon the distribution of products and materials consistent with the concerns reflected by the factors listed above. Products and/or materials may be distributed only upon an indication of interest by the recipient, and only from a fixed location specified in the permit.

- Terms and conditions for use of the athletic facilities shall supplement, not supersede, the Brooklyn Bridge Park permit terms and conditions. All capitalized terms not defined herein, shall have the meaning provided in the Brooklyn Bridge Park permit terms and conditions.

  - Those who wish to reserve athletic facilities under the jurisdiction, or management of Brooklyn Bridge Park, for the use of sports including, but not limited to soccer, rugby, field hockey, lacrosse, and flag football, must obtain a written permit from BBP. If an individual is applying for a permit on behalf of a group, or athletic league, he or she must so designate on the permit. Only one individual may apply for a permit per group or athletic league.

  - The fields at Pier 5 of the park are intended only for sports that would ordinarily be played on a rectangular, turf playing area. Sports such as baseball, softball, kickball, and/or other sports not customarily played on such a playing field may not be permitted by BBP.

- Those who wish to reserve athletic facilities under the jurisdiction, or management of BBP for any other purposes may require a Special Events permit. For more information, please contact the BBP's permit coordinator (the "Permit Coordinator") at permits@bbp.nyc.

- The completed application must be submitted in accordance with the following seasonal application periods, and at least 21 days prior to the event:

  - Spring (March through May): December 1 – December 22

  - Summer (June through August): March 1 – March 22

  - Fall (September through November): June 1 – June 22

  - Winter (December through February): No permits issued.
    Fields and courts are open for free play, weather permitting.

- BBP reserves the right to require a clean-up bond and/or liability insurance for the event/game, naming the following parties as additional insureds: Brooklyn Bridge Park Corporation d/b/a Brooklyn Bridge Park, Empire State Development Corporation, Brooklyn Bridge Park Development Corporation, the State of New York (the "State"), The City of New York (the "City"), and their respective commissioners, directors, officers, employees, agents, successors and assigns. BBP also reserves the right to require a Certification by Broker form to validate the terms of the insurance.

- Admission tickets, refreshments, or any other articles may not be sold or offered for sale within, or adjacent to any park area without the prior written authorization of BBP.

- Athletic Permits:

  - The Applicant must confine sports activities to the locations and times specified on the permit.

  - The Applicant shall remain subject to the rules and regulations of the park (available for download by visiting http://www.brooklynbridgepark.org/pages/rules), the specific terms of the Permit, these Athletic Facilities terms, the terms and conditions, and to all rules, regulations, and laws of all City, State, and Federal departments in so far as applicable.

  - The Applicant must clean and restore the athletic facilities after each session.

  - The Applicant must have in his or her possession at the time and site of the reserved session the permit for the use of the athletic facilities and any other permits or documents required by BBP or any other City agency for proposed activities at the session.

  - All Permits are non-refundable and non-transferable.

  - If a reserved session is cancelled by BBP for administrative reasons, the session may be rescheduled if feasible.

- The permit is revocable at any time at the discretion of the Permit Coordinator, or his or her superior. The reasons for revocation include, but are not limited to,
  - Providing incorrect information on an application form;
  - Failure to adhere to the Rules and Regulations, the Terms and Conditions, or the Athletic Facilities terms; and
  - The use of a permit issued to a youth organization by adults.
- The Applicant has the right to appeal the revocation of a permit to the Permit Coordinator within 10 days immediately following the mailing of notice of revocation by BBP. Such an appeal must be in writing. The decision of BBP shall be final.
- The maximum number of reserved hours that any adult single permit-holder, or league may control is limited to 16 hours per week. The maximum length of any Permit is one season. Because of high demand for permits, if the Applicant does not reasonably need all of the session time requested, BBP may approve the permit in part, granting to the Applicant some fraction of the athletic facilities time applied for.
- BBP may inspect the site to determine if the Applicant is utilizing all of the reserved time requested. In the event that BBP determines that the Applicant is not using all of the time requested, BBP may reduce the number of permitted sessions.
- Use of amplified sound is not permitted under a sport permit. You may only request amplified sound for use of regulation size Field 4, the play turf, or one of the basketball courts. You must secure a New York City Police Department permit for amplified sound.

- Boating: In order to protect, preserve, and promote the safe operation of vessels within, Brooklyn Bridge Park waters and adjacent waters, in addition to the requirements set forth in sections 1 through 7 above, the following requirements and restrictions also apply to activities and uses within the Park's water areas:
  - Non-Mechanized boats:
    - A permit allows an Applicant and his or her guests to use the BBP's access facilities for a kayak or canoe. An Applicant may have more than one boat listed on his or her permit, but each kayak or canoe on the water must carry an Applicant.
    - The Applicant is responsible for the safety of all those in his or her craft. Operation of the kayak or canoe under a permit is solely at the operator's own risk.
    - Permittees and guests should be strong, experienced swimmers. It is recommended that permittees be able to sustain themselves fully clothed for 10 minutes in deep water; swim two body-lengths underwater at a depth of 6 feet; and tow a "victim" 15 feet.

- Permittees must be familiar with, and obey all federal, state, and local boating rules, and regulations.

- Permittees must be aware that environmental conditions such as rip tides and other strong currents can overwhelm even the most adept swimmers. They should know the water, and weather conditions before going out.

- Mechanized boats permits:

  - Unless within an area designated by BBP, authorized pursuant to a permit, or in an emergency, it is illegal for any Person to operate, land, anchor, moor, dock, tie-up, store, or launch a boat or Vessel of any kind on any of the piers, or along the bulkhead, or other areas of the Park. BBP, its representatives, or its appointed concessionaire or 13 operator may identify areas for designated boating, landing, docking, or mooring, which may require fees;

  - A permit will not be issued for a Vessel which is deemed by BBP, its representatives, or its appointed concessionaire as unsafe, or likely to cause injury to people, or damage to property, or the environment, including without limiting the forgoing as based on US Coast Guard standards as set forth in 33 CFR Chapter I, Subchapter E revised as of July 1, 2000 and S revised as of July 1, 2000, 46 CFR Chapter I, Subchapter A (Pt. 2) revised as of October 1, 2000, Subchapter H revised as of October 1, 2000, Subchapter K revised as of October 1, 2000, and Subchapter T revised as of October 1, 2000, as applicable and as determined by BBP or its duly authorized designee;

  - Dockage or mooring permits may be issued for vessels that BBP, or its representatives, or its appointed concessionaire determines, including without limiting the foregoing, as based on US Coast Guard standards as set forth above, are capable of safely operating in open water. Before issuing the permit, BBP or its duly authorized designee may inspect the vessel and/or require a demonstration of the vessel's operational capability in open water. Applicant must present evidence of hull and liability insurance, either current state registration or documentation by the U.S. Coast Guard and successful completion of the U.S. Coast Guard Auxiliary, State of NY, or equivalent boating safety course or sufficient nautical experience as determined by BBP based on US Coast Guard standards;

  - A permit will authorize the use of a mooring that meets the requirements of this section, the location of a mooring at a particular position in the mooring field, and the mooring of a particular vessel identified by size, type and registration number;

  - The Applicant for a permit must be the owner or lessee of the vessel. A permit will not be issued unless the Applicant presents evidence that the vessel possesses a current registration from the State Department of Motor Vehicles or the appropriate agency of another state or is documented by the U.S. Coast Guard. If the Applicant is not the registered or documented owner of the vessel, the Applicant must present evidence that he or she is the lessee of the vessel. If an Applicant intends to replace a vessel, he or she must notify BBP or its duly authorized designee in advance so BBP can determine whether the existing location and mooring are acceptable for the replacement vessel. The replacement vessel may not be moored until a new permit is granted.

No permit will be issued for a replacement vessel if such vessel is not registered with the Department of Motor Vehicles or the appropriate agency of another state or documented by the U.S. Coast Guard;

- Notwithstanding the above provisions of this section, BBP or its representatives or its appointed concessionaire may reserve a limited number of permits for moorings and issue them to persons for use in connection with special events, or other activities that promote the enjoyment by the public of the water for educational, recreational, or entertainment purposes;

- BBP or its duly authorized its representatives or its appointed concessionaire may issue seasonal, monthly or short-stay permits. The term of a seasonal permit begins May 1st and ends October 31st, unless otherwise designated by BBP or its duly authorized designee. Seasonal permits are not renewable. Seasonal permit holders must apply for a new permit each year;

- Seasonal permit applications will be accepted starting January 15th of each year and will be processed in the order in which such applications are received. In the event that more applications are received than can be accommodated on January 15th, a lottery will be drawn;

- BBP and/or its duly authorized representatives or its appointed concessionaire may impose reasonable conditions on the issuance of a permit to protect public safety and to safeguard the interests of the public, including but not limited to a requirement that the Applicant or Applicant have his or her mooring inspected or obtain appropriate insurance and submit satisfactory evidence of having complied with such conditions; 14

- Nothing in this part creates a property right in any permit. All permits issued pursuant to this part merely grant a privilege and such permits are by their nature terminable at will by BBP in accordance with the needs or requirements of BBP or in the interests of the public as determined by BBP;

- BBP or its duly authorized representatives or its appointed concessionaire may terminate any permit issued pursuant to these rules by serving Applicant with 15 days written notice of such termination. BBP or its duly authorized representatives or its appointed concessionaire will send by certified mail notice of the intention to terminate a permit and the reasons therefore. In the event that a mailing address is unknown or mail is returned undelivered, such notice may, in lieu of mailing, be posted in a conspicuous place on the Vessel. An Applicant may file written objections with BBP within 7 days from the date of such mailing or posting, whichever is later. After considering any objections raised by the Applicant, BBP will make a final determination whether to proceed with termination of the permit and will provide notice of such determination to the Applicant in the manner provided herein;

- Where a permit is terminated, the vessel must be removed from the mooring field within 10 days after notice by BBP or its representatives or its appointed concessionaire to remove the same is sent by certified mail to the Applicant or Applicant. In the event that a mailing address is unknown or mail is returned undelivered, such notice may, in lieu of such mailing or hand delivery, be posted in a conspicuous place on the vessel. Where the vessel and mooring are not removed within 10 days after the mailing or posting of such notice, whichever is later, BBP or its

representatives or its appointed concessionaire may remove the vessel and mooring or cause the same to be removed from the mooring field. The Applicant and owner will be jointly and severally liable for the costs of removal and storage of the vessel and mooring, as well as for any associated costs, such as cleanup of contamination or debris originating from the vessel or mooring, and such costs must be paid prior to release of the same. Any vessel or mooring removed from the mooring field that is not claimed within 10 days may be deemed to be abandoned and may be turned over to the police property clerk for disposal in accordance with applicable law.

- Every Applicant and Applicant must provide BBP or its representatives or its appointed concessionaire with an address in writing at which he or she may receive notice required by these rules or other applicable law. Any changes in address must be reported in writing to BBP and its duly authorized representatives or its appointed concessionaire within 10 days.

- In addition to these terms and conditions, you must also abide by any instructions specified in the permit that is issued to you.

Contact Information:

(718) 222-9939

Website/Helpful Links:

https://brooklynbridgepark.org/plan-your-visit/get-a-permit/

https://brooklynbridgepark.org/plan-your-visit/get-a-permit/permit-terms-and-conditions/

https://brooklynbridgepark.org/about/

https://brooklynbridgepark.org/

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

The NYC Department of Citywide Administrative Services (DCAS) makes city government work for all New Yorkers. Guided by the commitment to equity, effectiveness, and sustainability guides the work providing City agencies with the resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees
- Managing 56 public buildings
- Acquiring, selling, and leasing City property
- Purchasing over $1 billion in goods and services for City agencies
- Overseeing the greenest municipal vehicle fleet in the country
- Leading the City's efforts to reduce carbon emissions from government operations

As part of the real estate portfolio, DCAS offers 10 event venues available for rental for a wide range of public, civic, and private events, as well as film and photography productions. These spaces accommodate events ranging from galas and fashion shows to employee recognition ceremonies, community events and other special occasions. Located throughout the five boroughs, DCAS event spaces feature a variety of sizes, layouts, and architectural styles to accommodate diverse event needs.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Event Space Rental	Event fees include event space plus ancillary expenses: custodial services, fire safety protection, electrician, engineer, event coordinator, and security personnel up to 8 hours during the event. Rates are subject to change. *****Additional fees will be imposed by the NYS Office of Court Administration for events in courthouse buildings. Note: The Tweed Courthouse and Surrogate's Court are not subject to this surcharge. Additional fees: ○ A daily surcharge of $1,000 for private companies/individual clients and $500 for not-for-profits will be imposed if renters require the space before and/or after the event for set-up, or unfinished removal of property.	Paperwork must be submitted 6 weeks prior to the event The bill must be paid as soon as possible or no later than 2 weeks prior to the event	**Surrogate's Court** 31 Chambers Street (Manhattan) Private/Individual: $12,200 Not-for-profit: $10,200 **NY County Courthouse*** 60 Centre Street (Manhattan) Private/Individual: $8,300 Not-for-profit: $7,500 **Tweed Courthouse** 52 Chambers Street (Manhattan) Private/Individual: $8,500 Not-for-profit: $7,600 **Marriage Bureau** 141 Worth Street (Manhattan) Private/Individual: $8,300 Not-for-profit: $7,500 **The Archway**

PERMIT	DESCRIPTION	DEADLINES	FEE
	○ A one-time security deposit of $3,000 for private company/individual clients and $1,500 for not-for-profits is required. This is refundable provided all terms of agreements have been met.		1 Centre Street (Manhattan) Private/Individual: $10,500 Not-for-profit: $7,500 **Brooklyn Borough Hall** 209 Joralemon Street (Brooklyn) Private/Individual: $10,000 Not-for-profit: $8,700 **Queens Supreme Court*** 88-11 Sutphin Boulevard (Queens) Private/Individual: $11,600 Not-for-profit: $9,800 **Queens Civil Court*** 89-17 Sutphin Boulevard (Queens) Private/Individual: $9,600 Not-for-profit: $8,400 **Queens Borough Hall** 120-55 Queens Boulevard (Queens) Private/Individual: $12,500 Not-for-profit: $10,400 **Bronx County Courthouse** 851 Grand Concourse (Bronx) Private/Individual: $7,500 Not-for-profit: $6,900
DCAS Film Permit	DCAS manages a diverse portfolio of properties across New York City's five boroughs, offering unique filming locations for film and television productions. A permit must be obtained to film within a DCAS-managed property.	At least 2 weeks prior to film date with approval from DCAS	Administrative Fee: $3,200 Additional fees may apply for DCAS staff support required during filming.

How to Obtain a Permit/Instructions on How to Apply for Each Permit:

- **Event Space Rental:**
  - DCAS Special Events manages all event space rental requests for DCAS-managed properties. Event venues are located throughout New York City's five boroughs and vary in size, capacity, and architectural style, making them suitable for a diverse range of events. The Halls of the City catalog

provides venue descriptions, capacities, and rental rates to help you identify the space that best meets your needs. The DCAS Special Events team is available to assist throughout the rental process.
  - For additional information, including the Halls of the City catalog and rental procedures, visit the DCAS Event Space Rental webpage: https://www.nyc.gov/site/dcas/business/event-space-rental.page

- **Film with DCAS:**
  - DCAS Special Events works closely with the Mayor's Office of Media and Entertainment (MOME) to coordinate filming and photography at DCAS-managed properties. These facilities are available for a wide range of productions, including feature films, television series, commercials, music videos, documentaries, photography, and student films.
  - To conduct filming or photography at a DCAS-managed property, applicants must first obtain approval from DCAS before applying for a permit through MOME. Additional information, application requirements, and forms are available on the DCAS Filming with DCAS webpage: https://www.nyc.gov/site/dcas/business/film-with-dcas.page
  - Upon receiving DCAS approval, a non-refundable $3200 fee is required for each filming or photography application submitted to MOME for use of DCAS properties. The fee must be paid by certified bank check or money order payable to the New York City Department of Finance. The fee applies to each production instance, including prep, rigging, filming or photography, and wrap/de-rigging activities.

Application Timeline/Approval Process:

- **Event Space Rental:**
  - Paperwork must be submitted 6 weeks prior to the event.
  - A notification will be sent with the total amount due after all information has been submitted regarding any special needs, and after the application has been approved. The bill must be paid as soon as possible or no later than 2 weeks prior to the event.
- **Film with DCAS:**
  - Forms and documents required for DCAS review and approval must be submitted to DCAS Special Events no later than 7 business days prior to the day of prepping/filming.
  - Paperwork should be filed within a week prior to the activity. All required forms and supporting documents should be submitted to the DCAS Film Office no later than 4 business days prior to the day or prepping/rigging.

- Ther will be bill sent 4 to 6 weeks after the activity is complete. Accurate and updated information such as an applicant's email address, mailing address, and telephone number should be supplied for purposes of invoicing and receiving a reimbursement notification from DCAS.

Rules/Regulations:

- **Event Space Rental:**
  - Disclosure information must be included in the application, as it enables DCAS to perform a background check on the entity/individual submitting the application.
  - The amount of DCAS staff required for the event is determined by DCAS based upon the size of the event and if there are any special requirements.
  - DCAS requires general liability insurance in the amount of $2,000,000; $4,000,000 aggregate. The following language must appear in the Description of Operations portion of the certificate: "The City of New York is named as an additional insured pursuant to ISO form 2026 or the equivalent thereof, for the property described as Block ___, Lot ___ in the borough of _____."
  - Proof of workers' compensation or a workers' compensation waiver must be supplied as required by the laws of the State of New York. Please note that DCAS cannot accept ACORD Certified Liability Insurance as proof of worker's compensation.
  - To serve alcohol, a liquor license issued by the State of New York is required.
  - DCAS cannot supply parking.
  - DCAS does not have kitchen facilities.
  - <u>Weekday event hours:</u> Monday through Friday. Properties are accessible after 5:00 PM and the event must conclude by 12:00 AM midnight. This does not include set-up or breakdown.
  - <u>Weekend event hours:</u> Properties are accessible as early as 7:00 AM on Saturday and Sunday. The event must conclude by 1:00 AM. This does not include the time it takes to break down the event.
  - <u>Prepping of event:</u> Upon request, prep time may be available before 5:00 PM as long as it does not prevent pedestrians from entering into the building.
  - <u>Breakdown of event:</u> One hour is included in the fee. Additional time will result in an additional fee.
  - Rules for Surrogate's Court/31 Chambers Street:
    - Events cannot begin before 5:00 PM

- The space at Surrogate's Court is the lobby of the building with tenants traveling though the space. The venue will be turned over to the client beginning at 5:00 PM. For the event, however, tenants may still be onsite.

- Surrogate's Court will become available beginning at 2:00 PM for weekday events to facilitate setting up. Weekday events are not subject to the 2:00 PM fixed set up time.

- Deliveries are permissible throughout the day leading up the events. The freight elevator is located on Reade Street and all items entering the space must be checked by the K-9 unit.

- There is no Wi-Fi available.

- All restrooms are located on the balcony level.

- ADA accessibility entrance is located behind the building on Reade Street.

- **Film with DCAS:**

  - The staff is determined by DCAS based upon the size of production, location, and other complexities.

  - DCAS requires a general liability insurance of $1,000,000; aggregate of $2,000,000. The Department of Citywide Administrative Services must be named as additional insured. In addition, worker's compensation insurance is required by the NYS Worker's Compensation Law.

  - A Department of Investigation form must be on file with DCAS prior to permission being granted by DCAS for filming on City property. This form serves as a reminder to all companies and persons seeking to film on City property or in City buildings that the offering of gifts or gratuities to City employees is strictly prohibited.

  - Office space is very limited. Cubicles are very rare, and restrictions vary. Office space can be used only nights and weekends for filming.

  - Cranes and heavy equipment are permitted in or around a DCAS building, but specifications must be submitted such as the weight, height, and width of equipment, including distance between wheels and how the weight will be balanced. Submitting a packaging slip is preferred. All floors must be protected from production equipment. Depending on the location, plywood or other types of coverings may be required.

  - The roofs of DCAS-managed properties are generally used for panoramic shots and photo shoots and are subject to various load capacities.

- DCAS jurisdiction typically stops at the end of the last step and does not include adjacent sidewalks or public areas. If filming is planned on the sidewalk or park adjacent to a DCAS property, additional approvals or permits may be required.

- Filming in a park adjacent to a DCAS property: Please contact the NYC Department of Parks & Recreation and/or the Mayor's Office of Media & Entertainment.

- Holding space can be provided if filming takes place at a DCAS location.

- See the Adoption of Rules relating to Filming and Photography link under website/helpful links.

Contact Information:

DCAS Special Events
One Centre Street
New York, NY 10007

Contact via email: Specialevents@dcas.nyc.gov

For Digital form: https://www1.nyc.gov/site/dcas/business/email-dcas-special-events.page

For Real Estate Inquiries call 311 and ask to be transferred to the "DCAS Real Estate Services."

For Procurement & Vendor Inquiries, call 311 and ask to be transferred to the "DCAS Vendor Relations Line."

Website/Helpful Links:

https://www1.nyc.gov/site/dcas/index.page

https://www1.nyc.gov/site/dcas/business/event-space-rental.page

https://www1.nyc.gov/site/dcas/business/film-with-dcas.page

DEPARTMENT OF PARKS AND RECREATION

NYC Department of Parks and Recreation (DPR) is the steward of nearly 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 65 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 660,000 street trees, plus five million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events, and cultural festivals. Our vision is to create and sustain thriving parks and public spaces for New Yorkers. Our mission is to plan resilient and sustainable parks, public spaces, and recreational amenities; build a park system for present and future generations; and care for parks and public spaces.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Special Event Permit	Group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving 20+ people or a group activity for which specific space is requested to be reserved.	At least 21 days prior to event date. **No permits issued for major holidays unless event is associated with corresponding holiday.* *Spaces for public use on a first-come, first-served basis*	$25 application fee + variable site fee
Temporary Use Authorization	Authorization for revenue-generating activities on DPR land associated with a Special Event permit.	At least 14 days prior to event date	Variable fee
Field and Court Permit	To reserve an NYC DPR athletic field or court, organized leagues or individuals must request a permit.	**Renewal Period** Spring - Summer: Nov 15th - Dec 14th Fall: Apr 15th - May 14th Winter: Sept 15th - Oct 14th **New Application Period** Spring - Summer: Dec 30th - Jan 30th Fall: May 30th - June 30th Winter: Oct 21st - Nov 8th	Youth Not-For-Profit: no fee All others, fees apply

PERMIT	DESCRIPTION	DEADLINES	FEE
		Remaining Application Period Spring - Summer: Mar 17th - Aug 23rd Fall: Aug 15th - Nov 23rd Winter: Nov 18th - March 23rd	
Farmer's Market Permit	Authorization for Farmer's Markets on DPR land in order to encourage small farmer's markets to provide fresh, local fruits and vegetables, and nutrition education programs in low-income neighborhoods.	Please Note: Farmer's Markets operate only between May 15 and November 15, for one or two days a week. Permits require at least 21 to 30 days to be processed	$25 application Fee + $15 per day the market operates

To Obtain a Permit/Instructions on How to Apply for Each Permit:

- Special Event Permits:
  - The Applicant may visit the NYC DPR Special Event permitting website, and simply create an account and follow the system prompts to complete the initial application.
  - Alternatively, an Applicant who may not have access to a computer or require further instruction may visit their respective borough office, where a DPR representative will assist them. A list of these offices and their contact information can be found at the end of this section.
    - *It is strongly recommended that applicants apply through the online application system, as this is the most efficient and timely way to achieve the fastest response.*
- Temporary Use Authorization:
  - These permits are handled directly by the NYC DPR Concessions Unit. If DPR determines this permit is required, they will direct you to the Concessions Unit for further processing.
- Field and Court Permits:
  - Please visit the Field and Court Request website to submit requests for these facilities. If you are looking for help with your permit request or want contact information for any of our borough sports permit offices, you can find this information at the end of this section.
- Farmer's Market Permits:

- DPR has changed the permitting process for Farmer's Markets:
  - Farmer's Markets that meet certain requirements will no longer need to obtain separate permits from both the Borough Permits Office and the Concessions Unit.
  - In place of the previous policy, where the Borough Permit Office issues a facility permit, and the Concessions Unit issues a Temporary Use Authorization (TUA), Farmers Markets will now only need to obtain a DPR Farmer's Market Permit for FMNP Certified Vendors Application from the Borough Permit Office.
- Applicants can view requirements for permits on the NYC Parks Special Event permitting website.
- Applicants must bring the application and $25 non-refundable processing fee to the borough permit office, as well as $15 per day for each day that the market will operate. The list of these offices and their contact information can be found at the end of this section.
- Upon consideration of the application, DPR will provide applicants with an invoice detailing the daily charges for the market as well as a contract. The contract should be read, signed, and returned to DPR along with full payment to cover the amount stated on the invoice before permits are issued.
- Applicants who do not meet requirements found online will be issued a facility permit only and then be directed to contact the Concessions Unit.
- Please Note: that Farmer Markets operate only between May 15 and November 15, for 1 or 2 days a week.

Rules/Regulations:

- **Hours of operation:**
  - Persons may enter and use the parks from 6 AM until 1 AM unless other open hours are posted at any park.
  - Whenever a threat to public health or safety exists in any park resulting from any natural cause, explosion, accident, or any other cause, or by riot or unlawful assembly or activity, the Commissioner may close the park or any part thereof to the public for such duration as he or she deems necessary to ensure the safety and well-being of the public.
  - No person shall enter or remain in any park without the permission of the Commissioner when such park is closed to the public.
- **Permits:**
  - When any provision of these rules requires a permit as a condition to the performance of any act or activity, no such act or activity shall be implemented or commenced prior to the receipt of written authorization from the Commissioner or from his or her authorized representative.

- A permit may be granted upon such terms and conditions as the Commissioner shall reasonably impose and shall authorize the permitted acts or activities only insofar as they are performed in strict accordance with the terms and conditions thereof.

- Permits shall be applied for on forms prepared and provided by the Department, which forms shall require such information as the Department may deem appropriate for the review and evaluation of the permit application. Procedures for issuance of special event and demonstration permits are governed by §2-08 of the department's rules. The Commissioner may require a fee for the issuance of a permit. Permit fees are governed by §2-10 of the department's rules

- The Commissioner may require the Applicant to post a bond in an amount sufficient to ensure full compliance with the terms and conditions of the permit. The decision of whether to require a bond will be based on the following factors:

  - The location of the event and such location's vulnerability to damage;
  - Whether the event or any activities associated with the event present a high risk of property damage;
  - The number of people expected to be in attendance;
  - The type of equipment to be brought onto the site;
  - The number of days the Applicant will occupy the site;
  - The season in which the event will take place.

- The Commissioner may require the Applicant to obtain personal liability insurance for the event, naming the City of New York as additional insured. The decision on whether to require insurance will be based on the following factors:

  - Whether the special event or any activities included as part of the special event present a risk of personal injury or property damage.

  - Whether the special event involves the sale of food.

  - Whether the special event involves over 500 participants, or a large number of participants relative to the size of the site.

  - Whether the special event involves transportation and installation of heavy equipment, or the installation of a stage or other temporary structure.

  - Whether the special event will require the presence of vehicles in the park as part of the setup or breakdown of event infrastructure.

- No person shall conduct any activity for which a permit is required unless:

  - Such permit has been issued;

  - All terms and conditions of such permit have been or are being complied with; and

- The permit is kept on hand at the event, so as to be available for inspection by police or department employees.

- Failure to comply with the terms and conditions of any permit shall be a violation of these rules. If, upon expiration or termination of the permit, it is determined that an Applicant has not complied with the terms and conditions of the permit, or has violated any law, ordinance, statute, or rule, then the following rules shall apply:

  - Any bond provided as security for an Applicant's performance with the department shall be forfeited and retained by the City to the extent necessary to remedy, or compensate the City for, the damages caused by such acts, omissions, or violations;

  - The Applicant, together with his or her agents and employees who violated such terms and conditions or provisions of law, ordinance, statute, or rule, shall be jointly and separately liable for any additional sum necessary to correct or compensate the City for such damages; and

  - Neither payment, recovery, nor forfeiture of any security for such damages shall in any way relieve the Applicant of civil or criminal liability arising from the violation of any law, ordinance, statute, or rule.

- **Failure to comply with directions of police officers, urban park rangers, DPR enforcement patrol officers, or other department employees, or park signs:**

  - No person shall fail, neglect or refuse to comply with the lawful direction or command of any police officer, urban park ranger, parks enforcement patrol officer, or other department employee, indicated by gesture or otherwise.

  - No person shall fail to comply with or obey any instruction, direction, regulation, warning, or prohibition, written or printed, displayed or appearing on any park sign, except such sign may be disregarded upon order by a police officer or designated department employee.

Contact Information:
Borough Special Event Permit Offices:

Bronx
Ranaqua
1 Bronx River Parkway
Bronx, NY 10462
(718) 430-1848

Queens
Flushing Meadows Corona Park
Passerelle Building
(across from outdoor Tennis Courts)
(718) 393-7272

Brooklyn
Litchfield Villa
95 Prospect Park West
Prospect Park
Brooklyn, NY 11215
(718) 965-8912

Manhattan
24 West 61st St
Arsenal West, 5th Fl
New York, NY 10023
(212) 408-0226

Staten Island
Greenbelt Recreation Center
501 Brielle Ave
Staten Island, NY 10314
(718) 667-3545

Sports Permit Office Information by Borough:

Bronx
Re: Ballfield Permits
Borough Office: Ranaqua
1 Bronx River Parkway
Bronx, NY 10462
(718) 430-1840

Brooklyn
Re: Ballfield Permits
Borough Office: Litchfield Villa
95 Prospect Park West
Brooklyn, NY 11215
(718) 965-8941

Brooklyn
Prospect Park and Parade Ground
Re: Prospect Park Ballfield Permits
95 Prospect Park West
Brooklyn, NY 11215
(718) 965-8944

Staten Island
Re: Ballfield Permits
Greenbelt Recreation Center
501 Brielle Ave
Staten Island, NY 10314
(718) 667-3545 extension 313 or 312

Manhattan
Re: Ballfield Permits
Arsenal West, 5th Fl
24 West 61st St
New York NY 10023
(212) 408-0234

Queens
Re: Ballfield Permits
New York City Parks & Recreation
Olmsted Center
Flushing Meadows Corona Park
Flushing, NY 11368
(718) 393-7272

Website/Helpful Links:

Farmer's Markets Permits: https://www.nycgovparks.org/permits/farmers-market
Main NYC Parks Website: http://www.nycgovparks.org/
Concession Fee Schedule: https://www.nycgovparks.org/rules/section-2-10
Special Event E-Apply: https://nyceventpermits.nyc.gov/parks/
Field and Court E-Apply: https://www.nycgovparks.org/permits/field-and-court/request

Rules and Regulations Pertaining to Special Event and Field Requests:
http://www.nycgovparks.org/rules#permit-fees
http://www.nycgovparks.org/rules/section-2-08
http://www.nycgovparks.org/rules/section-2-09
http://www.nycgovparks.org/rules/section-2-10
http://www.nycgovparks.org/rules/section-2-12

HUDSON RIVER PARK TRUST

Hudson River Park ("the Park") attracts over 17 million visits annually with a wide range of popular public spaces and facilities across a four-mile stretch of Manhattan's West Side from north of Chambers Street to West 59th Street. Distinctively, the Park contains a 400-acre Estuarine Sanctuary, and engages in public education, research, and habitat enhancement in and about the Hudson River. Park facilities include popular sports fields, playgrounds, basketball and tennis courts, skate parks, dog runs, lawns, picnic areas, and more, including heavily used sports fields. The Park is a highly visible, popular location for running, exercise, sports and fitness, community gatherings, and special events of all sizes. Hudson River Park's piers, esplanade and upland areas contain a wide variety of spaces, each with unique sizing and amenities, as well as specific access, weight restrictions, use and impact limitations.

Hudson River Park Trust (the "Trust"), a public benefit corporation, was created in 1998 when the New York Legislature passed the Hudson River Park Act (as amended, the "Act") to revitalize the Hudson River waterfront and reconnect Manhattan neighborhoods to the river through construction of the Park. The Trust has stewarded the development and operation of the Park for over 25 years.

The Park includes areas west of the Route 9A Bikeway along the Hudson River in lower Manhattan from the northern border of Battery Park City to West 59th St, together with certain specified areas along the eastern boundary of Route 9A, including Chelsea Waterside Park, 14th St Park (bounded by 14th St, 15th St, 10th Ave, and Route 9A). The Park includes upland, piers, and underwater lands west to the U.S. pier line (approximately 1,000 feet from the bulkhead).

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE*
Small Gathering Permit	Permit for groups of 20-100 people, not including casual park use by visitors or tourists. May include one small battery-powered speaker and up to two tables on the paved areas. No commercial activity or soliciting of the public.	21 days prior to event date	$25 application fee + variable site fee
Special Event Permit	Events and gatherings of more than 100 people, and/or commercial activity (including marketing activations) regardless of size, and/or events with significant infrastructure.	Minimum 21 days prior; larger events require more lead time	$25 application fee + variable site fee
Run/Walk Permits	Run/Walk events and gatherings with limited infrastructure with competitive or non-competitive races. Includes limited event space and non-exclusive use of Park paths.	Minimum 21 day prior; larger events require more lead time	$25 application fee + variable site fee

PERMIT	DESCRIPTION	DEADLINES	FEE*
Film/Photo Permit	Permits required for all commercial film or photography and for non-commercial purposes when the film or photography would disrupt Park users, requires non-handheld equipment, or would otherwise restrict use of a public area. This includes student films or photo shoots, and wedding photography.	21 days prior to event date; larger shoots require more lead time	$25 application fee+ variable site fee; Reduced or waived fees for student film shoots
Group Run Event Permit	Recurring permit for organized groups of 20-250 people who can gather for 30 minutes before running/walking through the Park. No commercial activity or soliciting by the public.	Two weeks prior to start date	Apply through HRPT website; $75 per session
Athletic Fields Permit	All organized groups using the Park's athletic fields (e.g., Pier 40 Recreation Fields, Gansevoort Peninsula, and the Chelsea Waterside Field)	Up to 4 months before the start of each season; annual schedule for applications on website	$25 application fee for all applicants +$150 per 90 minutes for adult organizations No additional fees for youth organizations

**Fees may vary and be subject to additional consideration including, but not limited to, extent, scope of use, duration, attendance, benefit to the public, etc.*

How to Obtain Permit/Instructions on How to Apply for Each Permit:

- Applications for all permits can be submitted online.
- Permits may require additional documentation, insurance, and/or fees depending on the request.
- All applications require a non-refundable $25 fee.
- Submitting an application does not guarantee you will be granted a permit.
- Athletic Fields: Separate applications are required for the Pier 40 Indoor Field, the Pier 40 Outdoor Fields, Gansevoort Peninsula, and the Chelsea Waterside Field for each season. Each season is booked separately – you cannot reserve a time slot for multiple seasons, and you are not guaranteed sessions in concurrent seasons.

Application Timeline/Approval Process:

- Permit applications for small gatherings, special events, film/photo shoots, and use of athletic fields are reviewed on a case-by-case basis as they are received. They are approved or denied based on availability of date, location requested, and impact to the Park and its users.

Rules/Regulations:

- All permittees must comply with the Hudson River Park rules and regulations.

- Approved film/photo, small gathering, and special event applicants will receive an official permit that contains additional terms.

- General rules that are listed in the Permit are the following:

    - No staking into lawns or planters
    - No balloons
    - No glass
    - No drones
    - Single use plastics (as outlines in HRPT's Park Over Plastic Initiative)

- All athletic field permittees must comply with the following rules and regulations:

    - Permittee may NOT use any other space or time not granted in this permit for organized activities
    - Permittee is responsible for all participants' conduct on and off the fields
    - No single use plastics or glass of any kind
    - No commercial activity or solicitation of any kind
    - No marking or modifying the field
    - No signage without permission
    - No bringing large equipment or leaving equipment on the field without permission

Contact Information:

Hudson River Park Trust (HRPT)
353 West St
Pier 40, 2nd Floor
New York, NY 1001
(212) 627-2020
events@hrpt.ny.gov

Website/Helpful Links:

HRPT Permit Page:
https://hudsonriverpark.org/visit/events/permits/

HRPT Permit Applications:
https://nyceventpermits.nyc.gov/m.parks/Login.aspx

Fields Permits:
https://hudsonriverpark.org/visit/events/permits/fields/

Hudson River Park Rules:
https://hudsonriverpark.org/app/uploads/2021/01/2020-Hudson-River-Park-Rules-FINAL.pdf

Park Over Plastic Initiative:
https://hudsonriverpark.org/the-park/sustainability/park-over-plastic/

MAYOR'S OFFICE OF MEDIA AND ENTERTAINMENT

The Mayor's Office of Media and Entertainment's (MOME) mission is to strengthen New York City's thriving creative economy and make it accessible to all. In 2019, the creative industries accounted for more than 500,000 local jobs and have an economic impact of $150 billion annually. MOME comprises five divisions: the Film Office, which coordinates on location production throughout the five boroughs; NYC Media, the City's official broadcast network and production group; the Press Credentials Office, which issues press cards; and Programs and Initiatives to advance industry and workforce development across NYC's creative sectors.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Premiere Permit	MOME processes permits for all red carpet, film, television, and theatre events. The fee structure will depend on the size and the scope of the event/venue.	Extra Small venue: seating less than 500	Fee: $450
		Small Venue: seating less than 1000	Fee: $2,750
		Medium Venue: seating less than 1500	Fee: $5,000
		Large Venue: seating less than 5,000	Fee: $14,000
		Extra Large Venue: seating more than 5,000 anticipated	Fee: $24,000
Required Film Permit	Productions with equipment* packages, production vehicles requesting parking privileges (excluding personal cars, mini-vans, SUVs, and pick-up trucks), asserting exclusive use of City property, prop weapons, prop vehicles, actors in police uniform, or stunts on set must apply for a required permit. **"Equipment" is defined as anything more than hand-held camera, camera on tripod or hand-held items (such as bounce-boards, boom mics, etc.).*	Preferred at least 2 weeks prior to film date	Application Fee: $500 for each consecutive 14-day period (or portion)

How to Obtain a Permit/Instructions on How to Apply for Each Permit:

Please Note: Filming in City parks, interiors within City buildings, bridges or tunnels will require additional permissions from the controlling entities. Please call MOME to obtain specific contact information.

- Please use Internet Explorer, Google Chrome, or Mozilla Firefox. Safari and Google Canary are not compatible with our system.

- The fee for film permits is based on the start and end date of your project's permit requests. The application fee of $500 per consecutive 14-day period (or portion) is non-refundable. It is a one-time fee per project. Do not pay a second time without talking to our office first.

- There are three parts to the application process:

  - Account**:** Created by the individual user. Linked to your e-mail address and lists all your projects.

  - Project**:** For specific production activity. Lists all the permits you submit for the project.

  - Permit**:** Your production activity for a specific shoot date.

- Permit Types:

  - No permit needed:

    - Productions using hand-held camera, camera on tripod, hand-held props and/or hand-held equipment, not asserting exclusive use of City property, not using prop weapons, prop vehicles, stunts, actors in police uniform, and not requesting parking privileges for production vehicles do NOT need a permit.

    - Standing on a City sidewalk, walkway of a City bridge or within a City park while using a hand-held camera and not otherwise asserting exclusive use of City property is NOT an activity that requires a permit.

    - Casual photographers, tourists or credentialed members of the media.

  - Required permit:

    - $500 per consecutive 14-day period (or portion) non-refundable application fee DOES apply.

    - Productions with equipment* packages, production vehicles requesting parking privileges (excluding personal cars, mini-vans, SUVs, and pick-up trucks), asserting exclusive use of City property, prop weapons, prop vehicles, actors in police uniform, or stunts on set must apply for a required permit.

    - Insurance required.

**"Equipment" is defined as anything more than hand-held camera, camera on tripod or hand-held items (such as bounce-boards, boom mics, etc.).*

- Filming in a Department of Citywide Administrative Services property:
  - The Department of Citywide Administrative Services (DCAS) oversees various City buildings, such as the Manhattan and Brooklyn municipal buildings, all Borough halls, and City and State courts, that are available to productions as filming locations.
  - When filming in one of these properties, a fee of $3,200 needs to accompany a DCAS permit submitted to the Mayor's Office of Media and Entertainment.
    - Payment may be made by certified bank check, payable to the New York City Department of Finance.
    - Please note that this payment is separate from the $500 per consecutive 14-day period (or portion) new application fee (which must be paid by credit card).
  - When filming on a DCAS property, do not select "Filming Permit" from the drop-down box as the permit type; select "DCAS Permit".
  - Permissions for filming must be obtained prior to applying for a filming permit. For additional information, visit the Department of Citywide Administrative Services' website.
- Special Events: Movie premieres and screenings instructions:
  - Effective July 2005, MOME processes permits for all red carpet, film, television, and theatre events. The fee structure will depend on the size and the scope of the event/venue. For example, an event at Radio City Music Hall would be considered a large event, and an event at the Chelsea Clearview Cinemas would be considered a small event.
  - Application:
    - All requests for a Premiere permit should begin with MOME.
    - Applicants must submit an official permit application to MOME no less than 2 weeks prior to the date of the event. Applications can be obtained online.
    - In order to expedite the entire permit process and cover all costs incurred by the City, the following fee schedule is in effect as of 1/1/09:
      - Extra small venue: seating less than 500, fee: $450.
      - Small venue: seating less than 1,000, fee: $2,750.

- Medium venue: seating less than 1,500, fee: $5,000.
- Large venue: seating less than 5,000, fee: $14,000.
- Extra-large venue: seating more than 5,000 anticipated, fee: $24,000.

- All fees include permission for the following:
  - 1 curb lane closure
  - 1 red carpet
  - 1 press pen
  - 1 generator
  - 1 klieg light
  - 1 tent 10' x 20'
- Any additional items will be a separate fee. Please note that the fee schedule is intended as a guide only. The final fee will be assessed upon review of the completed permit application.

- Payment may be made via certified checks made out to Department of Finance and must be brought to MOME at time of permit issuance.
- Project dates must include all rigging, de-rigging, and rain dates. Once submitted, dates cannot be amended by your production or our office. Any additional dates that fall outside of your original duration dates require a new project application and another $500 per consecutive 14-day period (or portion) fee.

- Project application fee:
  - A new project account application, when submitted with a required permit, shall be accompanied by a non-refundable fee of $500 per consecutive 14-day period (or portion), made payable by credit card.

- A "New Project Account application" must be submitted in any of the following instances:
  - In connection with a new project which has never before submitted an application,
  - In connection with a television series (in a new season) which has previously submitted an application for a prior season, or

    - In connection with a project which has previously submitted an application but has completed the continuous photography associated with that application and desires to re-commence photography.

  - An Applicant may request a waiver of the new project application fee, which shall accompany the application when submitted. MOME shall have the authority to waive such fee where the Applicant is able to demonstrate unreasonable hardship.

- Commercial General Liability (CGL) Insurance:

  - You must prove that your production carries commercial general liability (CGL) insurance to obtain a premiere permit (unless you are a student or the Film Office grants a waiver, see below). The Film Office may require you to obtain an additional type(s) of insurance depending on your project.

  - If an Applicant can demonstrate that obtaining the required insurance would impose an unreasonable hardship, the Film Office may waive the need for commercial general liability insurance.

  - In addition, student filmmakers can meet their commercial general liability insurance obligations through coverage under their school's insurance program.

- CGL Insurance requirements:

  - **Amount and Named Insured:** You must maintain CGL insurance of at least $1,000,000 per occurrence in the name of the entity requesting a film permit. This means that the company name in the application must match the named insured's name in the CGL insurance policy. The Film Office may require more insurance based on your project's risks.

  - **Policy Form:** The policy must be "occurrence based" not "claims made" and the policy form must be at least as broad as ISO form CG 00 01.

  - **Financial Strength Rating:** The insurance policy must be issued by a company that has an A.M. Best rating of at least A-/VII, a Standard and Poor's rating of at least A, a Moody's Investors Service rating of at least A3, a Fitch Ratings rating of at least A-.

  - **Additional Insured:** The City of New York, including its officials and employees, must be additionally insured with coverage at least as broad as **ISO form CG 20 26** or **ISO form CG 20 12.** A blanket endorsement, scheduled endorsement, or policy provision is acceptable.

- Proof of Insurance:

  - **How to Submit Proof:** At least 48 hours before you file your project application, your insurance broker or agent must email a certificate of insurance (COI), a certification of insurance broker or agent, and an additional insured endorsement or policy provision to the Film Office at

insurance@media.nyc.gov. The Film Office will not accept proof submitted from someone who is not a broker or agent.

- **Additional Insured:** On the COI, the Descriptions of Operations box must say: "The City of New York, including its officials and employees, is additional insured." (If your broker or agent is unable to do this, please contact the Film Office at insurance@media.nyc.gov for alternative instructions.

- **The Certificate Holder box must say:**

  - The City of New York
  - c/o Mayor's Office of Media and Entertainment
  - 1697 Broadway, Suite 602
  - New York, NY

- **Named Insured:** The name insured on the certificate of insurance must match the "Company Name" in the permit application exactly. (For example, it must include "LLC," "Corp," or "Inc" as applicable, and the punctuation should be the same). The Company's address must be included.

- **Insurance Broker or Agent:** The name of your insurance company and the name of the broker or agent and their phone number and address must be included. The broker or agent must sign the certificate of insurance.

- **Amount:** The per occurrence limit must be at least $1,000,000 unless the Film Office required you to carry more.

- **Policy Number/Dates of Coverage:** The policy number and dates of coverage must be included. The dates of coverage must include all dates covered by your project application; if it does not, you must provide a new certificate of insurance at least 10 days before expiration.

In addition, under New York State Law, you may be required to maintain and prove that you have Worker's Compensation and Disability Benefits/Paid Family Leave Benefits Insurance. If you are required, the certificates of insurance for these coverages should be on form U-26.3 or C-105.2 and DB-120.1 and list the following as the certificate holder: The City of New York c/o Mayor's Office of Media and Entertainment; 1697 Broadway, Suite 602; New York, NY 10019.

- Requesting a Waiver or Modifications:

  - The Film Office can waive or modify the CGL insurance requirement for film permits if it imposes an unreasonable hardship. To request a waiver or modification, you must demonstrate why it is a hardship. You can do this by providing a letter explaining that a CGL insurance policy costs more than 25% of your project's budget. The Film Office may reject your request based on risks and other factors.

  - Student films:

- Students must obtain a letter from their school, on the school's letterhead, stating the student's name, their status as a student (i.e. full-time, in good standing) the date(s) of the shoot and the signature of the appropriate representative from the school.

- For students whose schools are located outside of New York City, please check with our office to see if your school's insurance is on file with us.

- Validating Insurance:

  - Your company name must exactly match the insured name on your certificate of insurance (including LLC, Inc., Corp, etc.).

  - It can take up to 48 business hours for your insurance to be input into our system. Certificates of insurance must be e-mailed to our office (insurance@media.nyc.gov) by your broker (not your production company) at least 48 business hours prior to creating your project. If your insurance is not in our system by the time you apply, it will not allow you to validate.

  - Sometimes one policy number covers a variety of projects. When this is the case, the system will ask you to input your production company name exactly as it appears on the certificate of insurance (including spacing and punctuation). If the company has multiple certificates, you will be asked to select your specific project from a drop-down box (again, this drop-down box only functions using Internet Explorer, Google Chrome or Mozilla Firefox). Do not select a project or production company that is not yours. If your project does not appear as a selection, please call your broker to make sure a certificate was e-mailed to our office.

- To obtain parking privileges you must list all your vehicles in the vehicle tab. If license plate numbers are unknown, input the vehicle type (cargo van, cube truck, campers, etc.) and add plate numbers by the first shoot date. If there are no vehicles listed in your vehicles tab, your parking requests will be removed, and your permit will be approved without them.

- Only submit one permit per shoot date. List all your locations (in shooting order) for the day on the same permit.

- If you are requesting only a half block or a quarter of a block of parking, please note in the special request box which half or quarter. (i.e. half block closest to 6th Ave or mid-block, etc.)

- If you are shooting at multiple locations and base camping vehicles in one place for the entire day, enter all your locations (in shooting order) without adding parking. Assign all your parking requests to the last location and make a note of this in the Special Request box for each block of parking. (i.e. base camp 6 AM – 9 PM).

- Once permits are submitted, the system no longer allows you access to edit them. If changes have to be made, you must re-type the entire permit (incorporating your additions and/or changes) and re-submit with the same name but add the word 'revised'. The original permit will be withdrawn by our office, and the revised permit will be signed.

- Please read and answer all questions on the questionnaire page. Police assistance is ordered on the questionnaire page.

- There is a separate permit you must fill out when filming at a DCAS property. Select "DCAS" rather than "shooting" from the "permit type" drop-down menu. The DCAS form has a different questionnaire page.

- Permits are reviewed and processed 72 to 48 business hours prior to your shoot day.

- Permit requests to film in Times Square must be submitted 7 business days prior to your shoot day.

- Students:

  - If using school insurance, your company name must be the school's name.

  - The student named on the school's insurance letter must submit their student ID. Both the letter and ID must be uploaded onto your account. The named student must also be an active user on the project (using the e-mail address your school has provided you).

  - If you have purchased your own insurance and are using that instead of your school's insurance, select "feature film" instead of "student" as your project category. Then from the sub-category select "short".

  - Students can only film in residential neighborhoods until 11 PM.

  - Scenes involving weapons, fight sequences, crime scenes, actors in police uniform, prop police cars, or scenes requiring intermittent traffic control must be covered by the NYPD Movie/TV Unit.

  - Police officers are not used for security or crowd control. Police assistance is not available for student projects on weekends. Police assistance for student projects is available only on regular working weekdays in:

    - Commercial/business areas until 12 AM.

    - Residential areas until 11 PM.

    - You must request Police assistance on the questionnaire page of the permit application and indicate why assistance is needed. You must confirm the request by calling the NYPD Movie/TV Unit, by 10 AM on the business day prior to the shoot. They will not just "show up" unless confirmed by you.

Please Note: it is not legal for on-duty Police officers to appear in film productions, nor may you film active police equipment, including precinct houses, police vehicles, horses, etc. Police assistance is provided by MOME only. Do not approach local precincts.

- Hours of filming:
  - Exterior filming:
    - Residential areas: allowed until 11 PM only
    - Commercial areas: allowed past 12 AM only if Police assistance is not required.
  - Interior filming:
    - Not restricted.

Please Note: Hours of filming in areas that are mixed residential and commercial will be reviewed by the Film Office on a case-by-case basis.

- Pre-Production meeting:
  - A pre-production meeting with MOME is required for all feature films, television movies, series or specials, elaborate exterior commercial shoots and music videos shooting exteriors with celebrities, or multiple locations. It is recommended that this meeting be scheduled with MOME 3 weeks before shooting but must be scheduled no later than 5 business days before the actual shoot begins.
  - The purpose of this meeting is to review shooting plans and production schedules. Participants generally include the Production Manager and Location Manager, as well as representatives from MOME and other relevant agencies. Immediately following this main pre-production meeting, you are ready to apply for a permit detailing the location activities.
  - Permits can be issued within 48 business hours of application. The deadline for permit applications is 2 business days before your scheduled shoot.
  - More complex productions require special consideration by the NYPD Movie & TV Unit; therefore, applications must be submitted 3 to 4 days prior to the shoot date.
  - MOME is as flexible as possible when emergencies require a schedule change on the day before a shoot, but emergency changes should always be called into both MOME and the NYPD Movie & TV Unit as the first priority.

Application Timeline/Approval Process:

- All permit applications will be processed on a “first come, first served” basis.
- Upon request by an Applicant for a Required permit, MOME will place a pre-permit reserve on the location(s) identified in the New Project Account application or the rigging and/or shooting application. An Applicant can request such pre-permit reserve no more than 3 weeks in advance of the activity, but upon a need demonstrated in writing by the Applicant, MOME may grant a greater period of time.

- If two or more permit applicants request the same date and the same location, the New Project Account application request that was received first shall be first eligible for approval.

- MOME shall respond to the Applicant with one of the responses in accordance with the following schedule:

  - For applications filed 45 days or more prior to the date for which such permit is sought, MOME shall respond no later than 30 days after the receipt of such applications.

  - For applications filed less than 45 days but more than 15 days prior to the date for which such permit is sought, MOME shall respond no later than 10 days after the receipt of such applications.

  - For applications filed 15 days or less prior to the date for which such permit is sought, MOME shall respond as soon as is reasonably practicable.

  - No application may be filed more than 60 days prior to the date of the requested event, unless special circumstances are presented to the commissioner or their designee for approval.

- Determination upon review of application. Following receipt of an application, MOME will make one or more of the following determinations:

  - Issuance of the particular permit.

  - Written notification that more information is needed before MOME can make a determination as to a particular permit application.

  - Written notification that the particular permit application has been denied and a statement of the reason or reasons pursuant of this subdivision for such denial.

- Denial of new project account applications or scouting, rigging, and/or shooting permit application. MOME may deny a permit if any one or more of the following issues exists:

  - Conditions exist that may pose a danger or a threat to participants, onlookers or the general public;

  - The location sought is not suitable because the proposed use cannot reasonably be accommodated in the proposed location;

  - The date and time requested for a particular location is not available because:

    - A permit has previously been issued for such date and time.

    - The permit request is the subject of a new project account application.

    - Another City agency has issued a permit for such date or time.

- MOME has concluded, based on specific information, that the Applicant is unlikely to comply with the material terms of the requested permit;

- Use of the location or the proposed activity at the location would otherwise violate any law, ordinance, statute, or regulation;

- Use of the location would interfere unreasonably with the operation of City functions.

- If the permit has been denied, MOME shall employ reasonable efforts to offer the Applicant suitable alternative locations and/or times and/or dates for the proposed rigging or shooting. If the permit has been denied pursuant to subparagraph d, MOME may consider whether special conditions may be placed or whether additional steps can be taken to address its concern about potential non-compliance.

- The denial of a permit shall be in writing and shall contain information about the right to appeal such denial unless the Applicant, in its application, authorizes MOME to issue an oral determination in connection with the filing of the application. Subsequent to the filing of such application, an Applicant may request a written determination upon notifying MOME in writing that such Applicant now seeks a written determination. Upon receiving such request for a written determination, MOME shall respond in accordance with the requirements of paragraph (5) of this subdivision, such time to respond commencing on the date of receipt by MOME of the notification.

- After a permit application is denied, the Applicant may appeal a written determination by written request filed with the appeals officer who may reverse, affirm, or modify the original determination and provide a written explanation of his or her finding:

  - If a permit application is denied more than 30 days prior to the proposed scouting, rigging or shooting, the Applicant shall have 10 days from the date that such denial is e-mailed or faxed to the Applicant to appeal such denial. MOME shall render a decision on such appeal within 10 days of receipt of such appeal.

  - If a permit application is denied more than 10 days and less than 30 days prior to the proposed scouting, rigging, or shooting, the Applicant shall have 5 days from the date such denial is e-mailed or faxed to the Applicant to appeal such denial. MOME shall render a decision on such appeal within 5 days of receipt of such appeal.

  - If a permit application is denied 10 days or less prior to the proposed scouting, rigging, or shooting, the Applicant shall have one day from the date such denial is e-mailed or faxed to the Applicant to appeal such denial. MOME shall render a decision on such appeal as soon as is reasonably practicable.

Rules/Regulations:

- Mayor's Office of Media and Entertainment Code of Conduct:

Permittee, including cast and crew, must comply with this Code of Conduct, the Film Permit, and all laws, including 43 RCNY Chap. 9. Violations may result in suspension or revocation of a Film Permit by the Film Office or NYPD or denial of a Film Permit application.

A. NOTIFICATION

1. Community Notification: (a) If the Film Permit authorizes held parking, Permittee must notify the relevant community board, City Council Member, and any known block and merchant associations about the filming activity at least 48 hours before the earliest date and time on the Film Permit -OR- (b) if Permittee is not holding parking, Permittee must notify any affected residential buildings and businesses. Notification may be by email, letter, or telephone and must include the following:

    - The name and contact information of Permittee (including the name and office telephone number of the production company and the name and cell number of the location manager, production manager, or other crew member with authority to resolve community inquiries); and;

    - The date and start and end times of the Film Permit (including prep and wrap).

2. Posting Requirement: If the Film Permit authorizes held parking, Permittee must post notification letters within the permitted footprint at least 48 hours before the earliest date and time on the Film Permit to notify businesses and residents of the (a) bulleted items in section A.1, and (b) list of streets where Permittee will be holding parking.

3. No Parking Signs: If the Film Permit authorizes held parking and does not authorize towing, Permittee must post "No Parking" signs, using the OFTB template, at least 48 hours before the date and time on the Film Permit.

4. Towing Signs: If the Film Permit authorizes towing, Permittee must post "Vehicular Towing Unit No Parking" signs, using the OFTB template, before the last time someone could have legally parked before the date and time on the Film Permit.

5. Manner of Posting: Permittee may post notices on poles, trees, and other similar City-owned structures in the permitted footprint. If Permittee posts notices on trees, elastic bands or string must be used; tape is prohibited. Permittee must remove all signs, including tape, upon completion of the Film Permit.

B. PARKING AND VEHICLES

1. Towing: Permittee must not tow or move a vehicle unless it is authorized by the Film Permit. Only the NYPD Vehicular Towing Unit (VTU) may tow.

2. Held Parking: Permittee must not hold on-street parking unless it is authorized by the Film Permit. When holding parking, Permittee should ensure that locations departments and parking production assistants (P.A.s) are sensitive to neighborhood needs for parking and minimize the use of on-street parking to the extent possible. Permittee must not hold on-street parking more than 24 hours prior

to the earliest date and time on the Film Permit. Permittee must not impede access (including deliveries and short-term parking) to businesses and residential buildings while holding parking.

3. Oversized Vehicles: Permittee must obtain an over-dimensional vehicle permit for vehicles exceeding the size and weight restrictions of the NYC Department of Transportation.

4. Crew Vehicles: Cast and crew must not park personal vehicles within the permitted footprint.

5. Parking Footprint: Permittee must not park (a) in front of a fire hydrant, in a bicycle lane, or in front of an active theater marquee; (b) in a bus stop, in front of a loading dock, in or in front of a driveway, except with permission of the applicable party and as noted on the Film Permit; and (c) a catering truck or honeywagon in front of a restaurant while it is open. Permittee should not park a generator truck or a camper with a running generator in front of residential buildings. If Permittee will be filming at a location for multiple days, Permittee should find nearby lots to park non-essential vehicles.

6. Arrival Time: Permittee's production vehicles must not enter a residential location prior to 6:00 AM Permittee's production vehicles may enter non-residential locations before 6:00 AM only if expressly authorized by the Film Permit. Permittee should turn off vehicle engines as soon as possible and must not violate applicable idling laws.

7. Campers: Permittee must ensure that all campers are tied-in and powered from one source.

C. SAFETY

1. Vehicular Traffic: Permittee may not intermittently hold or redirect vehicular traffic unless it is authorized by the Film Permit and supervised by an NYPD Movie/TV Unit officer. Only traffic agents and/or crew members with a flagger certification may assist with intermittent traffic control under the supervision of the NYPD Movie/TV Unit. Permittee must maintain an emergency traffic lane of at least 13.5 feet wide at all times.

2. Pedestrians: Permittee must ensure safe pedestrian passage through and around the location at all times. When cameras are not rolling, Permittee must allow pedestrians to walk along any City sidewalk or pedestrian path and must not prevent access to any building. Permittee must not allow crew members to congregate in pedestrian passageways.

3. Equipment: Permittee (a) must cover cables with mats and/or yellow jackets, (b) keep equipment curbside or in curb lanes (If the Film Permit authorizes held parking), (c)may keep equipment in front of only those buildings that are working directly with the Permittee, and (d) must not stage equipment in front of closed storefronts without permission of the store.

4. Private Property: Permittee must not (a) block access to residences or businesses, (b) trespass onto private property, including stoops, and (c) impede deliveries.

5. Generators: Generators with excessive noise or fumes must be baffled with fireproof/non-flammable material.

6. Pyro: The use of pyrotechnics, fire effects, and explosions, including simulated smoke and smoke effects (including propane or open flames) is allowed only by permission of the FDNY Explosives Unit and the Film Office.

7. Animals: Permittee may not possess a wild or exotic animal on location without an animal exhibit permit from the NYC Department of Health and Mental Hygiene. Handlers must always accompany animals.

8. Drone: A permit from NYPD/DOT is required for the takeoff and landing of an unmanned aircraft (e.g., drone).

D. COMMUNITY RELATIONS

1. Neighborhoods: Permittee should familiarize itself with the neighborhood where it is filming/photographing and be considerate of schools, senior centers, hospitals, funeral homes, churches, synagogues, mosques, and other houses of worship, and other sensitive facilities.

2. Permit Viewing: Permittee must allow the public to view the Film Permit upon request at the location.

3. Identification: All crew members, including parking P.A.s, must wear and display I.D. badges at all times. In addition to I.D. badges, parking P.A.s should wear production identifying safety vests.

4. Courtesy: Cast and crew, including parking P.A.s, must refrain from the use of aggressive or physically threatening behavior when interacting with the general public. Cast and crew should be polite and respectful and must not impede access to businesses and residences.

5. Food Services: Permittee must have no sit-down, catered meals on public streets or sidewalks. Catered meals must be served and consumed at interior locations. Permittee must not barbeque on location. Permittee must properly dispose of all trash upon completion of a meal utilizing a hired carting service. Craft service tents are permitted in curb lanes only, not on sidewalks, unless specified on the Film Permit.

6. Noise and Light: Permittee must (a) keep noise to a minimum before 8:00 AM and after 10:00 PM; (b) not fire an exterior gunshot before 10:00 AM or after 10:00 PM in a residential neighborhood; and (c) provide blackout material to residents' windows for shoots with exterior lighting after sunset.

7. Trees: Removing, altering, trimming and/or cutting of vegetation or trees without the permission of the appropriate Forestry Office of the NYC Parks Dept., or any other agency with jurisdiction, is prohibited.

8. Street Signs: No street signs, lights, or any other permanent street structure may be removed or altered without the prior approval of the NYC Dept. of Transportation or other agency charged with

maintaining such structures and must be requested with the appropriate permissions on the Film Permit.

9. Clean Up: Permittee must clean up promptly after the production activity and make a clean sweep of the location to ensure that nothing is left behind, including equipment, notification letters, and No Parking/Towing signs (and tape) that Permittee posted. Permittee must not use Dept. of Sanitation trash cans at the location nor leave trash bags among residential or business trash. Permittee may leave trash in rigid receptable with tight-fitting lids that are labeled with the name and phone number of the Permittee at curbside for up to 12 hours for private carter collection. Permittee must not leave biohazard waste at the location.

Chapter 9. Permits Issued by Mayor's Office of Media and Entertainment.

Notice is hereby given pursuant to the authority vested in the Commissioner of the Mayor's Office Media and Entertainment, pursuant to sections 389(b) and 1043 of the New York City charter, that the Mayor's Office of Media and Entertainment ("MOME") has amended Title 43 of the Official Compilation of Rules of the City of New York, by adding a new Chapter 9 governing the issuance of permits in connection with scouting, rigging, and production activities.
Section 9-01. Permits for scouting, rigging and production activities:

- Scope of rules: The Film Office, a division of the Mayor's Office of Media and Entertainment as established by mayoral executive order number 21 for the year 2022, or any successor to such office shall issue permits in connection with filming, including but not limited to the taking of motion pictures; the taking of photographs; the use and operation of television cameras, transmitting television equipment, or radio remotes in or about City property; load-ins or load-outs supporting indoor performances; or such activities in or about any street, park, marginal street, pier, wharf, dock, bridge or tunnel within the jurisdiction of any City department or agency, or involving the use of any City owned or maintained facilities or equipment. As defined herein, MOME will issue permits for scouting, rigging and shooting activities. Obtaining such a permit does not obviate the need to comply with other applicable laws, rules or case law also governing such activity.

- Permits:
    - The following activities require that a permit be obtained pursuant to this chapter:
        - Filming, photography, production, television or radio remotes occurring on City property, as described in subdivision (a) of this section, that uses vehicles or equipment.

Filming, photography, production, television or radio remotes occurring on City property, as described in subdivision (a) of this section, (A) if such activity involves the assertion by any means, including physical or verbal, or exclusive use of one or more lanes of a street or walkway of a bridge or (B) if such activity involves the assertion by any means, including physical or verbal, of exclusive use of more than one-half width of a sidewalk or other pedestrian passageway in narrower than sixteen feet, if such activity involves the assertion by any means, including physical and verbal, of exclusive use of the sidewalk or pedestrian passageway such that less than eight feet is otherwise available for pedestrian use.

Please Note: For purposes of this subparagraph, standing on a street, walkway of a bridge, sidewalk, or other pedestrian passageway while using a handheld device and not otherwise asserting exclusive use by any means, including physical or verbal, is not activity that requires a permit.

- The following activities do not require that a permit be obtained pursuant to this chapter:
  - Standard on a sidewalk, walkway of a bridge or other pedestrian passageway while using a handheld device and not otherwise asserting exclusive use by any means.

Filming, photography, production, television or radio remotes occurring on City property, as described in subdivision (a) of this section, involving the use of handheld devices as defined in paragraph three of subdivision (a) of §9-02, (A) if such activity does not involve the assertion by any means, including physical or verbal, of exclusive use of a sidewalk or walkway of a bridge or (B) if such activity does not involve the assertion by any means, including physical or verbal, of exclusive use of more than one-half width of a sidewalk or other pedestrian passageway or, in a situation in which the sidewalk or pedestrian passageway is narrower than sixteen feet, does not involve the assertion by any means, including physical and verbal, of exclusive use of the sidewalk or pedestrian passageway such that less than eight feet is otherwise available for pedestrian use.

- Filming or photography of a parade except when using vehicles or equipment.
- Filming or photography of a rally, protest, or demonstration.

- Authorization from other agencies: Notwithstanding the provisions of subdivision (a) of this section, scouting, rigging or shooting activities within City parks or the interiors of City buildings, bridges or tunnels require, if applicable, separate authorization from the City agency with jurisdiction over the location. The use of certain items or activities, including but not limited to animals, firearms (actual or simulated), special effects, pyrotechnics, police uniforms, police vehicles, driving shots with tow or camera rigs, and conditions that require holding of traffic may require authorization and/or assistance from the relevant government agency.

§ 9-02. Processing of permit applications:

- Definitions for purposes of this chapter, the following terms shall have the following meanings:
  - "Equipment" shall include, but is not limited to, television, photographic, film or video cameras or transmitting television equipment, including radio remotes, props, sets, lights, electric and grip equipment, dolly tracks, screens, or microphone devices, and any and all production related materials. "Equipment" shall not include (a) "hand-held devices," as defined in paragraph (3) of this subdivision, and (b) vehicles, as defined in section one hundred fifty-nine of the New York vehicle and traffic law, that are used solely to transport a person or persons while engaged in the activity of filming or photography from within such vehicle**,** operated in compliance with relevant traffic laws and rules.
  - "Filming" shall mean the taking of motion pictures, the taking of still photography or the use and operation of television cameras or transmitting television equipment, including radio remotes and any preparatory activity associated therewith, and shall include events that include, but are not

limited to, the making of feature or documentary films, television serials, webcasts, simulcasts or specials.

- "Hand-held devices" shall mean (a) film, still or television cameras, video cameras or other equipment which are held in the photographer's or filmmaker's hand and carried at all times with the photographer or filmmaker during the course of filming, or (b) tripods used to support film, still, television cameras or video cameras. Hand-held devices shall not include cables, or any other item or equipment not carried by the photographer or filmmaker at all times during the course of photography, filming or transmission.

- "New Project Account applications" shall mean a request submitted on the Film Office's electronic application by an applicant indicating that the applicant intends to request one or more permits for scouting, rigging and/or shooting activities.

- "Photography" shall mean the taking of moving or still images.

- "Pre-permit reserve" shall mean the designation by the Film Office, at the request of a permit Applicant, of a location(s) where the Applicant intends to conduct rigging or shooting activities.

- "Rigging/de-rigging" shall mean the loading in or loading out, loading or unloading, of any shooting or production related equipment, including but not limited to props, sets, electric and grip equipment, at any location, time and date where film or theatrical production is not occurring.

- "Same date" shall mean the same actual calendar date (numerical date and month) or the same day of the same week in a given month, as relevant. For example, "same date" shall encompass the date July 11 as well as the second Sunday in the month of July, as relevant.

- "Same location" shall mean the location identified in the rigging permit or the filming permit application.

- "Scouting" shall mean the act of viewing, assessing and photographing locations for filming or photography during pre-production or production for, including, but not limited to, still photography, feature films, television series, mini-series or specials.

- "Shooting" shall include:

  - Filming interiors or exteriors, and

  - Theatrical productions whose performances are presented indoors.

- New Project Account application and Permit application for scouting, rigging and/or shooting activities:

  - The following two steps shall be taken to obtain a scouting, rigging, and/or shooting permit:

    - Submission of a New Project Account application to the Film Office.

- For any activity needing a permit, a New Project Account application shall be valid for one or more periods of 14 consecutive calendar days.

- A new Project Account application shall be valid for no more than one season (for episodic programs) or for no more than one year (for other activities).

- For special content produced by a program, including but not limited to a concert or awards show, a separate New Project Account application shall be required. If such special content requires a Premiere Permit as set forth in chapter 8 of this title, a separate New Project Account application will not be required.

  - New Project Account Application contents:

    - Applicants shall complete an application, on a form prescribed by the Commissioner of the Mayor's Office of Media and Entertainment, providing detailed information about the applicant and the project, proof of insurance required pursuant to section 9-03 of this chapter, and, for film school applicants, a letter from the school confirming insurance coverage and the student's enrollment and a copy of the student's school identification card.

  - Scouting, Rigging and/or Shooting Permit Applications. When applicants submit a scouting, rigging and/or shooting permit application, on a form prescribed by the Film Office, they shall:

    - Identify the date(s), time(s) and location(s) of such activity; and

    - Identify any special circumstances including, but not limited to, information regarding whether the activity involves requests for parking, traffic control, or special effects

- Processing of Permits. All permit applications will be processed based on the date of the proposed activity.

- Responsibilities of Holders of Required Permits:

  - Rules: All Permittees are subject to the rules of the Film Office, the specific terms and conditions of the permit, and all applicable City, state, and federal laws or rules**.** Nothing herein is intended to authorize activities that are illegal under any applicable City, state or federal law or rule, except that permittees may engage in such conduct as is expressly authorized by the permit issued to them.

  - Display of permit: All Permittees shall have the permit in their possession on location at the time and site of the scouting, rigging or shooting, as well as any other permits required by MOME or any other governmental agency, and shall make such permit available for inspection at the request of an employee of the Police Department or other government agency.

  - Permit restrictions: All Permittees shall confine their activities to the locations and times specified on their permit. MOME may establish specific guidelines to address conditions that exist at certain

designated locations and the use of vehicles and equipment at locations based on, among other considerations, the time of day, weather conditions, season, location, and day of the week.

- Non-transferability: Required permits and Optional permits are not transferable.

- Clean-up: All Permittees are responsible for cleaning and restoring the site after the rigging or shooting. The cost of any City employee time incurred because of an Applicant's failure to clean and/or restore the site following the rigging or shooting will be borne by the Applicant.

- Accidents or injuries: Should there be any injuries, accidents, other health incidents or damage to private or City property at a permitted event, the Applicant shall notify MOME immediately.

- Vehicle parking: Only vehicles with permits issued by MOME will be allowed to park in areas designated for the rigging or shooting activity at the time(s) and location(s) described in the applicable permit.

- Dolly track or other equipment: No dolly track or other equipment may be laid across a street or block a fire lane without prior approval of MOME and NYPD.

- FDNY Permits and Approvals: As a condition of obtaining a permit under this chapter, the permittee shall obtain all relevant required permits from the New York City Fire Department pursuant to Fire Code section 105.6, including, but not limited to, permits for fireworks, flammable and combustible liquids, hot work operations, liquified petroleum gas, open flames, pyrotechnic material, and special effects. In addition to obtaining a permit from FDNY, the permittee must obtain permission from the Film Office and NYPD.

- Potentially dangerous activities: Conduct or activities associated with rigging or shooting permits which are determined by MOME to cause a potential danger to persons or property will be referred by MOME for approval by the NYPD or other governmental agency having jurisdiction over such activity. Such activities shall include, but not be limited to, the use of stunts, helicopters, firearms or simulated firearms.

- Emergency Access: The permittee shall maintain an unobstructed lane of no less than 15 feet in width. Such requirement may be waived or reduced by the Film Office upon an appropriate showing of need or at the discretion of the NYPD and the FDNY.

- Trees and plantings: Trimming, damaging, removing or cutting trees or vegetation on City property is prohibited without the prior approval of the NYC Department of Parks and Recreation (DPR).

- Street structures: No street signs, lights, postal boxes, parking meters or any other permanent street structure may be removed or altered without the prior approval of the NYC Department of Transportation (DOT), or other agency charged with maintaining such structures.

- Production location access: If determined by MOME to be appropriate, permittees shall submit a mitigation plan for minimizing the potential inconvenience to residents and/or businesses caused by rigging or shooting activities.

- Food services: There shall be no sit-down catered meals permitted on public streets or sidewalks.

- Code of Conduct: All permittees are subject to the Code of Conduct issued by the Film Office and must ensure that all cast and crew comply with such Code of Conduct. The Film Office shall publish the Code of Conduct on its webpage. The permittee is responsible for providing a copy of the Code of Conduct to the cast and crew of each permitted rigging or shooting activity and each cast and crew member is required to follow the Code of Conduct.

§ 9-03. Indemnification and Insurance:

- By accepting a permit, a permittee agrees to protect all persons and property from damage, loss or injury (including death) arising from any of the operations performed by or on behalf of the permittee, and to defend, indemnify and hold harmless the City, including its officials and employees, to the fullest extent permitted by law, from all claims, losses and expenses, including attorneys' fees, that may result there from.

- Every holder of a permit shall maintain, during the entire course of its operations, commercial general liability insurance with a limit of at least one million dollars ($1,000,000) per occurrence with coverage at least as broad as provided by the most recently issued Insurance Services Office (ISO) form CG 00 01. Such insurance shall be occurrence based (not claims-made) and must include a policy provision or endorsement covering the City of New York, including its officials and employees, as an additional insured with coverage at least as broad as provided by ISO form CG 20 26 or form CG 20 12. Such insurance must be issued by a company that may lawfully issue the policy and has an A.M. Best rating of at least A-/VII, a Standard and Poor's rating of at least A, a Moody's Investors Service rating of at least A3, a Fitch Ratings rating of at least A-, or a similar rating by any other nationally recognized statistical organization acceptable to the City. The applicant shall provide proof of such insurance prior to the issuance of the permit by submitting a Certificate of Insurance in a form acceptable to the Commissioner certifying compliance with the foregoing requirements, accompanied by a duly executed Certification by Broker or Agent in the form required by the New York City Law Department. Acceptance by the Commissioner of any purported proof of insurance shall not be deemed to constitute a waiver of the permittee's obligation to ensure that insurance fully consistent with these requirements is secured and maintained, and the permittee shall be liable to the City of New York, including its officials and employees, for any failure to do so. For currently enrolled film students, proof of insurance through their school and the student's current attendance shall satisfy this requirement.

- If the Film Office determines, in light of the activity for which a permit is sought, that such activity may increase the potential for injury to individuals and/or damage to property, and that the minimum limit of insurance should be higher than one million dollars ($1,000,000) per occurrence or an additional type of coverage is necessary to cover the risks arising from the activity, the Film Office shall determine what higher minimum limit or type of coverage. Factors to be considered by the Film Office may include, but shall not be limited to, the number of people involved, the location of the activity, the nature of the activity, and risks arising from the activity that may not be covered by a commercial general liability insurance policy. The applicant shall thereafter provide proof of such insurance in accordance with subdivision (b) of this section. If the Film Office determines in writing that a higher minimum limit or an additional type of coverage is to be required, the applicant may appeal such determination by written

request filed with the Film Office appeals officer who may reverse, affirm, or modify the determination and provide a written explanation of his or her finding.

- The Film Office shall have the authority to wave or modify the insurance required by subdivision (b) of this section where the applicant is able to demonstrate that such insurance cannot be obtained without imposing an unreasonable hardship on the applicant. Any request for a waiver or modification of the insurance required by subdivision (b) of this section shall be included by the applicant in the application submitted to the Film Office under §9-02 of this chapter. The burden of demonstrating unreasonable hardship shall be on the applicant, and may be demonstrated by a showing, for example, that the cost of obtaining insurance for the permitted activity exceeds twenty-five percent (25%) of the applicant's budget for such activity that is the subject of the application. The Film Office shall take into consideration the applicants' projections of budget as well as the budget projections for comparable productions of similar size and duration in determining whether the cost of obtaining insurance exceeds twenty-five percent (25%) of the budget. The Film Office may also take into consideration its determination that the permitted activity may increase the potential for injury to individuals and/or damage to property. If the Film Office denies a waiver or modification of the insurance requirement, the applicant may thereafter respond to the denial and appeal such denial pursuant to the provisions of §9-02 of this chapter.

Contact Information:

Contact the Mayor's Office of Media and Entertainment for assistance at (212) 489-6710 or by calling 311. After business hours, please call the NYPD Movie/TV Unit at (718) 312-5120.

Mayor's Office of Media and Entertainment
1697 Broadway, 6th Floor
New York, NY 10016
(212) 489-6710

Website/Helpful Links:

www.nyc.gov/mome
www.nyc.gov/filmpermit

NATIONAL PARK SERVICE- MANHATTAN SITES

The National Park Service (NPS) includes over 400 units across the USA. Nine NPS sites are found in Manhattan and are collectively referred to as "Manhattan Sites". These include eight properties in Manhattan: Governors Island National Monument (NM), Castle Clinton NM, Federal Hall National Memorial (NMem), African Burial Ground NM, Stonewall NM, Theodore Roosevelt Birthplace National Historic Site (NHS), General Grant NMem, and Hamilton Grange NMem, and one in Westchester County (Saint Paul's Church NHS). All nine sites offer the opportunity to obtain a Special Park Use permit for various activities, including: filming, photography, special events, and demonstrations.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Filming, photography, audio recording	On January 4, 2025, the EXPLORE Act was signed into law. Key elements of the new law include: • In most cases, permits and fees are not required for filming, still photography, or audio recording that involves eight or fewer individuals. In order to avoid permit and fee requirements, the filming, photography, or audio recording must meet all of the following conditions: • Occurs in areas open to the public; • Uses hand-carried equipment only; • Does not require exclusive use of a site; • Does not adversely impact park resources, values, or other visitors; and • Is not likely to result in additional administrative costs for the National Park Service. • All filming, still photography, and audio recording is treated the same under the new law. It does not matter whether it is commercial, non-commercial, for content creation, by a student, or conducted by media or for news gathering. • When a filming, still photography, or audio recording permit is required,	No more than 120 business days and no less than 10 business days prior to event date	$50 application fee, if applicable **Motion Pictures/Videos** 1 – 2 people, camera and tripod only $0/day 1 - 10 people $150/day 11 - 30 people $250/day 31 - 49 people $500/day Over 50 people $750/day **Still Photography/Audio Recording** 1 - 10 people $50/day 11 - 30 people $150/day Over 30 people $250/day Cost recovery for staff monitoring, &

	the National Park Service will charge location fees and fees to recover its costs to administer the permit, including application fees. • Individuals and groups conducting filming, still photography, or audio recording remain subject to all other laws and regulations applicable to visitors to park areas.		electricity use, if applicable.
First Amendment Demonstrations	Each site has a designated First Amendment area. A small group exemption exists for groups less than 25 individuals, given certain conditions. Please contact the Manhattan Sites Permit Coordinator for more information.	No less than 10 business days prior to event date.	$0

PERMIT	DESCRIPTION	DEADLINES	FEE
Special Events	Any short-term activity that takes place in a park area and: • Provides a benefit to an individual, group, or organization rather than the public at large; • Requires written authorization and some degree of management control from the NPS in order to protect park resources and the public interest; • Is not prohibited by law or regulation.	No later than 30 business days prior to event date.	$50 application fee and other cost recovery (staff monitoring, electricity use, compliance, etc.), if applicable

How to Obtain Permit/Instructions on How to Apply for Each Permit:

Special events:

- A detailed and signed permit application and a $50.00 non-refundable application processing fee is needed for park personnel to review all special event permit requests. Special Park Use permit applications and instructions may be found on the park's website.

- The permit application may be emailed to masi_special_park_use@nps.gov or mailed to:
  Special Park Use Program
  National Park Service
  26 Wall Street
  New York, New York 10005

- The $50.00 non-refundable fee can be paid via Credit Card, money order or check. If paying by check, please make checks out to the **National Park Service**. If you prefer paying by credit card, please contact the permit coordinator at email listed above.

- The National Park Service is authorized to collect all cost recovery related to Special events. The Park Permit Coordinator will calculate and provide a cost recovery amount for permittee. If any outstanding costs exist after the permitted event, a Bill of Collection will be issued. It will be the permittee's responsibility to pay all cost recovery amounts (if applicable) related to the permitted event.

- If the permit application is approved, and before the permit is released, the permittee must provide a Certificate of Liability Insurance (COI) from an *Insurance Company in good standing in New York State*. The COI is required in the amount of one million ($1,000,000) dollars per occurrence, and two million ($2,000,000) dollars aggregate**.**

- The following must be on the Certificate of Liability:

  - The United States of America must be listed as an additional insured and shows an endorsement signature of insured insurance company

- In the *Description of Operations box,* please list:

    - A description of event or photo shoot
    - All dates requested
    - The National Park location (name of the site) where the event or photo shoot will take place
    - An Endorsement from the Permittee's Insurance Company stating that Liability Insurance policy is in effect

- In the *Certificate Holder Box,* please list:

  United States of America
  National Park Service
  26 Wall St.
  New York, NY 10005

Filming, Photography, and audio recording

- If your filming activity requires a permit, please fill out and submit a filming application form for the site requested. Filming permit forms are found on the park's website.

- The permit application may be emailed to masi_special_park_use@nps.gov or sent by mail to:

  Special Park Use Program
  National Park Service
  26 Wall Street
  New York, New York 10005

- If the permit application is approved, and before the permit is released, the permittee must provide a Certificate of Liability Insurance (COI) from an *Insurance Company in good standing in New York State*. The COI is required in the amount of one million ($1,000,000) dollars per occurrence, and two million ($2,000,000) dollars aggregate**.**

- The following must be on the Certificate of Liability:

  - The United States of America must be listed as an additional insured and shows an endorsement signature of insured insurance company

- In the *Description of Operations box,* please list:

  - A description of event or photo shoot
  - All dates requested
  - The National Park location (name of the site) where the event or photo shoot will take place
  - An Endorsement from the Permittee's Insurance Company stating that Liability Insurance policy is in effect

- In the *Certificate Holder Box,* please list:

  United States of America
  United States of America

National Park Service
26 Wall St.
New York, NY 10005

More information about filming & photography in the National Parks.

Demonstrations:

- If your 1st amendment related activity requires a permit, please submit a completed First Amendment application form. Forms may be found on the park's website. The completed application can be emailed to masi_special_park_use@nps.gov or sent by mail to:

  Special Park Use Program
  National Park Service
  26 Wall Street
  New York, New York 10005

- If your permit application is approved, and before the permit is released, the permittee must provide a Certificate of Liability Insurance (COI) from an *Insurance Company in good standing in New York State*. The COI is required in the amount of one million ($1,000,000) dollars per occurrence, and two million ($2,000,000) dollars aggregate**.**

- The following must be on the Certificate of Liability:

  - The United States of America must be listed as an additional insured and shows an endorsement signature of insured insurance company with the following:

- On the COI, please list the following information in the appropriate boxes on the form:

- In the *Description of Operations* box, please list:

  - The Certificate holder is listed as an additional insured and:
    - A description of event or photo shoot
    - All dates requested
    - The National Park location where the event will take place
    - An Endorsement from the Permittee's Insurance Company stating that Liability Insurance policy is in effect

- In the *Certificate Holder Box*, please list:

United States of America
National Park Service
26 Wall St.
New York, NY 10005

Application Timeline/Approval Process:

- Special Park Use permit information and application forms can be found at www.nps.gov/feha/planyourvisit/permits.

- Application* and fee* for any of the above listed special park use activities must be submitted no more than 120 and no less than 10 days in advance of proposed activity.

- A complete application package (application, application fee*, Certificate of Insurance*, cost recovery* and any other applicable city permits) must be received and processed before a permit is issued.

- Special use activities may only take place once a permit is issued. Before being issued, the permit must be signed both by applicant and the park Superintendent (or delegated authority).

- All First Amendment activity permit requests will be responded to within 10 days of receiving a complete application package.

**if applicable*

Rules and Regulations Related to Each Permit

Special events:

- Protection of park resources is paramount to Special Event permitting. The National Park Service (NPS) is prohibited from permitting any activity that will impair park resources or impact visitor experience. NPS will not permit any non-authorized or illegal activities.

- The NPS will not permit the public staging of special events that are conducted primarily for the material or financial benefit of the organizers or participants, or which involve commercialization or in-park advertising or publicity. Admission fees for, or any other monies associated with the event may not be collected on Park premises.

- The NPS will recover costs incurred in administering permits and monitoring the activities it authorizes. It will establish and collect permit fees authorized by applicable legislation, regulations, and policies.

Filming, photography and audio recording:

- Rules and regulations that apply to all park visitors, including park hours and closed areas, still apply to filming activities even if a permit is not required.

- All reasonable requests for film projects will be reviewed by park management after submittal of the appropriate application form.
  Staff monitoring is necessary if filming is taking place in areas inaccessible to the public.

Demonstrations:

- Demonstrations involving 25 persons or fewer may be held without a permit within designated park areas, provided certain conditions are met. Please contact the permit coordinator for more information.

- First Amendment permitted activities must use the designated available park areas listed in the Superintendent's Compendium.

Contact Information:

Federal Hall National Memorial
C/O Special Park Use Permit Coordinator
26 Wall St.
New York, NY 10003
646-476-0882
Masi_Special_Park_use@nps.gov

Website/Helpful Links:

Website: https://www.nps.gov/gate/planyourvisit/permitsandreservations.htm
Email: masi_special_park_use@nps.gov
Address:
Special Park Use Program
26 Wall St.
New York, NY 10005

NEW YORK CITY POLICE DEPARTMENT

The New York City Police Department (NYPD) is the largest and one of the oldest municipal police departments in the United States, with approximately 36,000 officers and 19,000 civilian employees. The NYPD was established in 1845, and today, is responsible for policing an 8.5-million-person city, by performing a wide variety of public safety, law enforcement, traffic management, counterterror, and emergency response roles. In the past 25 years, the department has achieved spectacular declines in both violent and property crime, ensuring that New York City has the lowest overall rate of major crimes in the 25 largest cities in the country. The NYPD is divided into major bureaus for enforcement, investigations, and administration. It has 77 patrol precincts with patrol officers and detectives covering the entire city. The department also has 12 transit districts to police the subway system and its nearly six-million daily riders, and 9 police service areas (PSAs) to patrol the city's public housing developments, which are home to more than 400,000 residents. Additionally, uniformed civilians serve as traffic safety agents on the city's busy streets and highways, and as school safety agents, protecting public schools and the over-a-million students who attend them.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEES
Sound Permit	A sound device permit must be completed with the local precinct where the event is located. A sound device application must be filed in the precinct where the device is to be used. A sound device application may be obtained at any precinct or on-line. Sound Permits will not be issued for events within 500' of a school, courthouse, hospital, or house of worship. NYC sound ordinance prohibits sound between the hours of 10 PM and 9 AM.	At least 5 days prior to event date	$45 fee
Parade Permit	A parade permit is required in order to conduct a procession, parade, or race within the City of New York and must be obtained from NYPD. Applications must be filed with the precinct in which the parade formation area is located. For parade routes including any portion of 5th Ave in the Borough of Manhattan or parades with 1,000 or more participants, applications must be filed with the Office of the Chief of the Department.	36 hours prior to event start time	Variable permit fees – contact local precinct

Rules/Regulations:

NYPD – Parades Rules:

§ 19-01 Definitions of Disorderly Parade and Occasions of Extraordinary Public Interest

- For purposes of § 10-110(a) (1) of the administrative code of the City of New York, a parade or procession that is "disorderly in character or tends to disturb the public peace" is one that violates subdivisions 1, 4, 5, 6 or 7 of § 240.20 of the Penal Law, and would otherwise present an unreasonable danger to the health or safety of the Applicant, parade participants or other members of the public, or cause damage to public or private property.

- For purposes of § 10-110(a)(4) of the administrative code of the City of New York, "occasions of extraordinary public interest" are celebrations organized by the City honoring the armed forces; sports achievements or championships; world leaders and extraordinary achievements of historic significance.

§ 19-02 Definitions

For purposes of these rules, the following terms shall have the following meanings:

- A "parade or procession" is any march, motorcade, caravan, promenade, foot or bicycle race, or similar event of any kind, upon any public street or roadway.

- "Same date or time" shall mean the same actual time period or hours.

- "Same location" shall mean the location identified in the permit application.

- "Demonstration" shall mean a group activity including, but not limited to, a meeting, assembly, protest, rally or vigil, moving or otherwise, which involves the expression of views or grievances, involving more than 20 people.

§ 19-03 Applications

- A permit application will be made at least 36 hours prior to the date upon which the parade is to occur.

- NYPD has been working on ways to streamline the parade application process. Using the new E-Apply feature on the NYPD website will help decrease processing time.

- The following instructions are provided for the on-line completion of a parade permit application:

  - Complete all captions and follow all on-line directions.

  - Upon completion of the on-line parade permit application, Applicant should check submitted email address for status updates.

  - Approval/disapproval of all parade permit applications will be issued upon review by the NYPD and applicants will be notified by email and written communication.

- For those who do not wish to complete the parade permit application process on-line, written applications and directions for submission are available at all precincts.

- Please Note: if application is made within 10 days of the event, the Applicant must file the parade permit application in person at the local precinct.

- An application in a form prescribed by the Department must be filed with the precinct in which the parade formation area is located; provided, however, that applications for parade routes including any portion of 5th Ave in the borough of Manhattan or for parades with 1000 or more participants must be filed with the office of the Chief of Department.

  - Applications must be completed by clearly typing or printing the information requested. The original application must be signed, notarized and filed with the appropriate precinct or the office of the Chief of Department.

  - The application must contain the following information:

    - The name, address and telephone number of the Applicant;

    - If the application is made on behalf of a corporation, organization or association, it must be signed by a representative of the corporation, organization or association giving the full name and relationship to the corporation, organization or association and a statement as to the source of the representative's authority to sign the application;

    - The nature or purpose of the parade;

    - The date, time and route of the parade;

    - The locations and approximate times for formation and dismissal of the parade;

    - The number of participants, animals and/or vehicles which will constitute the parade and a description of such vehicles and animals;

    - The width of the roadway to be occupied by the parade;

    - The location of any reviewing stands;

    - Whether rifles or shotguns will be carried by parade participants;

    - The identity of any grand marshal or chief officer of the parade, his or her name, address and telephone number; and

    - Any additional information that the Department shall reasonably require to make a fair determination as to whether a permit should issue under § 19-04 below.

§ 19-04 Approval/Disapproval procedures

- The Applicant will be notified by the precinct, relevant patrol borough or office of the Chief of Department if his or her application for a permit is approved or disapproved.

- If the application is disapproved, the Applicant will be notified in writing of the basis for such disapproval.
- Permits shall be approved or disapproved as follows:
  - For applications filed 90 or more days prior to the date for which the permit is sought, such permit shall be approved or disapproved no later than 45 days prior to the date for which such permit is sought.
  - For applications filed less than 90 days but more than 30 days prior to the date for which such permit is sought, such permit shall be approved or disapproved no later than 10 days prior to the date for which such permit is sought.
  - For applications filed less than 30 days but more than 10 days prior to the date for which such permit is sought, such permit shall be approved or disapproved no later than 5 days prior to the date for which such permit is sought.
  - For applications filed less than 10 days but at least 36 hours prior to the date for which such permit is sought, such permit shall be approved or disapproved as soon as reasonably practicable.
  - For applications filed less than 36 hours prior to the date for which such permit is sought only where exigent circumstances exist which prevented the Applicant from earlier seeking a permit, such permit shall be approved or disapproved pursuant to subdivision of the following section as soon as reasonably practicable, but may also be disapproved where the size or nature of the parade reasonably requires an additional police presence and there is insufficient time to make such presence available.
  - Permits will be disapproved under § 10-110 of the administrative code under the following circumstances:
    - The application, including any required attachments and submissions, is not fully completed and executed.
    - The application contains a material falsehood or misrepresentation.
    - A permit or other authorization has been granted to another person or group in conjunction with a parade, street fair, demonstration or other event for the same date or time and the same location requested, or permits or other authorizations have traditionally, on an annual basis, been granted to another person or group for a parade, street fair, demonstration or other event for the same date or time and the same location.
    - The proposed activity and surrounding events will substantially or unreasonably interfere with traffic in the area contiguous to the parade route.

- The concentration of persons, animals, vehicles or things at the formation and dismissal areas, along the parade route and in nearby areas will prevent proper fire and police protection or ambulance service.
- The application proposes activities which would violate subdivisions 1, 4, 5, 6 or 7 of § 240.20 of the Penal Law and would otherwise present an unreasonable danger to the health or safety of the Applicant, parade participants or other members of the public, or cause damage to public or private property.

- The application proposes activities which would be in violation of law, rule or regulation.

- The application seeks to hold a parade on 5th Ave in the borough of Manhattan, unless the parade was held at that location prior to the promulgation of these rules.

- If a permit is disapproved under paragraphs of this subdivision, the Department shall employ reasonable efforts to offer the Applicant a suitable alternative location, date and/or time for the parade.

- If an application is disapproved, the Applicant may appeal the determination by written request filed with a designated appeals officer who may reverse, affirm or modify the original determination and will provide a written explanation of his or her finding:

  - If a permit application is disapproved 45 days or more prior to the proposed parade, the Applicant shall have 10 days from the date that such disapproval is mailed to the Applicant to appeal such disapproval. The Department shall render a decision on such appeal within 10 days of its receipt of such appeal.

  - If a permit application is disapproved less than 45 days but more than 10 days prior to the proposed parade, the Applicant shall have 5 days from the date such disapproval is mailed to the Applicant to appeal such disapproval. The Department shall render a decision on such appeal within 5 days of its receipt of such appeal.

  - If a permit application is disapproved 10 days or less prior to the proposed parade, the Applicant shall have 3 days from the date such disapproval is mailed to the Applicant to appeal such disapproval. The Department shall render a decision on such appeal as soon as is reasonably practicable.

Contact Information:

Contact your local precinct with any inquiries pertaining to permits.

Website/Helpful Links:

NYPD E-Apply: https://nyceventpermits.nyc.gov/nypd/Login.aspx
Sound Permit Application: http://www.nyc.gov/html/nypd/downloads/pdf/permits/PD_656-041A_Sound_Device_Application.pdf

STREET ACTIVITY PERMIT OFFICE

New York City is the backdrop for countless iconic events. From the ball drop in Times Square to community block parties, the Mayor's Office of Citywide Event Coordination and Management (CECM) supports all applicants in securing permits, complying with City regulations, and planning safe events.

CECM provides oversight on all event permitting activities; advises and assists the mayor in the coordination of policies, procedures, and operations in relation to permitting; and reviews the coordination of street activities and pedestrian plaza events. Additionally, CECM coordinates directly with permitting agencies to ensure active communication with residents, community boards, and business improvement districts, so events in our City are safe and enjoyable for all.

The function of the Street Activity Permit Office (SAPO) is to issue permits for street festivals, block parties, farmer's markets, commercial or promotional events, and other events on the City's streets, sidewalks, and pedestrian plazas while protecting the interests of the City, the community, and the general public.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Block Party Permit	A community-sponsored street event requiring the closure of a single block of a street, or a portion thereof, for a single day in which no fundraising or the sale of goods or services occurs. Event time cannot exceed 9 consecutive hours.	60 days prior to event date	$25.00 application fee
Clean-Up Permit	A limited, single day, 4-hour street event that is held for the purpose of neighborhood improvement or beautification by a documented not-for-profit organization, community sponsor, or an individual with an indigenous relationship with the proposed event location. No fundraising or sale of goods or services to the general public shall occur at a clean-up.	60 days prior to event date	$25.00 application fee
Farmer's Market Permit	An open-air market held on a sidewalk for the sale to the general public of products grown, raised, caught, or baked by local farmer's and fishers and that does not have a fundraising component. An Applicant for a farmer's market shall be a documented not-for-profit corporation with federal tax-exempt status.	60 days prior to event date	$25.00 application fee + $15 per day that the market operates
Health Fair Permit	A community-sponsored event in which a health vendor(s) promotes and provides in-	30 days prior to event date	$25.00 application fee

PERMIT	DESCRIPTION	DEADLINES	FEE
	kind services to the community, taking place within a pedestrian plaza or requiring the closure of a single block of a street, or a portion thereof, for a single day in which no fundraising or sale of goods or services occurs, and in which a health vendor(s) does not pay a fee to participate. Event time cannot exceed 12 consecutive hours.		
Plaza Event Permit	An activity held within a pedestrian plaza that interferes or obstructs regular use of plazas but shall not include activities conducted pursuant to a valid film, parade or construction permit. Plaza events are categorized in four levels (Level A - Level D) to account for the difference among plazas in Manhattan and plazas in the Bronx, Brooklyn, Queens, and Staten Island. Level A will consist of the largest plazas with multiple adjacent uses, and the levels will range to Level D, which will consist of the smallest plazas with fewer adjacent uses. Plaza events are also categorized as small, medium, large, or extra-large: • "Extra-large" means an event that is commercial/promotional (or a charitable event) and has an extensive impact on the surrounding community and vehicular and/or pedestrian traffic, uses multiple locations or a combination of pedestrian plazas or full street closure. • "Plaza event, large" means usage of over 50% of a pedestrian plaza's square footage with an expected attendance between 50-100% of the pedestrian plaza's capacity and held with or without the use of amplified sound.	Level A 45 days prior to event date (1 Plaza) 60 days prior to event date (multiple plazas) Level B 30 days prior to event date (1 Plaza) 45 days prior to event date (multiple plazas) Level C 30 days prior to event date Level D	$25.00 application fee + Citywide plaza event fee per plaza block $31,000 Large $15,500 Medium or Small MN Plaza event fees per plaza block $20,000 Large $10,000 Medium $5,000 Small SI, QN, BX, BK Plaza event fees per plaza block $8,000 Large $4,000 Medium $2,000 Small MN Plaza event fees per plaza block $11,000 Large $5,500 Medium $2,500 Small SI, QN, BX, BK Plaza event fees per plaza block $5,000 Large $2,500 Medium

PERMIT	DESCRIPTION	DEADLINES	FEE
	• "Plaza event, medium" means usage of 25-50% of the pedestrian plaza's square footage with an expected attendance between 25-50% of the pedestrian plaza's capacity and held with or without the use of amplified sound. • "Plaza event, small" means usage of less than 25% of the pedestrian plaza's square footage with an expected attendance of less than 25% of the pedestrian plaza's capacity and held with or without the use of amplified sound.	14 days prior to event date	$1,000 Small MN Plaza event fees $2,500 Large $1,250 Medium or Small SI, QN, BX, BK plaza $2,000 Large $1,000 Medium or Small
Plaza Partner Event Permit	A civic event in which the applicant is solely the pedestrian plaza partner for a plaza event that occurs on the pedestrian plaza that the pedestrian plaza partner programs under agreement with the DOT.	14 days prior to event date	$25.00 application fee
Press Conference, Rally & Demonstration on Pedestrian Plaza Permit	A public gathering that uses over 50% of one pedestrian plaza or over 50% of one plaza and any other pedestrian plaza for 1 day. Press conferences, rallies, or stationary demonstrations are not commercial, promotional, or charitable events. No fundraising or sale of goods or services is permitted.	10 days prior the event date	$25.00 application fee
Production Event Permit	An event that occurs for no more than 15 consecutive days in a curb lane and/or sidewalk to facilitate the pick-up and drop off of passengers and the set up or break down of event components only, has no impact on pedestrian and/or vehicular traffic and requires minimal coordination between SAPO, the Office of Citywide Event Coordination and Management, and the applicant.	10 days prior to event date	$25.00 application fee + $290/day (with curb lane or sidewalk) – capped at $1,000 if over 3 days $700/day (with curb lane and sidewalk) – capped at $1,000 if over 2 days
Open Culture Event Permit	An art or cultural institution-sponsored event including, but not limited to cultural performances, rehearsals, and classes. An open culture event must be free, open to the	15 days prior to event date	$25.00 application fee

PERMIT	DESCRIPTION	DEADLINES	FEE
	public and offer free services or information to the community.		
Religious Event Permit	An act of public worship serving a benefit to the community for a single day, with no fundraising. Religious events are categorized as ceremony, mobile unit, or sukkah. • Ceremony is an act of public worship serving a benefit to the community for a single day, with no fundraising. • Mobile units are staging of one or more vehicles for no more than 30 consecutive days for religious purposes while serving a benefit to the community. • Sukkah staging can be for no more than 30 consecutive days for religious purposes.	60 days prior to event date	$25.00 application fee
Single Block Festival Permit	Nonprofit sponsored community festival with vendors requiring closing 1 block for 1 day. Event time cannot exceed 12 consecutive hours. Applications must be submitted 90 days in advance.	90 days before the event	$25.00 application fee + 20% of the total fees paid by vendors to participate
Street Event Permit	An activity held on a public street, curb lane, or sidewalk but shall not include activities conducted pursuant to a valid film, parade, or construction permit. Street events are charged and categorized by the size of the event. • Extra-large commercial/promotional event (or a charitable event) that has an extensive impact on the surrounding community and vehicular and/or pedestrian traffic, uses multiple locations or a combination of pedestrian plazas or full street closure. • Large commercial/ promotional event or a charitable event that has an extensive impact on the surrounding community and vehicular and/or pedestrian traffic; includes the full street closure of 1 city block.	Large applications: 45 days prior to event date	$25.00 application fee + Extra-large up to $66,000/location Large – $25,000

PERMIT	DESCRIPTION	DEADLINES	FEE
	• Medium commercial/ promotional event or a charitable event that impacts pedestrian and/or vehicular traffic and requires significant set up on a sidewalk and curb lane. • Small event that occurs for a short period of time with low or minimum impact on pedestrian or vehicular traffic. This Includes: use of the curb lane or sidewalk for placement of promotional materials, red carpet, tent(s) or display of a vehicle; or a commercial/ promotional event.	Medium applications: 30 days prior to event date Small applications: 14 days prior to event date	Medium – $11,000 Small – $3,100
Street Festival Permit	A nonprofit-sponsored festival with vendors requiring a street closure of 1 block or more for multiple days in which the general public can purchase goods or services provided by vendors and vendors may pay a fee to participate. Daily event times cannot exceed 12 consecutive hours.	Dec 31st of the preceding year	$25.00 application fee + 20% of the total fees paid by vendors to participate

Depending on the elements or nature of your event, you may be categorized as a commercial and promotional event, civic event, or charitable event. If your event qualifies as a civic event or charitable event, you may have a discounted permit fee.

- Commercial and promotional event is a plaza event or street event that promotes, advertises or introduces a product, corporation, company, or other commercial entity, brand, good, or service to the public. These events do not include charitable or civic events.

- Charitable event is an event in which the sole purpose of the street activity is fundraising, donation of goods, or provision of free services to the community by or for a specific nonprofit organization. Charitable events shall not include street fairs or block parties. If an event is ruled to be charitable in nature and the event is sponsored by a nonprofit organization, the event will be reassessed at 20% of the fee category of the event based on the size and function. The deadline to submit applications for charitable events is 30 days. Charitable events may not include signs or banners displaying sponsors or supporter logos that exceed 10% of the face of the sign or banner.

- Civic event is an event sponsored by a nonprofit organization that is open to the public and does not have a fundraising component. Civic events include, but are not limited to, artistic/cultural performances, or educational gatherings that support the mission of the sponsoring nonprofit organization. If an event is ruled to be civic in nature and the event is sponsored by a nonprofit organization, the only fee due will be the application fee. You must provide documentation that you are

a nonprofit organization in good standing. Civic events may not include signs or banners displaying sponsors or supporter logos that exceed 10% of the face of the sign or banner.

How to Obtain Permit/Instructions on How to Apply for Each Permit:

- SAPO applications must be completed and submitted online at https://nyceventpermits.nyc.gov.

- Step 1: If you have not done so already, create an account and complete the registration enrollment form.
  - If you have an E-Apply account through SAPO or another agency (DCAS, NYPD, DPR, NYC MOME), you do not need to create a new account. Please log in using your existing account.

- Step 2: View and request the appropriate event type.

- Step 3: Provide general event information. You will request event dates and fill in event sponsor and event producer contact information.

- Step 4: Request your event location based on streets and pedestrian plazas available.

- Step 5: Fill out the questionnaire with as much detail as possible. Only include elements that will be on the street, sidewalk, curb lane or pedestrian plaza spaces.

- Step 6: Upload any required supporting documents. (Proof of status as community sponsor or not-for-profit tax-exempt document if applicable, insurance, site plan, and run of show outlining components of the proposed event)

- Step 7: Pay a non-refundable processing fee by credit or debit card of $25.00.

- Once the processing fee is paid, the application is submitted directly to SAPO, NYPD, Community Board, and the appropriate Plaza Partner when applicable.

Application timeline/Approval process:

- For street events, block parties, farmer's markets, clean-ups and for pedestrian plaza events, SAPO shall notify the community board in which the proposed event will take place that the application is available for agency review and comment on the CEMS database. SAPO shall notify the pedestrian plaza partner for the pedestrian plaza in which a proposed plaza event will take place that the application is available for review in the CEMS database.

- The community board shall forward its recommendation for approval, approval with conditions, or denial of a street activity permit application to SAPO for further processing and shall notify the applicant in writing of such recommendation. If the community board has recommended approval with conditions or denial of a street activity permit application, it shall also notify the applicant of the applicant's opportunity to comment on such recommendation to SAPO.

- In the event that the community board recommends approval with conditions or denial of the permit application, an applicant shall have 5 business days from the receipt of the notification by the community board of its recommendation to file written comments with SAPO.

- If the board recommends denial and the applicant fails to file written comments within the time provided, then the application shall be deemed denied. If the board gives an approval with conditions, failure to file comments by the applicant shall be deemed acceptance of such conditions by the applicant.

- The pedestrian plaza partner shall forward its recommendation for approval or denial of a plaza event application to SAPO for further processing. If the pedestrian plaza partner has recommended approval with conditions or recommended denial of a plaza event permit application, SAPO shall also notify the applicant of the applicant's opportunity to comment on such recommendation to SAPO.

  - If the pedestrian plaza partner recommends approval with conditions or recommends denial of the permit application, an applicant shall have 5 business days from the receipt of the notification to file written comments with SAPO.

  - If the pedestrian plaza partner recommends denial and the applicant fails to file written comments within the time provided, then the application shall be deemed denied. If the pedestrian plaza partner gives an approval with conditions, failure to file comments by the applicant shall be deemed acceptance of such conditions by the applicant.

Rules/Regulations:

- All events except for block parties and any press conference /rally /stationary demonstration are required to have liability insurance in the amount of $1,000,000 per occurrence naming the City of New York as an additional insured on such policy, unless otherwise determined by the director of SAPO. Notwithstanding any other provision, no insurance requirement shall be imposed for a press conference/ rally/ stationary demonstration.

- Upon receipt of an event application, the application will be available for review via the Citywide Event Management Systems "CEMS" database by the Police Department, the Fire Department, the Department of Sanitation, the Department of Transportation, the Community Board and the pedestrian plaza partner if a plaza event is involved. Additional copies may also be sent to other agencies, including, but not limited to, the Department of Health and Mental Hygiene, the Department of Consumer Affairs, the New York City Transit Authority, the Human Resources Administration, the Department of Finance, the Department of Investigation, the New York State Department of Taxation and Finance, or any other appropriate agency.

- The Director of SAPO shall take into consideration any recommendations or comments received from community boards and pedestrian plaza partners, where applicable, or City agencies or other government agencies in determining whether to approve, approve with conditions, or deny a street event permit application or a plaza event permit application. At any time during the review of an application for a street activity permit or a plaza event permit, the Director of SAPO or Executive Director

of CECM or his or her designee may require the submission by the Applicant of such additional information that he or she deems necessary to evaluate the application or the qualifications of the Applicant or to implement the requirements of these rules.

- The Director shall have the authority to deny an application, to condition the approval of an application, or to revoke a street event or plaza event permit, based on the following:
  - Applicant's past or present failure to make payment of the processing fee; or
  - Applicant's past or present failure to make payment to, or reach satisfactory agreement with all agencies, (e.g., the Department of Sanitation regarding a clean-up deposit); or
  - Applicant's past or present failure to present proof that all necessary and proper licenses, permits, insurance, or authorizations have been received; or
  - Applicant's past or present failure to make payment to, or reach satisfactory agreement with, SAPO regarding a street event fee or a plaza event fee; or
  - Applicant's past or present failure to comply with applicable laws or rules; or
  - Applicant's past or present failure to comply with a condition imposed on a permit issued previously to the applicant; or
  - Applicant proposes activities that would be in violation of law, rule or regulation; violate subdivisions 1, 4, 5, 6 or 7 of § 240.00 of the penal law; or would otherwise present an unreasonable danger to the health or safety of the applicant, event participants, or other members of the public or cause damage to public or private property; or
  - Applicant's past or present failure to provide the Director of SAPO or Executive Director of CECM with any additional information which he or she has determined to be necessary to evaluate the application or the qualifications of the applicant.
- In addition to the above, the Director shall have the authority to deny an application, condition the approval of an application, or revoke a street event permit or a plaza event permit on any or all of the following grounds:
  - The Police Department, the Fire Department, the Department of Sanitation, the Department of Transportation, the Department of Health and Mental Hygiene, the Department of Buildings, the Department of Consumer and Worker Protection, the New York City Transit, the Human Resources Administration, the Department of Finance, the Department of Investigation, the New York State Department of Taxation and Finance, or any other appropriate agency that received a copy of a street event permit application or a plaza event application for comment, has notified the Director of SAPO of its disapproval and the reasons therefor; or
  - The proposed activity, when considered in conjunction with other proposed activities, would produce an excessive burden on the community, City services, or City personnel; or

- The information provided on the application or forms, or documentation required to be submitted is false, misleading, incomplete, or inaccurate; or

- Approval of the application is not in the best interest of the community, City, or general public for reasons that may include, but are not limited to, lack of good character, honesty, integrity, or financial responsibility of the applicant. If the Director determines that the application shall be denied on the ground that the Applicant lacks good character, honesty, integrity, or financial responsibility, the Director shall notify the Applicant that the application has been denied and shall specify the reason for such denial. The applicant may thereafter respond to the Director's determination and appeal such denial.

- All information pertaining to anticipated vendors participating in a street fair must be submitted 1 week prior to the date of the event. If this information is not provided, the final permit may not be issued. This information must include the anticipated gross income received from vendors, the number of spaces occupied by documented not-for-profit organizations, including but not limited to the applicant's organization, the number of spaces occupied by vendors and the amount paid by both documented not-for-profit organizations and the vendors. The applicant must affirm the accuracy of this information. Information reflecting the final attendance of vendors that took part in the street fair must be submitted 1 week after the event took place. SAPO may request additional documentation to verify the vendor fees received by applicant.

- The Director will deny applications submitted for street event permits for any street fair, block party, or other street activity requiring closure of a street located between 42nd street and 50th street and between sixth avenue and eighth avenue in the borough of Manhattan. The Director must make reasonable efforts to find alternative locations for street fairs, block parties, and other street activities.

- The Director shall not deny an application for a press conference/rally/stationary demonstration unless the requested time or location conflicts with another permit, in which case the applicant shall be offered an alternative time or location for the press conference/rally/stationary demonstration.

- For street events that require a full street closure or plaza events for pedestrian plaza, level A or pedestrian plaza, level B that require the use of more than 50% of a pedestrian plaza, a site visit will be scheduled with SAPO, DOT, and other relevant City agencies.

- If two or more applicants request the same date and the same location, the application from the applicant who held a permit for such date and such location in the calendar year immediately preceding the calendar year for which such permit is now sought shall be eligible for approval; provided however, that if neither of such applicants held a permit for such date and such location in the calendar year immediately preceding the calendar year for which such permit is now sought, the permit application from the applicant that was received first shall be eligible for approval.

- Applicants or community sponsors for street fairs shall be limited to 1 event per application and 2 events per calendar year.

- Applications for rain dates or other make-up dates are not accepted.

- Applicants who submit an application for an extra-large event, street or plaza or a street event, large or street Event, medium who withdraw their application or decline a permit fewer than 10 calendar days prior to the event date will be assessed a cancellation fee of 90% of the City's cost to process the application.

- The Director of SAPO shall have the authority to require 25% of the expected total street use fee due for street fairs be made no later than the Tuesday prior to the date of the street activity and that any amounts remaining owed to the City be paid no later than 30 days following the date of such activity. The Director may also request an independent audit for events with vendors where the applicant/sponsor pays a SAPO fee over $20,000.

- In addition to the fees listed above, there may be fee requirements imposed by the Department of Sanitation or other City agencies. The Director of SAPO shall have the authority to require that full or partial payment of the fee be made prior to the date of the activity and to require that any amounts remaining owed to the City be paid within a specified period of time following the date of such activity.

- All events must leave 5 feet on each side of a fire hydrant, 5 feet of non-event pedestrian flow on sidewalks, an 8-foot bicycle lane (if bicycle lane exists in permitted area), and a 15-foot emergency vehicle lane (full street closure and pedestrian plaza events).

Contact Information:

SAPO main line: (212) 788-0025

Website/Helpful Links:

http://www.nyc.gov/cecm
https://www1.nyc.gov/site/cecm/e-apply/e-apply.page

THE TRUST FOR GOVERNORS ISLAND

The Trust for Governors Island is the nonprofit corporation created by the City of New York that is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to realize the full potential of Governors Island for the inspiration and enjoyment of all New Yorkers, demonstrating a bold vision for public space.

Governors Island is a 172-acre island in the heart of New York Harbor. Just minutes from Lower Manhattan and the Brooklyn waterfront by ferry, the Island is a popular and unique year-round destination with an award-winning park complemented by dozens of historic buildings, educational and cultural facilities, a rich arts and culture program and 22-acre National Monument managed by the National Park Service.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Grills	Governors Island has two large grill areas, located adjacent to Nolan Park on the north end of the Island and at Picnic Point on the southern tip. Grill reservations are booked from April-November on a first-come, first-serve basis. Reservations include a charcoal grill (2 feet in diameter) and up to two picnic tables for the entire day.	Reservations booked on a first-come, first served basis.	$30 non-refundable fee for each reservation
Athletic Fields	Governors Island has two expansive athletic field areas with stunning views of Lower Manhattan and New York Harbor—the Play Lawns and Parade Ground. Perfect for a wide variety of sporting activities and open April-November. **Please note that groups larger than 200 people should fill out a Private Event permit request.*	Reservations must be made at least 2 days in advance and are booked on a first-come, first served basis	Adult leagues will be subject to a fee of $50/hour. Fields are available free of charge for all youth/community athletic groups or public schools, and these groups should reach out to groupvisits@govisland.org for more information.
Outdoor Public Events	The Trust for Governors Island regularly works with cultural, educational and commercial event producers to host festivals, concerts, outdoor exhibitions, performances, brand activations, film screenings, workshops and more.	Proposals must be submitted online at govisland.org/permits	Events that are ticketed, charge admission or take place outside of public hours are subject to site fees, to be determined during the review process. A special rate for nonprofit organizations is available. Events that are free and open to the public are

	We regularly work with cultural, educational and commercial event producers to host festivals, concerts,		eligible to have site fees waived. Additional costs associated with dedicated may apply based on the size, timing and other parameters of the event.
Site Rentals for Private Events	The Trust for Governors Island offers several sites and packages for private events, including benefits and fundraisers, corporate outings and field days, conferences, meetings, seminars, graduations and alumni gatherings, weddings, award shows and more. Outdoor spaces are available in addition to Building 309, a 200-person indoor facility perfect for conferences, weddings, and corporate retreats.	Proposals are accepted on a rolling basis	Site fees will be estimated based on the information in the proposal. A special rate for nonprofit organizations is available. Additional costs associated with dedicated may apply based on the size, timing and other parameters of the event.
Film & Photography	Governors Island has been used for several films, television and photo shoots, on varying scales. Films and production companies are welcome to make an appointment with the Trust to come and scout locations.	Applications must be submitted 1-2 weeks in advance of shoots that have large scale production needs, require vehicle access, and/or require drone usage	Costs beyond site fees are determined according to the details in the application.

How to Obtain a Permit/Instructions on How to Apply for Each Permit:

- All permit applications must be submitted through the Governors Island website, www.govisland.org.
- If you don't already have an online permit account for the Governors Island website, visit www.govisland.org/account/register to create an account.
- If you do already have an account (or once you are signed in), visit www.govisland.org/permits to select your event/permit type and apply.
- Grills:
  - Visit www.govisland.org/permits/gi-gatherings, select your desired date and grill from the embedded registration software, and follow the prompts to reserve.
- Athletic Fields:

- Visit www.govisland.org/permits/athletic-fields, select your desired date and field location from the embedded registration software, and follow the prompts to reserve.

- Outdoor Public Events:

  - Visit www.govisland.org/permits/outdoor-public-events, read through the criteria and policies, click "Apply for Permit" and submit event information. Please note, not all event information needs to be finalized when you apply for the permit. All proposals must be submitted at least two months before the program or event would take place.

- Site Rentals for Private Events:

  - Visit www.govisland.org/permits/site-rentals-for-private-events, read through the information and instructions, click "Apply for Permit" and submit event information. Please note, not all event information needs to be finalized when you apply for the permit.

  - Please note—permits are **not** required for small, informal gatherings that do not require reserved or private space, such as family reunions, picnics, or meet ups that take place when the Island is open to the public. Your group is welcome to come out to the Island during these days, pick a spot and enjoy all that the Island has to offer. If you'd like to reserve a grill for your gathering, you may do so at www.govisland.org/permits/gi-gatherings.

- Film & Photography:

  - Visit www.govisland.org/permits/film-photography, read through the information and instructions, click "Apply for Permit" and submit production information.

Application Timeline/Approval Process:

- Grills & Athletic Fields:

  - Approval usually takes 1-3 business days.

- Public & Private Events:

  - A member of the Trust for Governors Island events team will be in touch within 3-4 weeks to discuss next steps.

  - Film & Photography:

    - A member of the Trust for Governors Island team will be in touch within 1-2 weeks to discuss next steps.

Rules and Regulations Related to Each Permit:

- Before reserving space or submitting an event permit application, please review Governors Island rules and regulations online at www.govisland.org/plan-your-visit/rules.

- Athletic Fields:

  - Reservations must be made at least 2 days in advance and are booked on a first-come, first served basis.

  - If you must cancel or reschedule, please contact us at least 48 hours before your reservation at reservations@govisland.org. Fees are non-refundable.

  - Users are limited to reserving a maximum of 6 hours of field reservations per day. This can be allocated across multiple fields or for a single field for the full day.

  - Each reservation is for the specific field within one of the sites (Parade Ground A, B, or C or Play Lawn A or B).

  - Athletic field capacities are limited to:

    - 65 people per Parade Ground athletic field (195 people total for all three fields)

    - 75 people per Play Lawn ballfield (150 people total for both fields)

  - Please note that groups larger than 200 people should fill out a Private Event permit request.

- Grills:

  - Reservations are booked on a first-come, first served basis.

  - If you must cancel or reschedule, please contact us at least 48 hours before your reservation at reservations@govisland.org. Fees are non-refundable.

  - Visitors are responsible for bringing their own grilling supplies (including charcoal, lighter, etc.).

  - No vehicles allowed.

  - Visitors may not bring alcoholic beverages to the Island.

  - Overnight storage is not available.

  - Grilling is permitted in the grill area only. Personal grills are not permitted on Governors Island.

  - Visitors are responsible for cleaning up all food, drink, decorations, etc. at the end of the reservation. Waste receptacles will be available for use near the site. A cleaning fee will be charged if the site is left untidy.

- Outdoor Public Events:
    - Event producers will be required to secure and provide proof of insurance coverage that meets the Trust's minimum requirements, including commercial general liability insurance, workers compensation (if applicable) and automotive insurance.
    - Only vehicles that are carrying supplies and materials for load-in and load-out will be allowed to drive onto the Island before 10 AM. Vehicles for personal use are not allowed at any time. Registering vehicles for ferry access requires at least 48 hours' notice. The full Island vehicle policy will be provided as part of your permit agreement.
    - To help maintain our historic buildings and green spaces, a site fee and security deposit will be applied to all ticketed and revenue-generating events. Please note that a special rate for nonprofit organizations is available. Site fees will be estimated based on the information in your proposal.
    - For both free and revenue-generating events, additional costs associated with dedicated services such as dedicated ferries, security, custodial services, grounds crew consultation and emergency medical services may apply based on the size, timing and other parameters of your event.
    - An accepted proposal does not guarantee that you will be able to hold your event on Governors Island. Site bookings are not confirmed until a signed agreement has been received and approved by both parties.
- Site Rentals for Private Events:
    - To help maintain our historic buildings and green spaces, a site fee will be applied to all private event rentals. Please note that a special rate for nonprofit organizations is available. Site fees will be estimated based on the information in your application. Additional dedicated services fees may apply.
    - Private events can be held during regular public hours or after hours. Please note that events which take place after hours will involve additional expenses.
    - An accepted proposal does not guarantee that you will be able to host your event on Governors Island. Events are not confirmed until a signed agreement has been received and approved by both parties.
    - Indoor space for private events is very limited on Governors Island. We encourage you to include outdoor alternatives for any indoor space requests in your private event application.
- Film & Photography:
    - Submitting an application does not guarantee you will be granted a permit.

- Applications must be submitted 1-2 weeks in advance of shoots that have larger scale production needs, vehicle access, and/or drone usage.

- Film or photo shoot dates cannot be placed on hold until the initial review process has begun.

- Date(s) and location(s) are only confirmed once all relevant paperwork has been received, signed and approved.

Contact Information:

Grills and Athletic Fields: reservations@govisland.org
Events and Film & Photography: events@govisland.org
General inquiries: info@govisland.org

The Trust for Governors Island
10 South Street, Slip 7
New York, NY
10004

Website/Helpful Links:

www.govisland.org
www.govisland.org/permits
www.govisland.org/plan-your-visit/ferry
www.govisland.org/plan-your-visit/rules

SUPPORTING PERMITTING AGENCY GUIDELINES, RULES, AND REGULATIONS

DEPARTMENT OF BUILDINGS

The New York City Department of Buildings (DOB) issues building permits for anyone who intends to build or erect a temporary structure for a special event. To obtain permits, the plans for constructing a stage, platform, tent, and/or prop must be prepared by a New York State licensed professional engineer (P.E.) or New York State registered architect (R.A.). The P.E., R.A. or expeditor submits plans and paperwork to the Department of Buildings on behalf of the event organizer, including a $130 filing fee. Please ensure that the event organizers have retained the services of a NYC Licensed Master Electrician. The licensed contractor must file for the appropriate electrical permits covering any generators, temporary wiring, and related appurtenances. Following this, they are required to request an electrical inspection through DOB Now: Inspections. If the Department of Buildings plan examiner has any legal objections to the application or plans, they are presented to the project P.E. or R.A. for resolution. Once the Department of Buildings' objections have been satisfied, the application and plans are approved. Plans may also be professionally certified by the owner's P.E. or R.A. as conforming to all applicable laws in which case the Department of Buildings does not review the plans prior to acceptance. Additionally, an event where 200 or more people gather outdoors in a confined space requires a temporary place of assembly permit issued by The Department of Buildings.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Temporary Place of Assembly Permit	Required for occupancies within existing premises that contain 75+ people. Required for outdoor, enclosed, or corralled gatherings of 200+ people for religious, recreational, educational, political, or social purposes, or to consume food or drink. If such spaces do not have a fixed or permanent place of assembly certificate of operation issued a temporary place of assembly permit is required.	10 business days prior to event date	$250 permit fee + extra $100 per day received less than 10 business days
Temporary Structures and Uses Permit	The Commissioner is authorized to issue a permit for temporary structures and temporary uses. Such permits shall be limited as to time of service or use but shall not be permitted for more than 30 days. The commissioner may grant extensions for demonstrated cause. Exception: No permit shall be required for:	Variable deadline based on complexity of structure	Variable permit fees based on size or estimated cost of project

PERMIT	DESCRIPTION	DEADLINES	FEE
	The erection and use of temporary tents of less than 400 gross square feet (37 m^2) for not more than 30 days. The erection and use of temporary platforms, reviewing stands, outdoor bandstands, and similar miscellaneous structures that cover an area 120 square feet (11.16 m^2) or less, including connecting areas or spaces with a common means of egress or entrance, for not more than 30 days. §28-111.2 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, and means of egress, accessibility, light, ventilation, and sanitary requirements of this code as necessary to ensure the public health, safety, and general welfare.		
Structure Permit	Anyone who intends to demolish, alter, build an addition or erect a new structure must obtain a building permit to ensure that the resulting house, loft, apartment, office, garage, house of worship, or any other residential, commercial, or industrial structure complies with all applicable laws. A permit is required if the structure covers an area in excess of 120 square feet, including connecting areas or spaces with a common means of egress or entrance, shall not be erected, operated or maintained for any purpose without obtaining a permit from DOB.	Variable deadline based on complexity of structure	Variable permit fees based on size or estimated cost of project
After Hours Variance (AHV)	After-hours variance is only issued with an initial DOB work permit. An After-Hours Variance is required if you are seeking to perform construction activity before 7am, after 6pm, or on the weekend. Compliance with noise control code required. Failure to comply with sections 24-222 and 24-223 of the administrative code shall be a violation of this code.	Must request after work permit is issued. AHV applications must be filed at least 2 business days before the first intended workday.	Applicants must pay initial filing fee and daily fee for each day of AHV work. The fee is $80.00 per day. Initial Filing Fees: Days of Work and Fees

PERMIT	DESCRIPTION	DEADLINES	FEE
			1 – 3 $130.00 4 – 6 $200.00 7 – 9 $300.00 10 – 12 $400.00 13 – 14 $500.00
Temporary Amusement Ride Certificate of Competency	All erected amusement rides in NYC will need to apply with the DOB Elevator Inspection Unit (EIU) for this certificate. The EIU ensures the operational safety, reliable service, and lawful use of the device. The EIU will complete inspections on site once the device build is complete.		

Reference Guide for All DOB Temporary Special Event Filings

Types of DOB permits that may be required:

(1) Work Permit (see below for criteria, NYC Administrative Code sections 28-105.1, 28-105.2. and 28-213.1)

(2) After-Hours Work Permits are necessary for any work performed after the hours 7pm and before 6am. This section of law also applies to requests for work performed on Saturday, Sundays, and Holidays. This is for compliance with the provisions stipulated in New York City Noise Control Law, see chapter 2 of title 24 of the New York City Administrative Code.

Failure to comply with sections 24-222 and 24-223 of the Administrative Code is a violation subject to fines and civil penalties under the New York Administrative law. Requests for variances must be submitted with the work permit application for that event. AHV permits will not be granted until the initial permit is issued to the contractor of record based on the work type issued.

(3) The Department of Buildings issues Temporary Places of Assembly Certificates of Operation (TPACOs) for Temporary events. Temporary Places of Assembly, Certificates of Operation are required when 75 people or more gather indoors for a limited amount of time. On roofs areas, setbacks, terraces or any other outdoor event, gatherings of 200 people or more that are confined or corralled, a temporary permit for the event is required. (See BC 303.2, NYC Buildings Bulletin 2018-002, NYC Administrative Code 28-111.1, 28-111.6, and 28-117.2)

Filing for a TPACO permit in DOBNOW requires Users to register and submit applications through the online platform. (https://www.nyc.gov/site/buildings/industry/dob-now-registration-tips.page) Users must request Temporary Place of Assembly Certificate of Operation 10 business days before the event to avoid additional fees.

Applicants for a TPA pay a fee of $250. If the event is less than 10 business days away, applicants must pay an additional $100 per day. Filings submitted three business days or less prior to the event cannot be guaranteed timely processing. The fee is paid online through the DOB NOW system by credit card or e-check.

To learn more about how to submit a TPA filing in DOB NOW please read this helpful step-by-step guide . (https://www.nyc.gov/site/buildings/industry/dob-now-build-resources-pa.page)

Requirements:

(1) Before a Work Permit can be issued, department must receive and approve an application for Construction Documents that contain drawings that are signed and stamped by a New York State Registered Architect or a New York State Licensed Professional Engineer (a listing of recommended architects or engineers can be found from nonprofit professional organizations such as the New York Society of Architects (website www.nysarch.com), the Local AIA Chapters, or the NY State Society of Professional Engineers).

(2) DOB NOW is a self-service online tool that will allows Owners, Design Professionals, Licensees, and other Filing Representatives to do all business with the Department. Event Producers and Design professionals need an e-Filing account to use the DOB NOW System. If you already created an e-Filing account, Owners and their agents can use their own emails and passwords to log into DOB NOW system. If you need to register for an account, visit the e-Filing page for additional information. DOBNOW allows customers to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals. Current Code and rule provisions are applicable in DOB NOW.

All DOB applications for Construction Document approvals that are filed for temporary structures must be filed as non-certificate of occupancy, alterations with a G.C. and or ST work type in the DOBNOW system.

The application must include Technical Reports (TR-1) / Statements of Responsibility that are signed by a respective Design professional assigning professional responsibilities for the proposed scope of work and allow the sign off the application to issue a letter of completion for the application. (See NYC Administrative Code 28-116.2.4.2, 28-116.3, NYC Building Code 110.5 and 1- RCNY 101-10)

(3) All DOB Work Permit applications issued by the Department require a contractor licensed by the New York City Department of Building. DOB Contractors must have current, active, insurance coverages to receive a Tracking Number from the department to receive a permit. (See 1-RCNY-101-08, 28-105.2, 28-105.5.1 and 28-105.12.7 sections of the NEW YORK CITY Administrative Code)

(a) If a contractor does not have a tracking number, he/she can apply for one and receive it on the same day if all documents submitted are accurate.

When filing the DOB Work Permit application, the "Owner's" signature should be that of the event producer or sponsor. All applications must be electronically filed by creating an account in our DOBNOW system to file, access, track and receive a permit from the New York City Department of Buildings.

**Hand-written applications will not be accepted.*

Criteria for Requiring a DOB Work Permit(s):

(1) Platforms, Stages, Trusses, and Bleachers:

(a) Temporary platforms, bleachers, reviewing stands, outdoor bandstands and similar miscellaneous structures that cover an area of 120 square feet or more and over two (2) feet in height or that will be in place for 30 days or more require a Work Permit (i.e., press riser, camera platform, scaffolding, etc.)

(b) Prefabricated structures on wheels do not require a DOB Work Permit - "on wheels" consists of any stage/riser/bleacher that is pre-assembled and prefabricated with wheels, (i.e., Wenger wagon stage, Parks bleachers, etc.)

(c) Any truss that is higher than10 feet requires a DOB Work Permit. A truss is a support structure with two vertical and one horizontal piece used in the supporting of objects (i.e., lighting trusses, start/finish trusses, etc.)

(2) Tents and Canopies:

(a) Any tent or canopy that is more than 400 gross square feet or will be in place for more than 30 days requires a Work Permit.

(3) A Prop:

(a) Any prop that is higher than 10 Feet requires a Work Permit.

(b) A "prop" is any free-standing object that will not support any additional weight (i.e., speaker towers, statues/sculptures, etc.).

Fees:

(a) DOB Work Permit carries a minimum filing fee of $100

(b) Temporary Place of Assembly Certificate of Operation carries a minimum fee of $250 (the TPA application must be submitted prior to the requisite 10 days prior to the event or an additional $100 will be added for every day the application is late; applications received within 3 days prior to the event will not be guaranteed approval)

(c) After-Hours Work Permits: there is an initial $100 filing fee and $80/day fee

(d) Asbestos filing fee of $15 (Tents are not subject to this fee)

See NYC Buildings Bulletin 2014-027, 28-112.1 and 28-112.2 NYC Administrative Code for Fee Determination of Applications filed at the New York City Department of Buildings.

Type of DOB Forms:

Required DOB Forms, etc.	DOB Forms That MAY Be Required
1. TR1 – Technical Report 2. PW1 – Plan/Work Approval 3. PW2 – Work Permit 4. PW3 – Cost Affidavit 5. Appropriate Plans/Drawings as Indicated	1. TPA – Temporary Place of Assembly 2. After-Hours Work Permit 3. Engineer Structural Stability Report (only needed if your permit does not fully comply with DOB regulations) 4. Asbestos Report

All DOB Work Permit applications require the following insurance coverage (NO EXCEPTIONS):

(a) Certificate of Liability Insurance – ACORD

(b) Certificate of NYC Workers' Compensation Insurance Coverage – C 105.2 (or State Workers Compensation Board U26.3)

(c) Certificate of Compliance with Disability Benefits Law – DB 120.1 If you are an event producer and are not registered in NY you qualify for a Non-NY Corporation Waiver for Disability ONLY.

To comply with NYS regulations, DOB will no longer be allowed to accept the ACORD form as proof of workers' compensation insurance. The ACORD form will be accepted only as proof of General Liability insurance.

Any request for a contractor's tracking number, initial permit or permit renewal will be rejected if the appropriate insurance forms/certificates are not submitted.

For additional guidelines on insurance, visit http://www.wcb.state.ny.us/.

All Temporary Events and temporary structures that are on a city street, sidewalk, or pedestrian island or Right of Way will be allotted the following locations, Blocks, Lota, and BIN numbers based on the respective borough.

The actual location referencing cross streets and familiar locations when creating the application in the DOBNOW system in the job description category or the comment section.

***All Applications must be filled out COMPLETELY. If not, it will delay the processing of the permit.*

Manhattan Address: 1 Manhattan Plaza Block: 9999 Lot: 1; BIN: 1813346	Bronx Address: 1 Events Plaza Block: 9999 Lot: 1; BIN: 2831894
Brooklyn Address: 1 Brooklyn Plaza Block: 9999 Lot: 1; BIN: 3856237	Queens Address: 1 Events Plaza Block: 9999 Lot: 1; BIN: 4864593
Staten Island Address: 1 Events Plaza Block: 9999 Lot: 1; BIN: 5863165	

NYC BC 303.2 Certificate of Operation:

(a) A Certificate of Operation shall be required, as per Section 28-117.1, for the following places of assembly:

(b) Indoor places of assembly used or intended for use by 75 persons or more, including open spaces at 20 feet (6096 mm) or more above or below grade, such as roofs or roof terraces.

(c) Outdoor places of assembly used and intended for use by 200 persons or more.

302.1 General

Structures or portions of structures shall be classified with respect to occupancy in one or more of the groups listed below. A room or space that is intended to be occupied at different times for different purposes shall comply with all the requirements that are applicable to each of the purposes for which the room or space will be occupied. Structures with multiple occupancies or uses shall comply with Section 508.

Where a structure, or portion thereof, is proposed for a purpose which is not specifically provided for in this code, such structure, or portion thereof, shall be classified in the group which the occupancy most nearly resembles, according to the fire safety and relative hazard involved, and as approved by the commissioner.

303.1 Assembly Group A

BUILDINGS BULLETIN
Assembly Group A occupancy includes, among others, the use of a building or structure or a portion thereof, excluding a dwelling unit, for the gathering of any number of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption, awaiting transportation, or similar group activities; or when occupied by 75 persons or more for educational or instructional purposes.

Exceptions:

(1) A building or non-accessory tenant space used for assembly purposes with an occupant load of fewer than 75 persons shall be classified as a Group B occupancy, except that the number of plumbing

fixtures for such a building or space is permitted to be calculated in accordance with the requirements for assembly occupancies.

(2) A room or space used for assembly purposes with an occupant load of fewer than 75 persons and accessory to another occupancy shall be classified as a Group B occupancy or as part of that occupancy, except that the number of plumbing fixtures for such a room or space is permitted to be calculated in accordance with the requirements for assembly occupancies.

NYC Electrical Code Article 250.30

As per 27-3018.b, before commencing any electrical work, other than low voltage electrical work, a master License electrician business shall file with the commissioner an ED16a application for a work permit to be issued by the department. All applications shall include all information required by this code.

Mobile Generators shall be installed in compliance with all electrical applicable codes and standards, including:

- OCPD Size.
- Conductor Sizing and Type.
- Grounding. (250.30) (250.34)
- Bonding. (250)

After an inspection as per Art 27-3018.d, if such wiring or appliances shall be found to have been installed, altered or repaired in conformity with the requirements of the electrical code, the electrical code technical standards and the rules of the department, and the required fees paid, the commissioner shall issue to the applicant a sign-off of the approved work completed.

NYC Buildings

GUIDELINES FOR LICENSEES - KEEPING INSURANCE CURRENT

Insurance Type	Required for:	Accepted Forms	Additional Information
General Liability	• Master Plumber • Master Fire Suppression • Electrician • Elevator Director • Rigger (Master/ Special) • Sign Hangers (Master/ Special) • General Contractor	• ACORD 25 (2009/01) - *Certificate of Liability Insurance*	• On the Certificate of Liability Insurance, *only liability* is accepted. Workers' Compensation and Disability must be submitted on separate certificates • Insurance Broker/Producer must provide office phone number along with business name and location. • Each occurrence must be a minimum of one million dollars (1,000,000)
Workers' Compensation	• Master Plumber • Master Fire Suppression • Electrician • Oil Burner Equipment Installer • Elevator Director • Rigger (Master/ Special) • Sign Hanger (Master/ Special) • General Contractor	• U26.3 - *Certificate of Workers' Compensation Ins (Only for NYS Insurance Fund)* • C105.2 (9/07) - *Certificate of Workers' Compensation Insurance* • GSI 105.2 (2/02) - Certificate of Participation in Workers' Compensation	• Telephone No.: NYC business telephone number is required on C105.2 (9/07) and GSI 105.2 (2/02) - must be a land-line, not a cell phone number.
Disability	• Master Plumber • Master Fire Suppression • Electrician • Oil Burner Equipment Installer • Elevator Director • Rigger (Master/ Special) • Sign Hanger (Master/ Special) • General Contractor	• DB 120.1 (5-06) - Certificate of Compliance with Disability Benefits Law	• Telephone No.: NYC business telephone number is required - must be a land-line, not a cell phone number.
Affidavit of Exemption from WC and Disability	• Master Plumber • Master Fire Suppression • Electrician • Oil Burner Equipment Installer • Elevator Director	• CE-200 - Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Insurance Coverage	• Submitted in lieu of Workers' Compensation and Disability if there are no employees in the company • Must be the original Affidavit, not a copy • Must have an original signature and date from licensee • General Contractors may not submit such form (only home owners may do so directly to the Borough office)

DOB NOW: Build

DOB NOW: Build is the online platform for Owners, Professional Engineers (P.E.), Registered Architects (R.A.), Licensees, Special Inspectors, Progress Inspectors and Filing Representatives to submit jobs to the Department of Buildings. You need an eFiling account to use DOB NOW: Build.

If you already have an eFiling account, you can use the email and password to log into DOB NOW. If you need to register for an account, visit the eFiling page for additional information.

After registering for an account in e-Filing, you can use DOB NOW: Build to

- File jobs and submit fees online
- View and search information related to your jobs and permits
- Upload documents
- View objections
- Schedule and review objections with a plan examiner in a virtual meeting
- Receive emails at milestones throughout the application process
- File Post Approval Amendments (PAA
- Make Corrections

- Pull and print After Hour Variances
- Pull and print work permits
- Receive Letters of Completion by email

https://www.nyc.gov/site/buildings/industry/dob-now-build-resources-pa.page

Construction Documents

All construction documents submitted to the department shall contain such information and shall be in such form as shall be set forth in section 28-104.7 and the rules of the department. Construction documents shall also conform to standards as may be prescribed in the applicable sections of the construction codes.

§28-104.7.1 Scope

Construction documents shall be complete and of sufficient clarity to indicate the location and entire nature and extent of the work proposed, and shall show in detail that they conform to the provisions of this code and other applicable laws and rules; if there exist practical difficulties in the way of carrying out the strict letter of the code, laws or rules, the applicant shall set forth the nature of such difficulties.

§28-104.7.2 Forms

The applicant shall submit construction documents on or accompanied by forms provided by the department.

§28-104.7.3 Media

Construction documents shall be printed upon suitable material, or presented as electronic media documents as determined by the commissioner. Plans shall be drawn to suitable scale, resolution and file format as determined by the commissioner.

§28-104.7.4 Quantities

The applicant shall submit the number of copies of construction documents as the commissioner shall require.

§28-104.7.5 Citations to Code Sections Required

In no case shall terms such as "code compliant", "approved", "legal" or similar terms be used in the construction documents as a substitute for specific reference to a particular code section, approval or standard in order to show compliance with code requirements or other applicable laws and rules.

Contact Information:

For Online License Renewals:
NYC Department of Buildings
Attn: Licensing Unit Online Renewals
280 Broadway, 6th Fl
New York, NY 10007

For Permit Renewals:
Attention: Permit Renewal Unit
Department of Buildings
280 Broadway, 5th Fl

New York, NY 10007
Cranes and Derricks Unit:
candd@buildings.nyc.gov
(212) 566-4696

AHVinfo@buildings.nyc.gov

The Elevator Unit:
(212) 393-2144
elevatordivision@buildings.nyc.gov

After Hours Variance:

General license renewal questions: licensingdob@buildings.nyc.gov

Online payment questions to: cashreceipts@buildings.nyc.gov

Website/Helpful Links:

www.nyc.gov/buildings

After-Hours Variance Applications and Permits: http://www1.nyc.gov/site/buildings/business/after-hours-variances.page

Amusement Ride Forms: https://www1.nyc.gov/site/buildings/about/forms-amusement-ride.page

Build PA Presentation: https://www1.nyc.gov/assets/buildings/pdf/build_pa_presentation.pdf

Build PA Step by Step Guide: https://www1.nyc.gov/assets/buildings/pdf/build_pa_step_by_step_guide.pdf

Build Updates - Structural: https://www1.nyc.gov/assets/buildings/pdf/dob_now_st_update_sn.pdf

DOB NOW: Build - Contractor Training Presentation:
https://www1.nyc.gov/assets/buildings/pdf/contractor_training_presentation.pdf

DOB NOW: Build - Plans Work (PW1) Step-By-Step Filing Guide:
https://www1.nyc.gov/assets/buildings/pdf/dob_now_build_pw1_step_by_step_guide.pdf

DOB NOW: General Presentation:
https://www1.nyc.gov/assets/buildings/pdf/dob_now_general_presentation.pdf

How to Verify Fee Exempt Status:
https://www1.nyc.gov/assets/buildings/pdf/dobnow_tax_exempt_buildings_verification.pdf

Instructions on how to use Inspection Ready to submit Cranes and Derricks Certifications:
http://www1.nyc.gov/site/buildings/industry/insp-ready-resources.page

Pay renewal fees on online payment portal at: https://paydirect.link2gov.com/DOB-licenserenewal

Superseding Request Letter Template:
https://www1.nyc.gov/assets/buildings/pdf/SupersedingLetter_Form.pdf

Withdrawal Request Letter Template:
https://www1.nyc.gov/assets/buildings/pdf/WithdrawalRequest_form.pdf

Video Tutorials:

DOB NOW: Build - How to Pay: https://www.youtube.com/watch?v=YHDbxAuS8Dk

DOB NOW: Build - How to Schedule an Appointment: https://www.youtube.com/watch?v=Tk1gPtVoJ10

DOB NOW: Build - How to Upload Documents: https://www.youtube.com/watch?v=zpnoBagtVj8

DOB NOW: Build - PA: Request and Print a Place of Assembly Certificate of Operations: https://youtu.be/npv-Zuhbr9Y

DOB NOW: Build - PA: Submit a Place of Assembly Filing: https://youtu.be/nw_TdQzP8bQ

DOB NOW: Build - PA: Submit a Place of Assembly Post Approval Amendment: https://youtu.be/vdaUhiiCeqY

DOB NOW: Build - PA/TPA: Respond to Objections: https://youtu.be/B4sRhSsDiaA

DOB NOW: Build - TPA: Request and Print Temporary Place of Assembly Certificate of Operations: https://youtu.be/3AmrrB6qb3I

DOB NOW: Build - TPA: Submit a Temporary Place of Assembly Job Filing: https://youtu.be/nw_TdQzP8bQ

DEPARTMENT OF CONSUMER AND WORKER PROTECTION

The NYC Department of Consumer and Worker Protection (DCWP) is the nation's leading municipal enforcement agency charged with delivering economic justice. DCWP leverages its authority to bring New Yorkers real economic relief and protect them from predatory, deceptive, and unfair practices that violate their consumer and worker's rights. This includes pioneering cutting-edge protections, such as the City's Consumer Protection Law, Protected Time Off Law, Fair Workweek Law, and Delivery Worker Laws, including the Minimum Pay Rate for delivery workers. Through licensing more than 45,000 businesses in over 45 industries, DCWP ensures fair competition and a level playing field for responsible small businesses that are integral to New York City's vibrant communities. DCWP also provides essential services such as free tax preparations and financial counseling to ensure New Yorkers keep more of what they earn and can plan for their futures. DCWP is committed to making sure New York City is a fairer, more affordable place to live. For more information about DCWP and its work, call 311 or visit DCWP at nyc.gov/dcwp, sign up for its newsletter, or follow on its social media sites, X, Facebook, Instagram, and YouTube.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Games of Chance License	A Games of Chance license is required if an entity conducts games of chance in which prizes are awarded on the basis of a designated winning number(s), color(s), or symbol(s), determined by chance. Only organizations raising funds for the promotion of bona fide charitable, educational, scientific, health, religious, and patriotic causes can obtain a Games of Chance license. You must first register with the NYS Gaming Commission. Visit the DCWP website for additional resources including applicable rules and regulations.	Variable License Terms	Variable License and Additional Fees

**See specific terms and fees for each type of permit online listed below.*

How to Obtain a Permit/Instructions on How to Apply for Each Permit

File Online

- Review requirements and gather all materials.
- Create an account at our portal to start your online license application.

Contact Information

DCWP LICENSING CENTER
42 Broadway, Lobby

New York, NY 10004
By Appointment Only Hours:
Monday-Thursday: 8 a.m. – 4 p.m. Last appointment: 3:30 p.m.

NYC SMALL BUSINESS SUPPORT CENTER
90-27 Sutphin Blvd, 4th Floor
Jamaica, NY 11435

By Email: LicensingAppointments@dcwp.nyc.gov
By Phone: Call (212) 436-0575. (Monday - Friday, 8 a.m. - 4 p.m.)

Free Interpretation Services are available on-site. To request a disability-related accommodation, visit our Accommodations page - www.nyc.gov/site/dca/about/accommodations.page

Website/Helpful Links

DCWP Website: nyc.gov/BusinessToolbox

Games of Chance:
https://www.nyc.gov/site/dca/businesses/license-checklist-games-of-chance.page

DEPARTMENT OF ENVIRONMENTAL PROTECTION

The NYC Department of Environmental Protection (DEP) oversees the use of fire hydrants and enforces the City's Air Code throughout the five boroughs. If events require the use of fire hydrants as their water source, event producers must obtain a permit for their use from DEP. If you are using portable or emergency generators that are 40 kW or greater, you are required to register them with DEP.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Hydrant Water Use Permit	Allows events to open fire hydrants to use as a water source	At least 7 days prior to event date	$55 permit fee + $17.08 per day
Generator Registration	Registration for generators that are 40 kW or greater	Required before equipment is onsite	See chart below

Generator Permit Fees:

Fee	kW Rating (HP output)		
$110	40 kW (50 HP)	to less than	100 kW (135 HP)
$190	100 kW (135 HP)	to less than	280 kW (375 HP)
$345	280 kW (375 HP)	to less than	1,000 kW (1,340 HP)
$470	1,000 kW (1,340 HP)	to less than	2,000 kW (2,680 HP)
$595	2,000 kW (2,680 HP)	to less than	3,500 kW (4,695 HP)
$700	3,500 kW (4,695 HP)	to less than	5,000 kW (6,705 HP)
$830	5,000 kW (6,705 HP)	to less than	7,000 kW (9,385 HP)
$940	7,000 kW (9,385 HP)	to less than	10,000 kW (13,410 HP)
$1,440	10,000 kW (13,410 HP)	to less than	14,000 kW (18,775 HP)

How to Obtain Permit/Instructions on How to Apply for Each Permit:

- **Hydrant Permits:**
  - Instructions for how to apply for a Hydrant Water Use Permit and the application can be found by visiting nyc.gov/dep and searching "Forms". Completed applications can be submitted by emailing them as a PDF attachment to queenspermits@dep.nyc.gov (which services all boroughs), or by making an appointment to visit a DEP customer service office.
- **Generator Registrations:**
  - DEP has an online registration process for generators called the Clean Air Tracking System (CATS). Visit nyc.gov/dep/cats to log into your account or create a new one.

- CATS Instructions:
  - You must have a valid e-mail address (user name) and register with CATS
  - You can log-in immediately after you register
  - Select "Industrial Registrations"
  - Select "Request Type: Registration – Combustion" and click "Create"
  - Provide the required information and include the owner and contact information
  - Click "Save" and "Submit"
  - Provide payment (Credit Card payment allows DEP to review the registration without any delays)

Application Timeline/Approval Process:

- Hydrant Permits:
  - Please allow at least 7 business days for processing applications submitted by email. If you are submitting your permit in person, you must have an appointment to enter DEP customer service offices. Make sure you bring your completed application to your appointment.
- Generator Registrations:
  - Approximately 2 to 4 weeks. (If you need an expedited review, email airpermit@dep.nyc.gov with the Request ID, date of event, and credit card information for payment.)

Rules/Regulations:

- Hydrant Permits:
  - Permit fees must be paid at time of application
  - A backflow prevention device, such as a Reduced Pressure Zone Device (RPZ) or a vacuum breaker, is required
  - The New York City Code requires all permit holders who open, use, and operate hydrants to follow all rules and regulations to protect and maintain hydrants to be sure that they are always in working order and accessible. The Commissioner may revoke permits if any of the items and conditions of the permit or the law are not followed. Employees of the Department of Environmental Protection may inspect hydrants at any time. For more information regarding the use of hydrants, see Title 15 of the Rules of the City of New York Chapter 20.

- Generator Registrations
    - NYC Air Pollution Control Code §24-109 (a) (7) requires registration for any portable generator that is 40 kW or greater. Download the New York City Air Pollution Control Code.

Contact Information:

- **Hydrant Permits:**
  DEP Customer Service Offices:
  Manhattan: 55 West 125th Street - 9th Fl, 10027 (212) 643-2201
  Bronx: 1932 Arthur Ave - 6th Fl, 10457-6374, (718) 466-8481
  Brooklyn: 345 Adams St – 9th Fl, 11201-5808, (718) 923-2629
  Queens: 59-17 Junction Blvd, 9th Floor, 11373.
  Staten Island: 60 Bay St - 6th Fl, 10301-2514, (718) 876-6802

- **Generator Permits:**
  (718) 595-3855 or airpermit@dep.nyc.gov

Website/Helpful Links:

- Hydrant Application:
  https://www1.nyc.gov/assets/dep/downloads/pdf/pay-my-bills/customer-service/hydrant-water-use-permit-application.pdf

- Clean Air Tracking System (CATS) Information:
  https://www1.nyc.gov/site/dep/environment/clean-air-tracking-system.page
    - Online CATS Registration:
      nyc.gov/dep/cats

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Temporary Food Service Establishments – Bureau of Food Safety and Community Sanitation
The Department of Health and Mental Hygiene (DOHMH) regulates and permits all food service establishments in New York City. A Temporary Food Service Establishment (TFSE) permit is required to sell or serve food at a fixed location for a temporary period of time. This requirement applies to selling or serving food from vending booths, stands, kiosks, vehicles, or carts at special events. Special events include events held on Department of Parks and Recreation property, as well as events held on public or private property. Examples of special events include street fairs, flea markets, carnivals, circuses, public exhibitions, advertising campaigns, business promotions, religious or fraternal organization functions, or transitory gatherings. Food service establishments (FSEs) (e.g. restaurants) and some mobile food vending units with a valid permit issued by the DOHMH are not required to obtain a separate TFSE permit to operate at special events on a temporary basis. Mobile food vending units can only participate in events where their DOHMH permit is valid; otherwise, the operator must obtain a separate TFSE permit.

Animal Exhibit Permit – Bureau of Veterinary and Pest Control Services
DOHMH Office of Veterinary Public Health Services promotes and protects the health of New York City residents and visitors by ensuring an environment free from animal-borne diseases, hazards, and nuisances by controlling and regulating animals. Health Code §161.01(2) Persons who own, operate, manage or control any premises, businesses, or activities in which such animals will be exhibited or displayed, or persons who propose to exhibit or display such animals, including, but not limited to, in a rodeo, circus, or other performance, petting zoo, farm museum, school, or similar institution, or for a film, television, photographic, or other production or a media or non-media event, or for commercial, educational, or other purposes, must obtain a permit issued by the Commissioner.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Temporary Food Service Establishment Permit	Allows a person to sell or serve food from vending booths, stands, kiosks, vehicles, or carts at special events.	At least 1 day prior to event date; permit receipt is issued at time of application.	$70 permit fee
Food Protection Certificate	Certificate in food protection issued by DOHMH and required for all TFSEs; Offered as 15-hr classroom course or on-line course with classroom exam.	Must register for class and pass exam prior to TFSE operation at event.	$104 fee in-class training and testing; $54 fee on-line training and In-class testing
Animal Exhibit Permit	Any event or production including theater, movie, television, petting zoos where an animal will be displayed or exhibited must obtain an Animal Exhibit Permit.	Completed applications, USDA and/or DEC licenses when applicable and health Certificates of Veterinarian Inspection for each animal must	N/A

PERMIT	DESCRIPTION	DEADLINES	FEE
		be submitted at least 10 business days prior to the arrival of animal(s) into NYC and the exhibit.	

How to Obtain Permit/Instructions on How to Apply for Each Permit:

- **Permit for Food & Beverage:**
  - As the sponsor or organizer of an event where food may be served, you are the contact person for the Department of Health and Mental Hygiene (DOHMH) and a link to the food vendors participating at your event.
  - Should someone attending an event contract a food borne illness, the DOHMH must investigate the source of the illness and the event sponsor/organizer is a critical link in the Department's ability to reach out to the vendor. This action is critical in limiting the extent of an outbreak and assuring that precautions are taken in the future to prevent a recurrence.
  - The event sponsor is not required to obtain a TFSE permit unless the sponsor is also in charge of the food service operation. Sponsors operating the food service must follow the instructions in the 'Food Vendor Requirements' section below.
  - Vendors can apply for a TFSE permit in-person at the Citywide Licensing Center, 42 Broadway Lobby, New York, NY 10004; Operating hours: 8am until 4pm, Monday through Thursday. Vendors can make an appointment by calling (212) 436-0441 or by email LicensingAppointments@dcwp.nyc.gov.
  - At least 30 days prior to the event, the event sponsor/organizer must submit to the DOHMH:
    - List of participating food vendors/Temporary Food Service Establishments (TFSEs).
    - Every unit from which food is being sold requires a valid TFSE permit issued by the DOHMH.
    - An updated list of TFSE vendors must be submitted to the DOHMH Bureau of Food Safety and Community Sanitation whenever changes occur.
      - List of identifying information for each TFSE including:
        - TFSE permit number
        - TFSE permit expiration date
        - Type of food being served

- Certain events may be required to also submit a Food Operations and Data Sheet

Rules/Regulations:

- Food Protection Certificate:
  - The Department of Health and Mental Hygiene requires this certificate for supervisors in any food service establishment, including non-retail and temporary food service establishments. The certificate is awarded upon successful completion of a food protection course.
  - A person holding a Food Protection Certificate must be on premises and supervise all food preparation activities during all hours of the establishment's operation. This certification requires applicants to take a 15-hour course (in person or online) and pass an examination (in person only).
  - The NYC Health Academy's Food Protection course trains individuals in food protection practices to ensure the safety of the food served in New York City's food establishments. It is offered in English, Spanish, Chinese and Korean in a classroom setting, and English, Spanish and Chinese online.
- A copy of the FSE's permit must be kept onsite at the temporary event and available upon inspection.
- A TFSE permit is only valid when used in conjunction with an event that meets one or more of the following criteria:
  - A single event with a one-time continuous duration of 14 days or less.
  - Intermittent, recurring events that do not exceed 3 total days per week at the same location.
  - Multiple events at different locations occurring in the same week that do not occur at the same location, day, or time, and which do not exceed 3 days in a given week.
- A temporary food service establishment shall be constructed, maintained, and operated in accordance with New York City Health Code Articles 88 and 81, Subpart 14-2 of the State Sanitary Code or successor regulations, and Chapter 23 ("Food Service Establishment Sanitary Inspection Procedures") of Title 24 of the Rules of the City of New York.
- Such temporary food service establishment shall not present a danger to the health or safety of patrons or to the public health with respect to the condition of the establishment, its equipment, utensils, personnel, mode of operations, surroundings, water supply, liquid and solid waste and sewage disposal, food served, and appurtenances.
- Foods must be obtained from approved sources that comply with all laws relating to food and food labeling. The use of food prepared in any place that is not operated under the jurisdiction of an appropriate regulatory agency and that does not have a current permit or license to operate, if required, from that agency, is prohibited. The use of home-canned or home-prepared foods is prohibited.

- The service of raw shellfish (oysters, clams, or mussels) and raw fish is prohibited unless approval is given by the Department.
- The service of foods and drinks to which Cannabidiol (CBD) has been added is prohibited.
- The service of alcohol mixed with energy drinks is prohibited.
- The service/sale of energy drinks and alcoholic beverages at the same point of service/sale is prohibited.
- Vendors who intend to serve alcoholic beverages must obtain a license from the New York State Liquor Authority.
- Vendors must obtain a Food Protection Certificate, when required.

Permit to Exhibit/Display Animals:

- Review the entire Animal Exhibits Guidelines document prior to filling out the application to avoid having your application returned as incomplete and no permit issued. Different animal species have different requirements that must be met in order to be able to exhibit them in NYC.
- Submit a completed application which must provide a detailed description regarding the type of exhibit, venue for the exhibit include time and duration, what activity the animal(s) will be performing, how the animal(s) will be transported, where they will be housed and descriptive safety barriers and/or restraints that will be used to exhibit the animal(s). Diagrams and pictures should be submitted along with the application.
- Submit a valid health Certificate of Veterinary Inspection (CVI) for each animal. Animals listed must be individually identified and described on both the CVI and on the application. CVI are only valid for 30 days from date of issuance.
- Proof of active, current rabies vaccination is required for all animals for which there is an approved rabies vaccine (i.e. all horses, cattle, and sheep, etc. three months of age or older) administered at least 28 days prior to arrival in NYC. The rabies certificate must include the date of vaccination, vaccine name, manufacturer, lot and serial number, and duration of immunity.
- Submit any additional documents including USDA Exhibitor's license and Department of Environmental Conservation License to Possess and Exhibit for applicable species.
- All requests must be complete and submitted no less than 10 business days prior to the date of the animal's anticipated arrival and exhibit date.
- Animals cannot be brought into NYC without a valid Animal Exhibit permit.

- New York State Department of Agriculture approval is required for certain species originating from within NYS and originating out of NYS.

- A valid United States Department of Agriculture Exhibitor License and/or a Department of Environmental Conservation license to possess, handle and/or exhibit certain animals are required.

- Certain species will require valid proof of additional diagnostic testing and vaccinations (such as brucellosis, TB, Coggins, etc.) which should be included with the application.

- Processing a completed application may take up to 10 business days.

- Proof of Valid Certificate of Liability insurance coverage naming:
  The City of New York, and the Department of Health and Mental Hygiene
  125 Worth Street, New York, NY 10013,
  as additional insured.

Contact Information:

Food Protection Certificate**:**
NYC Department of Health and Mental Hygiene
Health Academy Riverside Health Center
160 W. 100th St (at Columbus Ave)
New York, NY 10025
For further assistance, please call 311 and ask for:
Health Academy

Veterinary Public Health Services:
(646) 364-1783
Tameka Depitte - Animal Exhibit Coordinator
and please copy: veterinaryhealth@health.nyc.gov
tdepitte@health.nyc.gov

General**:**
Temporary Food Service Establishment Inspection Program
NYC Department of Health and Mental Hygiene
Bureau of Food Safety & Community Sanitation
125 Worth St, Room 930, CN 59A
(212) 676-1600
infobfscs@health.nyc.gov

Website/Helpful Links:

Temporary Food Service Establishments:
https://www1.nyc.gov/site/doh/business/food-operators/temporary-food-service-establishments.page

Food Protection Certificate:
http://www1.nyc.gov/site/doh/business/health-academy.page

Exhibiting Exotic Animals Information:
https://www1.nyc.gov/nycbusiness/description/exhibiting-exotic-animals
Rules and Regulations can be found on website: https://www1.nyc.gov/nycbusiness/description/exhibiting-exotic-animals

DEPARTMENT OF SANITATION

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers' recycling and garbage.

Rules Governing Sanitation Related Requirements at Street Events:

- Section 14-01: Street Cleaning and the Collection and Removal of Refuse and Recyclable Materials at Street Events:
  - Purpose: In accordance with the rules adopted by the Community Affairs Unit of the Office of the Mayor (Chapter 1 of Title 50 of the Rules of the City of New York), acting through its Street Activity Permit Office (SAPO), governing the procedure for the submission and review of applications for street activity permits, enacted pursuant to Mayoral Executive Order No. 14 as issued July 31, 1990, superseding a resolution of the Board of Estimate, Cal. No. 47 as adopted July 17, 1980, these rules are established for the purposes of: (1) setting forth the responsibilities of street even sponsors or their street event areas and the collection and removal of refuse and recyclable materials generated during street events, and (2) establishing fees for cleaning and collection services provided by the department.
  - Applicability: These rules shall apply to all sponsors of street events who are required to apply for and obtain a street activity permit, and to all vendors participating in street events as specifically provided in subdivision c of this section. For the purposes of this chapter, "street event" means any street fair, block party or festival on a public street(s) where such activity may interfere with or obstruct the normal use by vehicular traffic of such street(s). For purposes of this chapter, sponsor shall include any person or entity which provides, organizes or manages a street event or any representative of such person or entity.
  - General responsibilities: The responsibilities of sponsors of street events, and vendors participating in street events, are as follows:
    - At least 3 weeks prior to the street event, every sponsor or his or her representative shall meet with the local sanitation district officer to determine the sanitation needs of the event and shall indicate whether the sponsor will organize a volunteer crew, hire a private sanitation crew, or retain the department to provide cleaning and/or collection services during and at the conclusion of the street event;
    - Where food and/or beverage services are sold or offered for sale at the street event, the sponsor or his or her representative shall place at least two receptacles alongside one another behind any barricades placed at each intersection throughout the event area. One receptacle shall be for the public to discard non-recyclable refuse and the other receptacle shall be for the public to discard designated recyclable materials. The department will provide each sponsor with a sufficient

number of public refuse receptacles as determined by the department based on availability. The sponsor or his or her representative shall ensure that such refuse receptacles are used only for the purpose of enabling the public to discard refuse. The sponsor or his or her representative shall be responsible for providing his or her own recycling receptacles. All recycling receptacles shall contain retrofitted lids and be labeled legibly in letters not less than 3 inches in height and in a color contrasting with the color of the receptacles. All recycling receptacles shall be lined with a translucent blue plastic recycling bag having a minimum capacity of 13 gallons and a maximum capacity of 55 gallons and shall display a label indicating the type of recyclable materials to be deposited therein. The sponsor or his or her representative shall regularly monitor all refuse and recycling receptacles throughout the street event area in order to prevent spillage of refuse and recyclable materials into the street and, to the extent practicable, shall remove any refuse that has been deposited into recycling containers as detected by the sponsor;

- Withstanding any other provision of law or rule, all sponsors or their representatives must arrange for the collection and recycling of certain recyclable materials generated at street events. Vendors shall sort and separate the following recyclable materials from all other refuse generated by them, and place such recyclable materials into blue plastic recycling bags having a minimum capacity of 13 gallons and a maximum capacity of 55 gallons:

  - Metal cans, glass bottles and jars, plastic bottles and jugs, lightly soiled aluminum foil and aluminum foil products, and

  - Any other material designated by the department for street events;

  - In addition to the requirement set forth above, vendors shall flatten all corrugated cardboard generated by them during the event and tie such cardboard with rope or twine in bundles not to exceed eighteen inches in height;

- Except as provided for in paragraph nine of this subdivision, sponsors or their representatives and vendors shall bag or bundle separately and securely tie all accumulated refuse and recyclable materials at the end of each night. If the sponsor or his or her representative arranges with the department to provide collection service, the sponsor or his or her representative, or vendor shall place all bagged and/or bundled refuse and recyclable materials at the pre-determined location designated by the local sanitation district officer for collection by the department. If the sponsor or his or her representative arranges with a private cleaning crew or organizes a volunteer crew to provide collection service, the sponsor or his or her representative shall be responsible for the storage, collection and disposal of all bagged and/or bundled refuse and recyclable materials;

- Sponsors or their representatives and vendors shall ensure that all vending stands are situated back against the curbside and are placed within 3 feet of unobstructed space between the vending stands, and vending stands located across from one another shall be placed not less than twelve feet apart, including any overhangs. Sponsors or their representatives and vendors shall affix skirts to the lower portion of all vending stands to prevent the accumulation of refuse under the vending stands;

- Sponsors or their representatives and vendors shall ensure that no vending stands are placed less than 10 feet from any street corner, nor shall any vending stands be placed over any curbside catch basin;

- Areas around and under the vending stands shall be cleaned at the end of each night;

- Food vendors shall not empty any cooking grease into the street or into any curbside catch basin; and

- At the conclusion of the event, sponsors or their representatives and vendors shall ensure that all vending stands are promptly dismantled and the street and sidewalk areas surrounding the vending stand are broom-swept clean and cleared of any litter or other accumulated debris.

- Contact your Borough Office for your local District phone number.

- Section 14-02: Financial Security Requirements:

  - Prior to the final approval of a street activity permit by the Street Activity Permit Office of the Mayor's Community Assistance Unit, every sponsor shall furnish either CHECK OR MONEY ORDER ONLY to the department, or shall enter into a guaranty agreement in lieu of deposit with the department by signing a form provided by the department, wherein the sponsor shall agree to clean and maintain all streets throughout the event area and arrange for the collection of refuse and recyclable materials.

  - Check or Money Order Deposit Requirement. A sponsor shall be required to furnish to the Department Check or Money Order only if:

    - The sponsor retains the department to provide cleaning and/or collection service during the event, or

    - The sponsor has not previously held a street event in the city and two of the following conditions exist:

      - The street event will last more than 1 day;

      - The event will span more than 1 block;

      - The event will offer food and/or beverages for sale, or

  - In the opinion of the department, the sponsor failed to adequately clean an area used by the sponsor for any street event held in the city during any previous year(s).

  - The sponsor shall remit to the department a cashier's check or certified check for the required deposit, as determined by the department in accordance with Section 14-03 of this chapter, payable

to the "Department of Sanitation Special Events Fund." Such deposit check shall display the name of the sponsor and the application/permit number of the event.

- The sponsor shall mail the deposit check to the Deputy Commissioner for Administration, Department of Sanitation.

- Failure to make the required deposit payment to the department within the specified time period shall result in the denial of the sponsor's application for a street permit.

  - Guaranty Agreement In Lieu of Deposit: If, in the opinion of the Department, the sponsor adequately cleaned an area in the city during any street event previously sponsored by him or her, or the sponsor does not intend to retain the department to provide cleaning and collection services, the sponsor shall sign a guaranty agreement in lieu of deposit in a form provided by the department.

  - Such agreement shall provide that the sponsor will clean and maintain the street event area in a litter- free condition during and at the close of the street event, provide for the collection and appropriate disposition of all refuse and recyclable materials, and reimburse the department for all costs associated with the cleanup of the area if, at any time during the street event or upon its conclusion, the department had to provide cleaning and collection service to the street event area as a result of the sponsor's failure to provide same.

  - Sponsors shall forward the guaranty agreement in lieu of deposit to the Special Events Office.

- Section 14-03: Costs for Department Street Cleaning and/or Collection Services:

  - Cleaning and collection services provided by the department: Where the sponsor has arranged with the department to provide both cleaning and collection services during and at the conclusion of the street event, the department shall charge the sponsor for its costs based on the number of personnel deployed and the type and amount of equipment used. All rates for sanitation workers who are assigned to the street event area shall be at a minimum of 8 hours, computed at double time salary rate, except when a street event occurs on a holiday that falls between Monday through Saturday for which such rate shall be computed at time and one-half. All rates for supervisors and/or district superintendents who are assigned to the street event area shall be at a minimum of 8 hours, computed at a time and one-half salary rate, except when a street event occurs on a Sunday for which such rate shall be computed at double time.

  - Cleaning and collection services provided by a private or volunteer sanitation crew: Where the sponsor retains a private sanitation crew or organizes a volunteer sanitation crew to provide cleaning and collection service during and at the conclusion of the street event but has failed to have the street event area cleaned and/or have all bagged and/or bundled refuse and recyclable materials removed from the street event area, the department shall charge the sponsor for costs incurred by the department to clean the street event area and collect all bagged and/or bundled refuse and recyclable materials. All rates for sanitation workers who are assigned to the street event area shall be at a minimum of 8 hours, computed at double time salary rate, except when a street event occurs on a holiday that falls between Monday through Saturday for which such rate shall be computed at

time and one-half. All rates for supervisors and/or district superintendents who are assigned to the street event area shall be at a minimum of 8 hours, computed at a time and one-half salary rate, except when a street event occurs on a Sunday for which such rate shall be computed at double time.

- Cleaning service provided by a private or volunteer sanitation crew and collection service provided by department: Where the sponsor retains a private sanitation crew or organizes a volunteer sanitation crew to provide street cleaning service but retains the department to provide collection service during and at the conclusion of the event, the department will:

  - Charge the sponsor on a per bag basis for the collection of bagged and/or bundled refuse and recyclable materials if there are department personnel assigned to regular tasks within the immediate area of the street event and department personnel are able to complete their regular tasks within the same working shift;

  - Charge the sponsor for the collection of bagged and/or bundled refuse and recyclable materials based on the number of hours required to provide collection service at a salary rate of double time in accordance with the number of personnel deployed to the area, together with costs for the type and amount of equipment used by the department, is:

    - There are no department personnel assigned to regular tasks within the immediate area of the street event; or

    - Department personnel who are diverted to the area to collect all bagged and/or bundled refuse and recyclable materials are prevented from completing their regularly assigned tasks within the same working shift.

  - For purpose of this subdivision, "regular task" means a task including, but not limited to, a regular collection route within the immediate area, basket collection, motorized litter patrol, or mechanical broom sweeping.

- Notwithstanding the provisions of subdivisions (a), (b), and (c) of this section, the sponsor may deliver its bagged recyclable materials to a designated department location or facility, or arrange to have all bagged and/or bundled recyclable materials removed by a private recycler or licensed private carter, provided that the sponsor notifies the Chief of Cleaning Operations of the Street Events Office, not less than 1 week in advance of the street event, that the sponsor will provide for the removal of all bagged and/or bundled recyclable materials generated during the street event.

- Section 14-04: Inspection of the Street Event Area:

  - At least 1 week prior to the street event, the sponsor or his or her representative and the local sanitation district officer shall designate a pre-determined time to inspect the streets at the end of each night of the street event to determine whether the streets are clean and whether all refuse and recyclable materials have been separately bagged and securely tied or bundled. Following each nightly inspection, the department will furnish to the sponsor or the sponsor's representative a form that states the condition of the area, as determined by the department official, which shall be final and binding. If at any time during the street event or upon the conclusion of such event the sponsor

or a representative is unavailable to inspect the area with the department official, the determination made by the department official nonetheless shall be final and binding.

- Section 14-05: Reimbursement by Sponsor for Cleaning and/or Collection Services provided by the Department:

  - If during and at the conclusion of the street event the local sanitation district officer determines that the sponsor has cleaned the street event area in an acceptable manner and has removed all bagged and/or bundled refuse and recyclable materials from such area, the department shall return to the sponsor his or her full deposit no later than 8 weeks following the conclusion of the street event.

  - If at any time during or at the conclusion of the street event the department provided cleaning and/or collection service to the street event area because the sponsor failed to perform same, or if the sponsor had retained the department to provide cleaning and collection services during and at the costs of its services from the sponsor's deposit and will return any outstanding balance to the sponsor. In the event the department's total costs exceed the deposit payment, the sponsor shall remit the balance due within 7 days of billing by the department. The department shall promptly report to the Street Activity Permit Office the name of any sponsor, and his or her organization, who has failed to reimburse the department. Failure to reimburse the department will result in the denial by the department of any application for a street permit in the future.

- Section 14-06: Notice of Cancellation: Return of Deposit:

  - A sponsor who has arranged with the department to provide cleaning and/or collection services at the street event and who must cancel a request for such services must notify the department's Cleaning Operations Office by 12 PM, Monday through Friday, at least 72 hours in advance of any such cancellation. If the day by which the department must receive advance notice of cancellations falls on a Saturday, Sunday or holiday, sponsors must notify the Cleaning Operations Office by 12 PM on the last business day preceding the Saturday, Sunday or holiday.

  - Failure to make a timely request for cancellation shall result in a forfeiture of deposit monies held by the department, less an amount equal to unused equipment costs as determined by the department. In the event a street event is cancelled due to inclement weather or any other beyond a sponsor's control less than 72 hours before the event was scheduled to begin, the department shall be entitled to retain the sponsor's deposit less an amount equal to unused equipment costs as determined by the department.

- Section 14-07: Enforcement:

  - In addition to or as an alternative to penalties prescribed in any other provision of law or rule, any person who violates any of the provisions of subdivision C of section 14-01 of this city chapter shall be liable for a civil penalty of not less than fifty dollars or more than one hundred dollars.

  - The civil penalties prescribed in paragraph one of this subdivision shall be recoverable in a civil action brought in the name of the Commissioner or in a proceeding returnable before the Environmental Control Board.

Department of Sanitation - Special Events:

General Guidelines:

- All street activities are categorized by Cleaning Operation's Special Events staff as either Special Events or non-Events.
  - Special Events require a thorough research and review of the prior year's event history and activity, evaluating the work plan, copying and distributing street applications, processing internal reports, data entry or permit applications, contacting event sponsors, distributing correspondence, generating billing reports, collecting fees from sponsors, and reconciling of events are some of the associated work procedures. To be classified as a Special Event, street activities must meet two or more of the following conditions:
    - More than 500 attendees per day are expected to attend the event;
    - The event will last more than 1 day;
    - The event will span more than 1 block;
    - The event will offer food and/or beverages for sale;
  - Special Events include:
    - Parades, demonstrations, rallies, memorials. Parade permits with over 1,000 participants are handled and referred to DSNY by the NYPD Chief of the Department. Parades with fewer than 1,000 participants are handled by the local precinct command and referred to DSNY.
      - Parades, public events, demonstrations, rallies, and memorials are non-billable events. Although cost reports are generated for these revenue-generating events, the City of New York assumes all associated personnel and equipment costs. With regard to movie and television productions, the Cleaning Office defers the Office of Public Information and Community Affairs in determining billable expenses.
    - Public Events (SAPO issues permits).
    - Street Festivals (SAPO issues permits) – major street fairs and other public street events schedule for all five boroughs.
    - Movie and Television Production Film Shooting (Mayor's Office of Media and Entertainment).
  - In contrast, non-events are street activities which do not have any qualifying conditions as stated above and require no further action on the part of DSNY. These permits are copied and distributed to field locations for notification, follow-up, and event notification.

- Non-Events Include:
  - Block Parties (SAPO issues permits) - Although block parties must obtain a street activity permit, they are not listed on this site. Most are local neighborhood affairs.
  - Religious Ceremonies, Passover Trailers (SAPO issues permits) - Most are local neighborhood affairs.
  - Mobile Units/Health Fairs (SAPO issues permits) - Most are local neighborhood affairs.
  - Farmer's Markets
  - Sidewalk Sales

- When receiving permits and applications for street activities, the DSNY's Cleaning Office Special Events staff processes and classifies events into 2 categories:
  - Parades (non-billable events):
    - Parade permits are sent from the NYPD Investigation Review Section (IRS) (depending on the size, local precincts usually handle permits under 1,000 attendees and IRS handles permits with over 1,000 attendees).
  - Special Events/Non-Special Events (billable events):
    - These applications are forwarded from The Mayor's Street Activity Permit Office (SAPO).
    - All SAPO applications are reviewed and classified by Sanitation Special Events staff as either "Special Event" or "Non-Special Event" according to the Department of Sanitation's Guidelines for street fairs and festivals.
    - Special Events and Non-Special Events are processed in chronological order of activity to ensure timely processing of paperwork.
    - If a street activity is determined to be a Special Event, the permit is stamped accordingly with "Special Event", "1201 Required", "1202 Required" and forwarded through channels to field personnel for sponsor contact to discuss event needs, cleanup and recycling requirements, and personnel and equipment staffing of event.

- Cleaning Office Special Events staff will handle all paperwork and correspondence related to financial security deposit requirements, billing reports, and fee collection and will forward such to the sponsor as listed on the event application. (The financial security deposit requirement is computed using the number of personnel and equipment required to clean the event as stated on the DS 1201 submitted by field supervisors or based on the previous year's cost if the event was held in the past).

- If a street activity is determined a Non-Special Event, the permit is stamped accordingly with "District to Monitor or Borough to Monitor" and forwarded through channels to the appropriate borough to inform them of this district level activity for event observation. Some Non-Special Events may require removal of bags which would incur a fee.

Security Deposits Required of all Event Sponsors:

- Bonding Sponsors and W9 Form:
  - There are two types of bond letters: Bond Letter (Financial Security Requirement) and a Letter of Intent Bond Letter.
- Bond Letter:
  - Once DSNY and sponsor determine equipment and personnel needs, an estimated cost is determined by the DSNY Special Events staff.
  - Prices, dates, permit #, and sponsor's name with the name of the event are entered into the bond letter and emailed or faxed to the Applicant and/or event producer.
  - This is an estimated cost and must be paid by the sponsor prior to the event.
- Letter of Intent Bond Letter (L of I):
  - If the DSNY DS/1201 form comes back negative for personnel and equipment, an L of I Bond Letter will be prepared by the Special Events staff.
  - Although no personnel or equipment is needed, the Bag Disposal Fee still needs to be accounted for.
  - The L of I covers the estimated Bag Disposal Fee that the sponsor must pay as a deposit prior to the event.
  - The sponsor will send the deposit necessary and also sign the bottom of the L of I.
  - This agreement states that if DSNY needs to send in personnel/equipment to clean the event; the sponsor is liable for any and all DSNY cleaning costs. If this should occur, once all paperwork is sent to the Cleaning Office Special Events staff, an "Outstanding Balance" Letter will be prepared and sent to the event sponsor.
- City Of New York Substitute W 9 Form:
  - The Substitute W 9 form is a tax form needed by every sponsor. The City of New York uses the Substitute W 9 to obtain certification of your Taxpayer Identification Number (TIN).

- This form is necessary to return any funds that are refundable. The regular IRS W 9 form is not accepted.

- For example: Sponsor paid $551.98 for MB and $400 for Bag Disposal Deposit. The event was cleaned by the MB but only had 150 Bags. This sponsor should receive a refund of $250. Without the Substitute W9 Form, this process cannot be completed.

Recycling at Your Event:

- 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.

How to Recycle:

- Contact the Department of Sanitation:

  - At least 3 weeks prior to the street event, street event sponsors must contact the Department of Sanitation's local District Superintendent (or designated officer) within the Community Board where the street event will take place to discuss when and where to place refuse and recyclable materials for collection, as well as street cleaning procedures.

  - Find information for your local District Superintendent by contacting the DSNY Office of Special Events.

- Recycling Collection Options:

  - Street event sponsors have several recycling collection options:

    - Ask the District Superintendent to have the Sanitation Department pick up recyclables each night of the event (Sponsors will be charged for this service if the Department incurs additional personnel and/or equipment costs.)

    - OR: Set recyclables out for Sanitation Department collection on the neighborhood's regular Recycling Day (Sponsors may have to store recyclables off the street until collection.) Place recyclables at the designated location(s) the night before the Recycling Day. To find out the Recycling Day use the collection schedule featured on DSNY's website.

    - OR: Bring recyclables to a local Sanitation Department facility; this requires prior approval from the District Superintendent.

    - OR: Hire a licensed private carter or private recycler to pick up and recycle the materials. The District Superintendent must approve collection time and location.

Set Up Recycling at Your Event:

- Prior to the Street Event:
  - Label containers and lids for recycling.
  - Line all recycling containers with clear bags.
  - Place recycling containers next to each litter basket and waste container.
  - Review recycling requirements with exhibitors and vendors.
  - Distribute clear bags and twine to exhibitors and vendor.
- During the Street Event:
  - Remind exhibitors and vendors what to recycle and where to place full bags.
  - Regularly monitor recycling receptacles throughout the event area in order to prevent overflow and contamination of recycling containers.
  - Remove items not acceptable for recycling, when possible.
  - Replace clear bags before they are full; tie closed and bring to designated collection locations.
  - Clean up litter near container.
- At the Close of the Street Event:
  - Remind exhibitors and vendors where to place bags of recyclables for collection.
  - OR pick up these materials from vendors and exhibitors and bring to designated collection locations.
  - Remove clear bags from public recycling containers; tie closed and bring to designated collection locations.
  - Remove recycling and litter containers from the street.
- Recycling Bins and Signage:
  - The Department of Sanitation does not provide recycling or garbage bins or bags. Any container can be used for recycling so long as it is properly labeled. See where to buy recycling bins on DSNY's website; some vendors have containers that are particularly suited for outdoor use.
  - Clearly label recycling containers and lids to indicate what to recycle. Label containers on both sides and the lid with decals, or with paint or permanent marker in letters at least 4" high.

- Recycling:
  - Mixed paper (green decal)
  - Bottles, cans and foil (blue decal)
- If DSNY is collecting your recyclables, you may order free recycling decals using the literature/decal request form on DSNY's website. To order bulk quantities (more than 50), use the bulk quantity form on DSNY's website.
- Otherwise, ask about decals and signage while procuring recycling bins; find out if your carter provides decals and signs; or create your own signage.

Violations:

- Both sponsors and vendors can receive Notices of Violation for failure to source-separate recyclables and failure to provide labeled recycling containers. The following infractions could result in a Notice of Violation issued to sponsors and vendors of street events:
  - Failure to source-separate designated recyclables at events where food/beverages are sold.
  - Failure to source-separate designated recyclables at non-food/beverage events.
  - No recycling containers or containers not labeled at events.
- Non-compliance with recycling regulations is punishable by fines starting at $25 and increasing to $500 for repeated violations.

Contact Information:

NYC Department of Sanitation
Office of Special Events
125 Worth St, Room 806,
New York, NY 10013
(646) 885-4864 or (646) 885-5013

Deposit Checks for Sanitation Services Mail to:
Deputy Commissioner for Administration
Department of Sanitation
125 Worth St – Room 702
New York, NY 10013
Guarantee Agreement in lieu of services mail to:
Special Events Office
Department of Sanitation
125 Worth St – Room 806
New York, NY 10013

Borough Office	Telephone Numbers
Manhattan	(212) 360-3520
Bronx	(347) 565-2035
Brooklyn North	(718) 571-6401/6402
Brooklyn South	(718) 714-2704
Queens West	(718) 334-9183
Queens East	(718) 321-6400
Staten Island	(718) 370-5400

Website/Helpful Links:

http://www1.nyc.gov/site/dsny/index.page

Recycling Collection Schedule:
http://www.nyc.gov/html/dsny/html/collection/schedule.shtml, or call 311

Where to buy recycling bins:
http://www.nyc.gov/html/nycwasteless/html/recycling/recyclers_vendors.shtml#bins

If DSNY is collecting your recyclables, you may order free recycling decals:
http://www.nyc.gov/html/dsny/html/contact/requests_decal.shtml

Bulk recycling decals form:
http://www.nyc.gov/html/nycwasteless/downloads/pdf/Apt-bulk-order-form-s.pdf

DEPARTMENT OF SMALL BUSINESS SERVICES

The Department of Small Business Services (SBS) has jurisdiction over maritime and non-maritime construction for all City-owned waterfront properties. For privately owned properties, the New York City Department of Buildings (DOB) has jurisdiction over the buildings and SBS over the marine and maritime structures such as piers, docks, bulkheads, and seawalls.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Temporary Place of Assembly (TPA)	A TPA is required for an event lasting less than 30 days where 75 or more members of the public gather indoors, or 200 or more gather outdoors, for religious, recreational, educational, political, or social purposes, or to consume food or drink.	Ten business days before the date when TPA is required.	$250 An additional $100 will be added for each day the application is late
Work Permit (WP)	For erecting, building, or installing any temporary structure related to TPAs, a Registered Design Professional (RDP) must file an Alteration Type-2 work type. A DOB-registered contractor must file a complete WP application.	20 business days before WP is required.	Fees Apply as per Cost Affidavit (PW3)
After Hours Variance (AHV)	Required for construction activity before 7:00 am, after 6:00 pm, or on the weekend or holiday.	Five business days before the first intended workday.	The initial Filing Fee depends on the number of days as per the DOB schedule. $80 daily fee for each day of after-hours work plus.

SBS issues Temporary Place of Assembly (TPA) Permits, and Work Permits (WP)for associated Temporary Structures, for City-owned waterfront properties. TPAs, Application Reviews, and After-Hours Variance (AHV) are subject to applicable fees.

- Temporary Place of Assembly:
  - Application for a TPA must be filed at least ten business days before the TPA is required. Applicants must request an upload appointment through wpu@sbs.nyc.gov.
  - All forms and documents must be filled electronically upon receiving an upload appointment.

- Applicants must start by completing the Intake Checklist. Required documentation is identified on the Intake Checklist.

- Each new application is then assigned a unique SBS application number.

- If any construction is involved for Temporary Structures, applicants must file 20 business days in advance of when the WP is required for review, and adequate time for applicants to respond to resolve objections, if any.

- Compliance with accessibility requirements may be subject to review by the Mayor's Office of People with Disabilities (MOPD). The Fire Department City of New York (FDNY) would be notified by SBS at least five business days in advance of the event and must approve the application prior to SBS's issuance of the TPA.

- Applications also require an authorization letter from the owner, an application letter, which shall describe the premise and activity in which the event will occur and include one set of PDF drawings to be submitted electronically upon requesting an upload appointment through the WPU website, that is signed and sealed by the RDP. The application fee payable to Small Business Services shall be paid by check only.

- The sponsor of the event is responsible for making sure that the food vendors apply and obtain a TFSE permit. Moreso, to notify DOHMH, Bureau of Food Safety & Community Sanitation about the event at least 30 days prior to the event. A note must be added in the applicant request letter that the DOH has been notified. Please check below to follow the DOH health code:

  1. TFSE sponsorship guidelines.
  2. TFSE Food vendor's information datasheet (to be completed and returned to Isaac Popoola - at ipopoola@health.nyc.gov for official review prior to the event)
  3. Online weblink for TFSE permit application. https://www1.nyc.gov/nycbusiness/description/temporary-food-service-establishment-permit. https://www1.nyc.gov/site/doh/business/food-operators/temporary-food-service-establishments.page.

- Work Permit for Temporary Structures associated with the TPA:

  - Applicants must request an upload appointment through wpu@sbs.nyc.gov.

  - Applicants must start by completing the SBS Intake Checklist.

  - Required documentation is identified on the checklist, and additional information may be required under Plan/Work Application (PW1), Required Items for Professional Certification (PC1), and Technical Report Statement of Responsibility (TR1) forms.

- New applications would consist of an executed PW1, one set of PDF drawings, an application fee, and other required information and forms for review by SBS.

- Each new application is then assigned a unique SBS application number.

- After review by the Waterfront Permits Unit, objections, if any, are returned to the Applicant to be resolved. Applicants must schedule an online appointment to resolve the objections.

- Once an application has received final acceptance from SBS, contractors may apply for a Work Permit by submitting Work Permit Application (PW2) and TR1 forms as well as current ACORD Insurance Certificates.

- Any required Special Inspection Agencies must be identified on TR1 forms prior to filing for a WP.

- After Hours Work Permit Application (PW5) form is used to apply for an AHV. The assigned SBS application number must be noted on all submissions.

- To file for an SBS 'Notice of Completion' (equivalent to DOB's Letter of Completion), applicants must submit a completed Certification of Completed Inspections (WFU5), a completed TR1, and all applicable special inspection reports.

  - Applicants are advised to schedule a virtual meeting to review completion requirements by contacting the Waterfront Permits Unit.

How to Obtain Permit/Instructions on How to Apply for Each Permit:

- Visit the Waterfront Permits Section on the SBS Website.
- Fill out the Intake Checklist available online.
- Prepare all Documents: Drawing Standards - Follow DOB Drawing and Graphic Standards. https://www.nyc.gov/assets/buildings/pdf/code_notes_temp_place-of-assembly.pdf
  - Submit one set of sealed and signed, to-scale legible drawings, max. size 24"x36". All submissions must be through Box.com upon requesting an upload appointment.

  - Provide Space for SBS 'Received' and 'Accepted' Stamps of minimum 3"x3".

  - Attach the Certificate of Completion (COC), or a Certificate of Occupancy (CO), along with the BIN number for the venue if available.

- Make Fees payable by check to SBS per Fee Schedule (Category III).
- Request an upload appointment with the Waterfront Permits Unit by sending an email to wpu@sbs.nyc.gov.

  - All applications and required documentation must be filed with SBS electronically, as per the scheduled appointment by sending a request email to wpu@sbs.nyc.gov.

Contact Information:

NYC Department of Small Business Services
Waterfront Permits Unit
1 Liberty Plaza, 11th Fl.
New York, NY 10006
wpu@sbs.nyc.gov

Links:

Waterfront Permits Unit: Waterfront Permits - SBS (nyc.gov)

Intake Checklist: Intake Checklist Jan 22 2020 - DRAFT (nyc.gov)

Fee Schedule: chapter4_fees.pdf (nyc.gov)

AHV: AHVs Renewal Guidelines & Fees - Buildings (nyc.gov)

DEPARTMENT OF TRANSPORTATION

The New York City Department of Transportation's (DOT) mission is to provide for the safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents. NYC DOT's staff manages 6,000 miles of streets and highways, over 12,000 miles of sidewalk, and 794 bridges and tunnels; installs and maintains over one million street signs, 12,700 signalized intersections, over 315,000 street lights, and 69 million linear feet of markings. NYC DOT designs bicycle facilities, bus lanes, and public plazas. NYC DOT operates the Staten Island Ferry, which serves over 22 million people annually and oversees ferry operations on City-owned piers. NYC DOT's staff issue parking permits to people with disabilities, not-for-profit agencies, and governmental entities, commercial vehicle permits for trucks; and issues construction permits for work in City streets. The NYC DOT Office of Special Events is responsible for the coordination of all public events in New York City for the Department of Transportation. Our mission through long and short-term planning, development, and analysis is to mitigate the impact of these events on the City's infrastructure, public space, facilities, and mobility while working to present New York City as a viable venue for this major industry. Through strategic communication, our goal is to ensure the safety and integrity of all streets, arterials, and public access ways while maintaining the efficient flow of goods and services for all that work and reside here. The office maintains that all applicable rules, regulations, and laws are adhered to, that public safety is given the highest priority, and that the rights of the public are protected. It is the further mission of this office to distinguish New York City as an economically robust, environmentally friendly, prominent venue for world-renowned events such as the Macy's Thanksgiving Day Parade, the NYC Marathon, and the Times Square New Year's Eve Celebration.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Horse-Drawn Carriage Variance	A variance is a permit required for horse drawn carriages to operate outside of restrictions mandated by local law(s) at the discretion of the Department of Transportation. Such permits are issued to those vendors licensed to operate horse drawn carriages within the City of New York for the filming of a movie, television show, or commercial, or for a wedding, parade, or other special event.	HDC Variance: 5 business days prior	No fee
Banner Permit	A Banner Permit is required to install, affix, or attach a vertical banner on lampposts within the jurisdiction of the NYC DOT to promote a public event or cultural exhibit/event.	Banner Permit: 45 calendar days prior	No fee

PERMIT	DESCRIPTION	DEADLINES	FEE
Over-Dimensional Vehicle Permit	needed to travel to a destination within the City and another is needed to travel back out).	ODV permit: 5 business days prior	$35 permit fee
Construction Permits - Cranes, Commercial Refuse Containers	Applicants seeking to use cranes or commercial refuse containers on NYC streets in conjunction with special events or film must display the relevant permit issued through NYC DOT at the work site.	Container permit: same day Crane permit: 3-4 weeks in advance	No fee if the container is related to a SAPO permitted event and placed within the event boundaries.
Bike Share Station Removal or Deactivation Request	Applicants wishing to have New York City Bike Share (Citi Bike) stations removed must submit information to specialevents@dot.nyc.gov After receiving NYC DOT approval for the request, the Applicant will contact New York City Bike Share to arrange the logistics of the station deactivation or removal. NYC Bike Share will perform deactivation or removal work.	Small request: 14 business days in advance Larger request: longer lead time	The cost of removal, reinstallation, and labor will be the responsibility of the Applicant.
Ferry Film/Photograph Permit	Permit for filming or photographing in the terminals or on the vessels (not available during rush hours –Monday through Friday, 6:00 AM to 9:30 AM and 3:30 PM to 7:00 PM).	3-5 business days in advance	$100 per hour
Ferry Literature Distribution Permit	Permit for distributing literature in Whitehall or St George Terminals.	3-5 business days in advance	None
Ferry Special Performance Permit	Permit for special events or performances in St George or Whitehall Terminals.	5 business days in advance	None

Rules/Regulations:

Overall Considerations:

- "Applicant" will refer below to the party making the request of NYC DOT.
- Applicant for the following approvals must provide proof of insurance to NYC DOT Special Events, and that insurance must cover the City of New York at no less than $1,000,000 in general liability insurance coverage.

- Applicant for the following approvals must indemnify and hold harmless the City of New York by completing and submitting an "Indemnification & Hold Harmless Agreement" to NYC DOT Special Events.

- Applicant will provide NYC DOT Special Events, or the division handling the request, a permit from a primary permitting agency such as SAPO, MOME, or NYPD as needed.

- At the discretion of NYC DOT, requests involving infrastructure and/or property may be suspended on the discovery of any defect that renders the same infrastructure or property unsafe.

- All authorizations or approvals issued by NYC DOT for events may be suspended or revoked at the discretion of the Commissioner of NYC DOT, or the Commissioner's representative. This may be done with or without notice, for reasons including, but not limited to, conditions impacting public safety, security, and access.

Use of NYC DOT Facilities:

- **Bridges:**
  - Applicants wishing to utilize New York City bridges under NYC DOT jurisdiction must submit a written request to the Division of Bridges at pkahn@dot.nyc.gov.
  - Requests made for use of NYC DOT Bridges are subject to increased scrutiny by both the Division of Bridges and the NYPD.
  - NYC DOT will deny all requests that raise any concern of safety, security or create an impediment to vehicular, pedestrian, or bicycle traffic, or will interfere with scheduled bridge repair work.
  - The request must include:
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,
    - Film or Event Name and full description of the event and what will take place on the bridge,
    - Film/Event Date and Complete Timeline,
    - Setup (Prep) and Breakdown (Wrap) Dates and Timelines,
    - Number of personnel to be on site, including talent, crew, and/or public,
    - Numbers and Dimensions of all vehicles and all equipment that may be utilized for the event, including their use,

- Detailed proposed site plan for use of the bridge, subject to revisions pending site visits.

- Timeline:
  - Requests require 1-2 weeks' notice and may require a site visit in advance of completed application.
- Fees:
  - All costs, including costs incurred by NYC DOT in preparing for, executing, and breaking down the event, are the responsibility of the Applicant.

- **Ferries/Terminals:**

NYC Department of Transportation – Ferry Division issues permits for filming or photographing in the terminal areas and on the vessels controlled by the Staten Island Ferry. Ferry Division issues permits for distributing literature in the terminal areas of the Staten Island Ferry.

- Film/Photograph Permit:
  - The DOT Website: https://www1.nyc.gov/html/dot/html/ferrybus/sif-advertise-permits.shtml, includes a link for Staten Island Ferry Filming/Photography Permit.
  - Review the rules and requirements,
  - Fill out the online form sections: Customer Information and Permit Information (be sure to select the date, time, and location for the event).
  - Attach appropriate documentation: Signed and notarized release form, and a certificate of insurance naming NYC Department of Transportation as a certificate holder,
  - Submit the permit application,
  - Send payment of $100/hour in the form of a certified check or money order made payable to NYC Department of Transportation to the attention of Film Permits, 1 Ferry Terminal Drive, SI, NY 10301. (Online payment availability is coming soon!)
- Literature Distribution Permit:
  - The DOT Website: https://www1.nyc.gov/html/dot/html/ferrybus/sif-advertise-permits.shtml, includes a link for Staten Island Ferry Literature Distribution Permit.
  - Review the rules and requirements,
  - Fill out the online form sections: Customer Information and Permit Information (be sure to select the date, time, and location for the event.) You can select up to 5 occurrences on one permit.

- Attach appropriate documentation: Signed and notarized release form, and a photograph or copy of the literature that will be distributed.
- Submit the permit application.

- Rules:
  - Film/Photograph Permit:
    - Access is limited to the public areas of the boats and terminals unless otherwise approved by the Chief Operating Officer of the Staten Island Ferry. No access will be granted to restricted areas.
    - The total crew and cast are not to exceed 12 persons.
    - No electrical power hook-ups are allowed.
    - Only portable (hand-held) equipment is permitted. Tripods are not permitted.
    - There shall be no interference with passenger flow throughout the ferry terminals or boats.
    - There shall be no blocking of turnstile areas, escalators, doors, or gateways to the ferry slips.
    - The ferry route will not be altered for filming purposes.
    - No posters, banners, or flyers shall be affixed to any surfaces in the terminals or on the ferryboats. No tables, structures, or easels will be allowed.
    - Accommodations for the storage of Applicant's materials and/or equipment will not be provided.
    - Full cooperation must be given to crewmembers and terminal staff.
    - The permit must be carried at all times and be shown upon request.
    - The DOT reserves the right to revoke this permit at the sole discretion of the Chief Operating Officer for the Staten Island Ferry.
    - Applicants for a permit for filming must first have been issued a permit from the Mayor's Office of Media and Entertainment.
    - Filming/Photography may be prohibited if any of the above conditions are not met.

- Permit applications will be granted only for the specific location, date, and time applied for (there are no alternate dates or "rain dates").
- Permit fees are non-refundable, and all payments are final.

▪ Literature Distribution Permit:

- No permits will be issued for literature distribution on a ferryboat. Permits are limited to the terminals only. Each permit application is limited to no more than five dates.
- There shall be no interference with passenger flow throughout the ferry terminal.
- There shall be no blocking of turnstile areas, escalators, doors, or gateways to the ferry slips.
- No entrance will be granted to restricted areas, including the side corridors.
- No posters, banners, or flyers shall be affixed to any surfaces in the terminals.
- No tables, structures, or easels will be allowed.
- No more than 3 people will be allowed to distribute literature under the same permit.
- Accommodations for the storage of Applicant's materials and/or equipment will not be provided.
- Full cooperation must be given to the terminal and ferry staff.
- The permit must be carried at all times and be shown upon request.
- No more than two literature permits will be issued at the same time in each terminal unless otherwise approved by the Chief Operating Officer of the Staten Island Ferry.
- The solicitation of contributions and the distribution of food, clothing, packages, or other non-printed items are prohibited, unless otherwise approved by the Chief Operating Officer of the Staten Island Ferry.
- The Department of Transportation reserves the right to revoke this permit at the sole discretion of the Chief Operating Officer for the Staten Island Ferry.
- Distribution may be prohibited if any of the above conditions are not met.

- **NYC DOT Facilities and Municipal Parking Lots:**
  - Applicants wishing to utilize any other NYC DOT property must submit a written request to Special Events via email: SpecialEvents@dot.nyc.gov.

- The request must include:
  - Applicant Name, Address, and Contact Information,
  - Applicant Organization's Address and Contact Information,
  - Film or Event Name and Description of Event,
  - Film or Event Date and Timeline,
  - Setup/Prep and Breakdown/Wrap Dates and Timelines,
  - Number of personnel to be on site, including talent, crew, and/or public,
  - Numbers and dimensions of vehicles and equipment that may be utilized for the event, including their use,
  - Description of Scene,
  - Schematic/map of where you request to film within the garage or lot.
- Timeline:
  - Requests require at least a 2 week notice and may require a site visit in advance of completed application.
- Fees:
  - All costs, including costs incurred by NYC DOT in preparing for, executing, and breaking down the event are the responsibility of the Applicant.

- **Bicycle Lanes:**
  - Applicants whose street activity will have any impact to a bicycle lane must submit the following information to the NYC DOT Bike Unit: hlord@dot.nyc.gov and Cc: SpecialEvents@dot.nyc.gov.
  - This activity consists of an event or production closing or using a bike lane for extended period of time during set-up and breakdown for an event or for the duration of a movie shoot, such as but not limited to use of the curb lane for production trailers, partial blockage by staircase from a trailer, etc.
  - The request must include:
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,

- Event Name and Description of Event,
- Event Date and Timeline,
- Setup/Prep and Breakdown/Wrap Dates and Timelines,
- Number of personnel to be on site, including talent, crew, and/or public,
- Numbers and dimensions of vehicles and equipment that may be utilized for the event, including their use.
- Recently taken photos of the reference area.
- Overhead map showing the plan for the layout of advisory and/or detour signage, safety devices, equipment, and personnel.

- Producers closing a bicycle lane are responsible for preparing the special event site safety plan for cycling as follows:
  - Create an existing condition map to show the location of the bike lane that is being impacted. Where a detour route is necessary, an existing conditions map is not required.
  - Create an overhead map showing the plan to address the impact to the bike lane. The plan should include the design of the temporary bikeway or detour route around the special event activity area; the type and location of signage; layout and type of traffic safety devices to be utilized; dimensions of the temporary bikeway design and advanced advisory sign placement, where applicable; as well as the location and type of equipment and personnel required, if necessary.
- Once NYC DOT Bike Unit reviews and supports the special event site safety plan for cycling, the producer will implement it as follows:
  - Install the vertical traffic safety devices to either close the bike lane or to create the temporary bikeway to re-route cyclists around the special event activity area. Vertical traffic safety devices, include cones attached by traffic bars, barrels, or French barricades to delineate the temporary bikeway or where necessary a shared path to be include pedestrians.
  - Install advisory signage. Signage must be placed:
    - At the point(s) of closure.
    - Approaching the point of closure, generally 50 feet before the closure, except when an intersection is within that distance. The sign would then be placed at the other side of the intersection.

- Where a detour route is required, detour signage will be placed and/or installed at designated locations according to the special event site safety plan for cycling.

- Where special circumstances require additional advisory signage to address particular conditions, such as including pedestrians in the special event site safety plan for cycling, the producer will install those signs according to the plan.

- Placement of variable message sign (VMS) or arrow boards to provide additional information to the public. The message in the VMS should be reviewed by NYC DOT.

  - General notes:

    - If utilizing signage not produced by NYC DOT. NYC DOT Bike Unit must sign off on the design of the sign before use, digital copies, sketches, or photos are required.

    - Signs may either be purchased through NYC DOT's Sign Sales or acquired independently.

Use or Temporary Control of Street Infrastructure or Furniture:

- **Signage & Poles:**

  - Applicants wishing to have NYC DOT signage and/or poles (drive rails) removed must submit the following information to Special Events via email: SpecialEvents@dot.nyc.gov

    - Applicant Name, Address, and Contact Information,

    - Applicant Organization's Address and Contact Information,

    - Film or Event Name,

    - Event Date and Timeline,

    - Setup/Prep and Breakdown/Wrap Dates and Timelines,

    - A site map or plan with each sign/pole identified,

    - Recently taken photos of each sign requested removed, one close-up detailing the sign itself, and the second showing the entirety of the sign and pole from the ground to the top,

    - The address the sign/pole is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St).

  - Timeline:

        - Requests require at least a 3 business day notice; larger requests require longer lead times.

    - Fees:

        - NYC DOT will perform the removal and reinstallation work and the cost will be the responsibility of the Applicant.

    - Rules:

        - Stop Signs, Do Not Enter Signs, One-Way signs, and other signs where removal may present a safety issue require additional evaluation in order to be considered for removal. In select cases, temporary signage may be provided at these locations.

        - Bus Stop Signs are the responsibility of the Metropolitan Transit Authority.

        - NYPD is the agency which enforces and/or tickets vehicles or persons for non-compliance with parking rule signage. NYC DOT does not enforce or hear appeals for violations of this type.

- **Cover Signs Request:**

    - Applicants wishing to cover NYC DOT signage with any material or alternate sign must submit the following information to Special Events via email: SpecialEvents@dot.nyc.gov

        - Applicant Name, Address, and Contact Information,

        - Applicant Organization's Address and Contact Information,

        - Film or Event Name,

        - Event Date and Timeline,

        - Setup/Prep and Breakdown/Wrap Dates and Timelines,

        - A site map or plan with each sign/pole identified,

        - Recently taken photos of each sign requested covered, one close-up detailing the sign itself, and the second showing the entirety of the sign and pole from the ground to the top,

        - The address the sign is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St),

        - Picture or rendering of the sign or material that will cover the DOT sign,

        - Picture and specs of the material the sign or material that will cover the DOT sign is made from,

    - Picture or rendering and specs of the material that will be used to affix sign.

  - Timeline:

    - Requests require at least a 3 business day notice; larger requests require longer lead times.

  - Fees:

    - Applicant is responsible to perform all work related to covering signs.

  - Rules:

    - Stop Signs, Do Not Enter Signs, One-Way signs, and other signs where covering may present a safety issue require additional evaluation in order to be considered.

    - Street Name signs may not be covered unless there is second of the same street name sign at the same intersection that remains uncovered.

    - Bus Stop Signs are the responsibility of the Metropolitan Transit Authority, however, NYC DOT perform the removal.

    - Removal of Advertisements on Bus or Bike Shelters.

    - Applicants wishing to temporarily remove, temporarily edit, or place advertisements at bus stops, bike shelters, newsstands, and automatic pay toilets shall be directly in touch with NYC DOT's contractor JCDecaux North America: www.jcdecauxna.com, Cc: jschneider@dot.nyc.gov to make the necessary arrangements.

    - NYC DOT's contractor JCDecaux North America will perform the removal and reinstallation work and the cost will be the responsibility of the Applicant and paid directly to: JCDecaux North America, 52-02 Grand Avenue, Maspeth, NY 11378, www.jcdecauxna.com

- **Bollards:**

  - Applicants wishing to have NYC DOT traffic bollards, lane delineators and posts removed must submit the following information to Special Events via email: SpecialEvents@dot.nyc.gov.

    - Applicant Name, Address, and Contact Information,

    - Applicant Organization's Address and Contact Information,

    - Film or Event Name,

    - Event Date and Timeline,

    - Setup (Prep) and Breakdown (Wrap) Dates and Timelines,

    - A site map or plan with bollard location identified,
    - Area photos of the bollards requested removed, and
    - The number of bollards requested removed.
  - Timeline:
    - Requests require at least 7 business day notice; large requests require longer lead times.
  - Fees:
    - NYC DOT will perform the removal and reinstallation work and the cost will be the responsibility of the Applicant.
  - Rules:
    - Stop Signs, Do Not Enter Signs, One-Way signs, and other signs where removal may present a safety issue require additional evaluation in order to be considered for removal. In select cases, temporary signage may be provided at these locations.
    - Permanent Bollards installed on streets or sidewalks for security purposes may not be removed for events.

- **Parking Meters:**
  - Applicants wishing to have NYC DOT parking meters and bases removed must submit the following information to Parking Meters via email ParkingMeters@dot.nyc.gov Cc: SpecialEvents@dot.nyc.gov
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,
    - Film or Event Name,
    - Film or Event Date and Timeline,
    - Setup/Prep and Breakdown/Wrap Dates and Timelines,
    - A site map or plan with each meter identified,
    - Recently taken photos of each meter requested removed, one close-up detailing of the front screen of the meter, including the meter identification number, and the second showing the entirety of the meter from the ground to the top,

        - The address the meter is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St).
    - Timeline:
        - Requests require at least 10 business day notice; large requests require longer lead times.
        - NYC DOT will perform the removal and reinstallation work and the cost will be the responsibility of the Applicant.
    - Rules:
        - Meters cannot be covered, and the front screen cannot be obstructed.
        - Nothing may be affixed to a meter.
        - NYPD is the agency which enforces and/or tickets vehicles or persons for non-compliance with parking meters. NYC DOT does not enforce or hear appeals for violations of this type.

- **Authorized Parking Contacts and Coordination:**
    - Applicants seeking to utilize curb lanes designated as authorized parking for federal, state, or city agencies must contact an authorized representative from the affected agency to receive approval for temporary use of that space. Contacts for impacted agencies can be received by submitting the request to Authorized Parking via email at authorizedparking@dot.nyc.gov who will handle the request as appropriate. Please carbon copy the Office of Special Events on all requests: SpecialEvents@dot.nyc.gov.

Temporary Removal of Street Furniture:

- **Bus & Bike Shelters:**
    - An Applicant will submit a request for temporary bus shelter removal via email to jschneider@dot.nyc.gov and Special Events SpecialEvents@dot.nyc.gov.
    - The Applicant will be provided a "Temporary Bus Shelter Removal Form," which will have to be completed and submitted by the Applicant.
    - If approval is granted, the Applicant will be contacted by JC Decaux (NYC DOT contractor) to formalize removal/reinstallation dates and fees.
    - Timeline:
        - At least a 2 week notice is required.
    - Fees:

    - NYC DOT contractor will perform the removal and reinstallation work and the cost will be the responsibility of the Applicant and paid to JC Decaux directly.
  - Rules:
    - NYC DOT does not remove Newsstands for events.
    - NYC DOT does not remove Automatic Pay Toilets for events.

- **Removal of Advertisements on Bus or Bike Shelters:**
  - Applicants wishing to temporarily remove, temporarily edit, or place advertisements at bus stops, bike shelters, newsstands, and automatic pay toilets shall be directly in touch with NYC DOT's contractor JCDecaux North America: www.jcdecauxna.com, Cc: jschneider@dot.nyc.gov to make the necessary arrangements.
  - NYC DOT's contractor JCDecaux North America will perform the removal and reinstallation work and the cost will be the responsibility of the Applicant and paid directly to: JCDecaux North America, 52-02 Grand Avenue, Maspeth, NY 11378, www.jcdecauxna.com.

- **WalkNYC Wayfinding Signs and Fingers Posts:**
  - Rules:
    - DOT does not remove wayfinding signs or finger posts for events or filming.
    - Applicants may be permitted to temporarily cover wayfinding signs or finger posts for filming.
  - Applicants requesting to temporarily cover wayfinding signs or finger posts must submit the following information to Special Events via email: SpecialEvents@dot.nyc.gov.
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,
    - Film or Event Name,
    - Event Date and Timeline,
    - Setup/Prep and Breakdown/Wrap Dates and Timelines,
    - A site map or plan with each wayfinding sign or finger post identified,
    - A recently taken photo of each wayfinding sign or finger post location to be covered, showing the entirety of the sign or finger post from the ground to the top,

        - The address the wayfinding sign or finger post is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St).
    - Timeline:
        - Requests require at least a 5 business day notice for request review and approval.
    - Fees:
        - No fee to temporarily cover a wayfinding sign or finger post.

- **Bicycle Racks, including large hoop "City Rack" , small hoop meter "City Rack", u-rack, wave racks, and u-rack sleds within bike corrals, excluding elements covered by a shelter, refer to Bus and Bike Shelters section for covered elements:**
    - Applicants wishing to have NYC DOT bike rack(s) and/or bike corral(s) removed must submit the following information to Special Events via email: SpecialEvents@dot.nyc.gov
        - Applicant Name, Address, and Contact Information,
        - Applicant Organization's Address and Contact Information,
        - Film or Event Name,
        - Event Date and Timeline,
        - Setup/Prep and Breakdown/Wrap Dates and Timelines,
        - A site map or plan with each bike rack identified,
        - Recently taken photos of each bike rack in the removal request, labeled with exact location details,
        - The address the bike rack(s)/corral(s) is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St).
    - Timeline:
        - Requests require at least a 5 business day notice; larger requests require longer lead times.
    - Fees:
        - NYC DOT will perform the removal and reinstallation work and the cost will be the responsibility of the Applicant.

- **City Bench and Leaning Bar, excluding elements covered by a shelter, refer to Bus and Bike Shelters section for covered elements:**
  - Applicants wishing to have NYC DOT City Bench(s) or Leaning Bar(s) removed must submit the following information to Special Events via email: SpecialEvents@dot.nyc.gov
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,
    - Film or Event Name,
    - Event Date and Timeline,
    - Setup/Prep and Breakdown/Wrap Dates and Timelines,
    - A site map or plan with each bench or leaning bar identified,
    - Recently taken photos of each bench or leaning bar in the removal request, labeled with exact location details.
    - The address the bench or leaning bar is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St).
  - Timeline:
    - Requests require at least a 5 business day notice; larger requests require longer lead times.
  - Fees:
    - NYC DOT will perform the removal and reinstallation work and the cost will be the responsibility of the Applicant.
- **Granite Blocks and Planters within channelized or painted roadbed spaces:**
  - Applicants wishing to have NYC DOT granite blocks or planters removed must submit the following information to Special Events via email: SpecialEvents@dot.nyc.gov
    - Applicant Name, Address, and Contact Information,
    - Applicant Organization's Address and Contact Information,
    - Film or Event Name,
    - Event Date and Timeline,

        - Setup/Prep and Breakdown/Wrap Dates and Timelines,
        - A site map or plan with each granite block and/or planter identified,
        - Recently taken photos of each granite block and/or planter included in the removal request and one context photo showing all elements to be removed,
        - The address that the granite block(s) and/or planter(s) are immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St).
    - Timeline:
        - Requests require at least a 1 month notice; larger requests may require longer lead times.
    - Fees:
        - NYC DOT will determine at the time of application one of two options: either NYC DOT's contractor will perform the removal and reinstallation work and the cost will be the responsibility of the Applicant, or the Applicant will hire an approved NYC DOT licensed contractor to perform the removal and reinstallation work, at the Applicant's cost.
- **Bike Share Station Removal or Deactivation Request:**
    - Applicants wishing to have New York City Bike Share (Citi bike) stations removed must submit the following information to Special Events via email: SpecialEvents@dot.nyc.gov.
        - Applicant Name, Address, and Contact Information,
        - Applicant Organization's Address and Contact Information,
        - Film or Event Name,
        - Event Date and Timeline,
        - Setup/Prep and Breakdown/Wrap Dates and Timelines,
        - A site plan indicating how the bike share station conflicts with the film or event, and
        - Station Number or Name (found on the station).
    - Applicant should specify if they are requesting a deactivation of the station where bikes are removed, and the station closed, or a station removal, where all hardware and bikes are removed from the location.

- After receiving NYC DOT approval for the request, the Applicant will contact New York City Bike Share to arrange the logistics of the station deactivation or removal.

- Timeline:

  - Requests require 2 weeks' notice; large requests require longer lead times.

- Fees:

  - Lyft, Inc. will perform the deactivation or removal of bikes and docking stations, and the cost of labor, removal, reinstallation, will be the responsibility of the Applicant.

Application for Installation, Removal, Modification or Temporary Use of Streetlights and Traffic Signals:

- Electrical Pole Tap, Fly Cables, or Turn Off Street Lights Requests:

  - Applicants wishing to have permission for temporary use of NYC DOT streetlights or traffic signals must submit the following information to Special Events via email: SpecialEvents@dot.nyc.gov.

    - DOT does not allow cable runs/cable ramps on roadways with active vehicles driving over them. Applicant can do a cable fly over moving traffic, over 18 feet high for the full run, and requires specific weights and measures that require DOT review and permission.

    - Completed "NYC DOT Special Events Application for the Installation, Removal, Modification, or Temporary Use of Streetlights and Traffic Signals,"

    - Applicant Name, Address, and Contact Information,

    - Applicant Organization's Address and Contact Information,

    - Film or Event Name,

    - Event Date and Timeline,

    - Setup/Prep and Breakdown/Wrap Dates and Timelines,

    - A site map or plan with each street light identified,

    - Recently taken photo of each street light requested removed, showing the entirety of the light from the ground (base) to the top (lamp), and

    - The address the streetlight is immediately in front of, or lacking an address, cross streets and compass designation (ex. NE corner of Main St and State St | Mid-block, south side on Main St between State St and Smith St).

  - Timeline:

- Requests require at least a 3 business day notice; larger requests require longer lead times.

- Fees:
  - The Applicant shall be solely responsible for all costs associated with removal of the streetlight(s) or traffic signal(s) by an approved NYC DOT licensed electrician.
  - The Applicant is responsible to make the necessary financial arrangements with Con Edison or appropriate utility for energy cost.
- Rules:
  - The work shall be performed by an approved NYC DOT licensed electrical contractor and shall be coordinated with the appropriate utility (i.e. Con Edison).
  - The work shall comply with all applicable rules, regulation, laws, and safety codes.
  - This application must be accompanied by a drawing and/or a detailed schematic of the proposed work as well as any photos requested by NYC DOT.

Temporary Festoon (Holiday or Festival Lighting) Request:

- Applicants wishing to attach holiday or festival lighting across streets must submit an Application for the Installation of Temporary Festoon on the DOT Website; https://www1.nyc.gov/html/dot/downloads/pdf/holidaylightingapp.pdf
  - Fees:
    - The cost and expense of all work, including any damages incurred to NYC equipment, shall be borne by the sponsoring group/organization and/or Applicant.
  - Rules:
    - It shall be the responsibility of the sponsoring group/organization and/or Applicant to submit the signed and dated application with the detailed drawing directly to the Division of Street Lighting. The group's contractor shall not be permitted to submit the application and/or drawing.
    - All work shall conform to the requirements of the New York City Department of Transportation (NYC DOT) Highway Rules (available on the NYC DOT website www.nyc.gov/dot). Please refer to Sections 2-03 and 2-14 (e) for specific provisions regarding temporary holiday lighting and other temporary lighting. This application does not include all the provisions of the rules.
    - Your group/organization, contractor and/or Applicant shall obtain and maintain in force an insurance policy as provided in Section 2-02 of the Highway Rules and shall indemnify and hold

the City harmless from any and all claims for personal injury or property damage arising from the installation, maintenance, operation, and eventual removal of the temporary lights.

- The sponsoring group shall make arrangements with the appropriate electric utility company to pay for the electricity that will be used to illuminate the temporary festoon/holiday lighting and/or other temporary lighting.

- All plans, maps, and documentation for the installation of temporary festoon/holiday and other temporary lighting shall be received by the Division of Street Lighting at least 60 days in advance of the desired installation date. Plans (indicating the main street and cross streets where the lights shall be located) are to be detailed and show each pole on the street where the lighting will be installed. The plans shall also indicate from which pole(s) the electric power is to be drawn and which pole is being used solely as an attachment. The plans shall include the size of the cable and the electrical load to be used, where and how the lighting is attached on all ends, such as on another street light pole, on a building, wooden stake, etc.; the types of devices to be installed on the poles and the heights of the equipment over streets and sidewalks. (GFI outlets are required. Please be sure to refer to the Highway Rules.)

- No lighting shall be installed on traffic signal poles (including pedestrian signal poles) or obstruct the visibility of traffic signals. Temporary festoon/holiday and/or other temporary lighting shall not be installed inside the borders of an intersection and shall not obstruct the visibility of any traffic signals or signs.

- All work shall be performed by a New York City licensed electrical contractor.

- The Division of Street Lighting (DSL) shall review the plans and shall note the disposition of the Applicant's request on this application form in Section II. If approved, the signed application shall be used to apply for a NYC Department of Buildings (DOB) Permit. Copies of this signed application along with the DOB permit shall be needed when applying for a NYC DOT permit the group to perform the work, as per Section 2-14 (e) of the DOT Highway Rules. No lighting, including any attachments, shall be installed on a street light pole until a NYC DOT permit is acquired.

- The NYC DOT Electrical Inspections Unit (EIU) shall be notified via fax number (718) 472-5228 of all proposed work at least 72 hours prior to commencement. A copy of your DOT permit shall also be faxed at this time.

- Prior to commencing any work, the electrical contractor shall test the pole for stray voltage. If a pole tests positive, the electrical contractor shall contact DOT and Con Edison immediately and shall report such test result and location of the pole. This procedure shall be repeated when installation has been completed and when the equipment is to be removed at the conclusion of the permit. The results of such tests and determinations shall be provided to the Department as requested.

- The Department may mandate that changes be made to the work performed. If the changes are not satisfactorily made, the Department may remove the temporary lighting and charge the cost of removal to the sponsoring group/organization.

- Any group/organization, Applicant, and/or electrical contractor who fail to comply with the requirements of this procedure shall be excluded from installing any temporary lighting the following year or seasonal cycle, or any other period of time as determined by the Department.

- Contact the NYC Department of Transportation Division of Street Lighting with any questions or concerns: amikhail@dot.nyc.gov and ftunnah@dot.nyc.gov

Contact Information:

DOT Special Events:
SpecialEvents@dot.nyc.gov

Use of NYC DOT Bridges:
jrosa@dot.nyc.gov

DOT Authorized Parking:
authorizedparking@dot.nyc.gov

DOT Parking Meters:
ParkingMeters@dot.nyc.gov

Websites/Helpful Links:

Street Banner Permits:
https://www1.nyc.gov/html/dot/html/infrastructure/banners.shtml

Permits for Over dimensional Vehicles:
https://www1.nyc.gov/html/dot/html/motorist/oversize.shtml

Staten Island Ferry Advertising and Permits:
https://www1.nyc.gov/html/dot/html/ferrybus/sif-advertise-permits.shtml

Street Works (Construction) Permits:
https://www1.nyc.gov/html/dot/html/infrastructure/permits.shtml

Installation, Removal, Modification or Temporary Use of Streetlights/Traffic Signals Application:
https://www1.nyc.gov/html/dot/downloads/pdf/nycdot-application-temporary-changes-lights-signals.pdf

NYC DOT Holiday/Festoon Temporary Lighting/Pole Tap /Art with Electric Application:
https://www1.nyc.gov/html/dot/downloads/pdf/holidaylightingapp.pdf

FIRE DEPARTMENT OF NEW YORK CITY

The Fire Department's Bureau of Fire Prevention and Bureau of Fire Operations evaluate the potential impact of special events and determine appropriate ways to mitigate the risk to life and property. Based on the event, FDNY will conduct pre-event planning/site plan review, emergency preparedness planning, pre-site walkthrough, permit(s) issuance, inspections, and event monitoring.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Liquefied Petroleum Gas (LPG)	Liquefied Petroleum Gas (LPG) *(i.e.: Propane)* use in connection with grills for cooking and BBQ. *Extra LPG Fuel cannot be stored on-site without obtaining an approved FDNY Fire Code Modification Variance.	2 weeks prior to event date	$210 for storage and use (Upon prior approval)
Flammable & Combustible Liquids	Flammable & Combustible Liquids *(i.e.: Gasoline & Diesel)* use in connection with portable generators and heaters. *Extra Flammable & Combustible Liquid fuel as with portable heaters cannot be stored on-site without obtaining an approved FDNY Fire Code Modification Variance.	2 weeks prior to event date	$50 for gasoline generators. $125 for each diesel generator. $210 for each diesel / fuel-oil heater (Upon prior approval)
Temporary Public Assembly Permit	The City requires a Place of Assembly Certificate of Operation for all locations where the Certificate of Occupancy shows that 75 or more people may gather indoors, or 200 or more may gather outdoors, for religious, recreational, educational, political, or social purposes.	Request at least 1 week prior to event and will receive on event date	Permit fees based on occupancy
Special Effects Permit	Explosives, special effects, open fire, and/or pyrotechnics are carefully monitored for use, storage and transportation and only permitted under strict supervision by the NYC Fire Department Explosive Unit.	2 days prior to event date	Permit fees depend on time of day and type of special effects
Open Flame Permit	Use of open flames in group occupancies and public gathering places. Use for flaming foods or beverages, decorative devices.	Request at least 1 week prior to event date	$210 Permit fee

PERMIT	DESCRIPTION	DEADLINES	FEE
Portable Energy Storage System (ESS)	Systems between 2 kWh and 20 kWh require a Letter of No Objection. Systems 20 kWh or above also require a Certificate of Approval from Tech Management and an FDNY site-specific permit.	Request at least 8-10 weeks prior to event date for LNO, at least 8-12 weeks for a COA	Plan review fee $420 COA fee $625 Permit fee $210

How to Obtain Permit/Instructions on How to Apply for Each Permit:

- Pre-Site walk through may be required.
- If full street closure, a detailed site plan must be filed with FDNY.
- Payment made to FDNY by Money Order or Cashier's Check.
- Permit inspections and event monitoring on day of event.
- The promoter or sponsor of the event shall make an application for a Fire Department Permit thru the FDNY public portal (web link provided below in "Website/Helpful Links").
- The promoter or sponsor of the event shall make an application for a Fire Department Fire Code Modification Variance (if required) thru the FDNY public portal (web link provided below in "Website/Helpful Links").

Application Timeline/Approval Process:

- A Fire Department permit application for an upcoming special event must be submitted to the FDNY (Public Portal) no later than 2 weeks (14 business days) prior to the date of the event.
    - The approval process for the permit will commence from when the application has been submitted first then to a final walk-through inspection on the day(s) of the event.
- A Fire Department Fire Code Modification Variance application for an upcoming special event must be submitted to the FDNY (Public Portal) no later than 2 weeks (14 business days) prior to the date of the event.
    - The approval process for the F.D. Fire Code Modification Variance will commence from when the application has been submitted first and an approval letter issued prior to the first day of the event.

Rules/Regulations:

- LPG (Propane) RCNY 403-01 & 3809-01, FC 105.6 & 6109.
- Portable Generators RCNY 3405-01, FC 105.6.

- Fire Code Chapter 38-LPG
- 3 RCNY 3809-01 (j) (6) Liquefied Petroleum Gas-Mobile Cooking Uses
- 3 RCNY 403-01 Fire Safety Precautions at Street Fairs and Similar Outdoor Public Gatherings
- Fire Code Chapter 34- Flammable and Combustible Liquids
- 3 RCNY 3405-01- Storage and Use of Fuel Oil on Mobile Trailers for Heating and Power Generation
- Fire Code Chapter 4 Section 403-Public Gatherings
- Fire Code Chapter 33- Explosives, Fireworks and Special Effects
- Fire Code Section 308 – Open Flames

Contact Information:

- FDNY / Bureau of Fire Prevention / District Office Headquarters
  - (Telephone) 311 > FDNY > Fire Prevention > Business Support
  - (Email) FDNY.BusinessSupport@fdny.nyc.gov, Subject Line: Special Event Application and on the first line in the message "ATTN: District Office Headquarters".

Website/Helpful Links:

FDNY Business Portal to submit an application for a permit and Modification Variance.

FDNY District Office Street Fair Application / Inspection Users Guide (PDF).

FDNY District Office Permit Application Instructions Guide.

FDNY Fire Code Modification Variance Application.

HUMAN RESOURCE ADMINISTRATION
DEPARTMENT OF SOCIAL SERVICES

The Human Resources Administration (HRA)/Department of Social Services (DSS) enhances the quality of life for all New Yorkers by providing temporary help to eligible individuals and families with social service and economic needs in order to assist them in leading independent lives. These goals are accomplished through the effective administration of a broad range of social welfare programs and services.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Public Solicitation License	A Public Solicitation License grants permission to a non-profit organization, society, or association to solicit funds from the general public. Public Solicitation Licenses are not granted to individuals.	At least 10 days prior to event date, but no earlier than 2 months Organizations requesting a license for events such as a telethon, walkathon, an evening at the theatre; can apply up to 3 months prior to event date	No fee

How to Obtain Permit/Instructions on How to Apply for Each Permit:

- An application (Form W-704A) for a license to solicit from the general public may be obtained at no charge by contacting the Public Solicitation Office, attention Jeanine Vega.

Application Timeline/Approval Process:

- The completed application for solicitation shall be filed with the Public Solicitation Section at least 10 days prior to the effective date of the requested solicitation, but no earlier than 2 months.

- Organizations requesting a license for events such as a telethon, walkathon, an evening at the theatre, or an auction shall be granted 3 months prior to the effective date to submit application in order that the fund-raising and advertising activities can be completed.

Rules/Regulations:

- Regulation 1. Application forms:

  - All applications shall be made on Form W-704A provided by the Department.

- Regulation 2. Application: What it is to contain:

  - Every application made hereunder shall set forth, in addition to other information, the following:

- The name and address of the Organization as it appears on the Certificate of Incorporation and the name under which it intends to solicit contributions.
- Names and address, for home and business, of the officers and directors of the organization.
- The specific method(s) of solicitation.
- Specific dates for which permission is sought and localities and places of solicitation.
- Purpose or object of solicitation.
- The estimated expenses of the proposed solicitation.
- Whether or not any commissions, fees, wages, or emoluments of any character are to be extended in connection with such solicitation and if so, the rates or amounts.
- The name and address, if any, of professional fundraiser, commercial co-venture or fundraising council, the state registration number, and a copy of the agreement thereto.
- A verified statement of all monies, donations or financial assistance of any kind collected during the previous fiscal or calendar year, the expenditures connected therewith, and all other disbursements thereof.
- Copy of any contract made in connection with the solicitation shall be attached to the application.

- Regulation 3. Certified Resolution of Authority to be filed:
  - Every organization, society, association, or corporation applying for such license shall file with its application a copy of the resolution adopted by such organization, society, association, or corporation authorizing the application, certified to as correct by the proper officer thereof.
- Regulation 4. Eligibility requirement:
  - Licenses will not be issued to individuals but only to non-profit groups, organizations, associations, and corporations. All officers and directors of Applicant organization must be of good character and bear a reputation in the community satisfactory to the Commissioner.
- Regulation 5. Veterans' organizations:
  - Applications for public solicitation may not be submitted by posts, branches, garrisons or other units or subdivisions of organizations having county or state offices unless specifically authorized in writing by the State or County office. National offices of organizations may also apply.
- Regulation 6. Proceeds – certain uses prohibited:

- No license shall be granted where any part of the proceeds collected insures to the benefit of any individual officer or member of the organization, society, association, or corporation, directly or indirectly, except that reasonable compensation may be paid for services rendered.

- Regulation 7. Gambling, Games of Chance, etc.:
  - No gambling device, lottery, raffle, drawing or game of chance shall be permitted at or used in connection with any function for which a license to solicit has been granted.

- Regulation 8. Miss-Statements:
  - Any miss-statement made in the application or to the Commissioner for the purpose of obtaining a license may be deemed sufficient cause for refusing such license or for revoking any license granted.

- Regulation 9. Terms of License to be fulfilled:
  - Licenses granted hereunder shall specify the period during which they shall remain in force, the name of the organization, society, association, or corporation to which granted, the manner in which the solicitation shall be carried on, the location of the solicitation, and the purpose of the solicitation. Licensees and all solicitors, collectors, or other representative of the licensees shall be required to produce on demand, the original license, or a photographic copy. The license shall not be valid unless it bears the signature of the Commissioner, Deputy Commissioner or Counsel to the DSS.

- Regulation 10. Commissioner reserves the right to cause an audit:
  - The Commissioner reserves the right to make or cause an audit to be made at any time of the accounts of any organization, society, association, or corporation, to which a license has been issued at any time, and if such audit discloses any irregularity, it shall be sufficient reason for the revocation of the license and for the denial of future licenses to the same group or its successors or affiliates.
  - The Commissioner reserves the right to examine books and records of applicants for licenses.

- Regulation 11. License not transferable:
  - No license granted in accordance with these regulations shall be transferable.

- Regulation 12. Statement of receipts and expenditures to be filed:
  - Holder of the license shall file with DSS, within 10 days after the expiration of the period for which it was granted, a statement of the receipts and expenditures in detail, sworn to by a proper officer.

- Regulation 13. 10-day rule:

- Completed application forms for solicitation of funds must be filed with the Department of Social Services at least 10 days before the effective date of the requested solicitation.

- Regulation 14. 3-month time limit:

  - In connection with the sale of tickets or advertising for fund-raising purposes a license will not be issued earlier than 3 months before the scheduled date of the proposed affair.

- Regulation 15. Samples must be submitted:

  - It is required that organizations licensed by the Department of Social Services who conduct campaigns for contributions and by sale of tickets must furnish the Department with samples of letterheads, appeal letters and literature to be used in connection with such campaign and where the sale of tickets is licensed, the Department must be furnished with samples of the tickets in the different price denominations.

- Regulation 16. Consent required:

  - Within the discretion of the Commissioner, he or she may require Applicant for license to furnish proof of consent to solicitation on any privately owned property.

- Regulation 17. Licensees prohibited from soliciting in U.S. uniform:

  - No licensees, or representatives of a licensee, shall wear the uniform or any part thereof, of the Army, Navy, Coast Guard or Marine Corps of the United States, or of the National Guard or State Guard of the State of New York, in connection with solicitation of funds.

- Regulation 18. Removal of containers or receptacles on expiration of license:

  - Where public solicitation is conducted by placement indoors of containers or receptacles, such solicitation must terminate upon the expiration date of the license. No container or receptacle may be displayed after such expiration date, and all containers and receptacles must be promptly removed by or returned to the licensee.

- Regulation 19.1 Soliciting prohibited in certain places:

  - No license granted hereunder shall be construed to permit or allow the holder, thereof, to solicit contributions along the 'line of march' of any parade or at any block party or street fair, unless solicitation is specifically authorized by the license.

  - No solicitation is to be conducted on any public conveyance, platform, stairway, station or any appurtenance of a subway or elevated railway.

- Regulation 19.2 Solicitation by children prohibited:

- The use of children under 18 years of age in solicitation under authority of license issued by the Department of Social Services is prohibited.

- Regulation 19.3 3-day limitation:
  - Licenses for street solicitation shall be limited to a period of 3 days within a 6-month period. In instances involving inclement weather, a licensee may request and receive substitute days.
  - The last week in May shall be reserved for veteran organizations only who will be permitted to conduct both indoor and outdoor solicitation by the sale of poppies during this time.

- Regulation 19.4 Distance required between solicitors:
  - There shall be at least the distance of one City block between persons soliciting funds on public streets under license from the Department of Social Services.

- Regulation 19.5 Manner of soliciting:
  - Solicitors shall approach pedestrians in a quiet, conversational tone. Solicitors shall not shout or otherwise conduct themselves in a manner offensive to passersby and shall not carry signs.

- Regulation 19.6 Solicitors shall not block entrances:
  - Solicitors shall not block the entrance to any dwelling, store or other place of business, nor impede in any way the free ingress to or egress from any dwelling, store or other place of business.

- Regulation 19.7 Solicit near the curb line:
  - Solicitors shall station themselves nearest the curb line.

- Violations:
  - Any violation of these regulations or of any ordinance or law may result in the revocation of the
  - license and in denial of future licenses to the same organization, its successors or affiliates.

Contact Information:

City of New York Department of Social Service/NYC Human Resources Administration
Office of Legal Affairs/Public Solicitation Section
150 Greenwich Street (4WTC) 38th Floor
New York, NY 10007
(929) 221-6539
Jeanine Vega
vegaje@dss.nyc.gov
Website/Helpful Links: http://www1.nyc.gov/site/hra/index.page

NYS DEPARTMENT OF HEALTH
DIVISION OF STATE EMS

The Division of State EMS, Public Health and Event Safety Unit is responsible for the review, evaluation, inspection and permitting of public function events throughout New York State. A public function is defined as any scheduled or advertised event that is open to the public and likely to attract 5,000 or more people at any one time. These events are regulated by the sanitary code of the state of New York, which is found in Public Health Law, Section 225, under Title 10, Part 18.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Part 18 – Public Functions Permit	Required for any event with an expected attendance of >5000 on site at any one time.	5 days before the first day of advertising or 30 days before the first day of the event	$100 for up to two Emergency Healthcare Facilities. $200 for three or more Emergency Healthcare Facilities.

How to Obtain a Permit/Instructions on How to Apply for Each Permit

- A copy of the application form (DOH-44) can be found at the website listed below. It must be submitted electronically, along with all the required attachments on page four of the application. Original or digitally certified signatures are required on pages four and five of the application. Unsigned applications will be returned.
- The application and supporting documents should be uploaded here: https://apps.health.ny.gov/pubpal/builder/Part18Submission and followed up with an email to Stephen.Brucato@health.ny.gov to ensure receipt.

Application Timeline/Approval Process

- Applications are due a minimum of five days before the first day of advertising or 30 days before the first day of the event.

Rules and Regulations Related to Each Permit

- Text of the full regulation, including minimum standards, can be found here: https://regs.health.ny.gov/content/part-18-public-functions-attendance-over-5000-people
- In addition to the list of required attachments found in the DOH-44, applications must include plans related to emergency egress, security and crowd management, parking and traffic management (if applicable), weather monitoring and severe weather contingencies (for outdoor events), as well as emergency communications to staff and attendees.

Contact Information

Public Health and Event Safety Unit
Division of State Emergency Medical Services
New York State Department of Health
875 Central Avenue, Albany, NY 11206
EMS.Part18.Permits@health.ny.gov

Website/Helpful Links

https://apps.health.ny.gov/pubpal/builder/EMSForms

Using the filter, scroll to "Part 18- Public Gathering and Public Function". This page contains a link to the regulation, a mass gathering planning guide, application form (DOH-44), link to the secure document upload, required post-event forms, and contact information for Bureau of EMS staff who manage Part 18 applications.

NYS DEPARTMENT OF TRANSPORTATION

The New York State Department of Transportation (NYSDOT) Region 11 is responsible for the state roadway system within the five boroughs of New York City. A Special Event permit is required for any event, except filming, that will take place on the state highway right-of-way. Examples: West Side Highway and FDR Drive. If staging is needed within the State Right Of Way (ROW), a Use and Occupancy permit (ROW 75) is also required.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
Special Event Permit	Application for the use of State Highway/NYSDOT Property for Special Events	No less than 2 months prior to the start of the event	$25.00
Use and Occupancy Permit	ROW 75 – Permit for temporary use and occupancy of State Property	No less than 4 weeks prior to the start of the event	See below

How to Obtain a Permit/Instructions on How to Apply for Each Permit:

- **NYSDOT Highway Work Permit**
  - All the permit applications are accepted via Permitrack application.
  - Permitrack Link NYSDOT: https://permitrack.dot.ny.gov/HighwayWorkPermits/Login.aspx
  - You can start by registering with NY.GOVID: https://my.ny.gov/LoginV4/login.xhtml
  - All documents are to be submitted electronically.
- **ROW 75**
  - If staging is needed within the State Right of Way (ROW), a Use and Occupancy permit (ROW 75) is also required.
  - A completed application form (ROW 575) with supporting documents initiates the Use and Occupancy Permit (ROW 75) application process.
  - A ROW 575 application form for a Use and Occupancy Permit (ROW 75) is only provided to applicants upon request.

- For more information, applicants may reach out to the NYSDOT Regional Office of Right of Way.

Application Timeline/Approval Process:

- Most of the processing time is spent reviewing the Work Zone Traffic Control Plan. Typically, it takes about 10 business days to review each submission.
- 2-4 Weeks after submission (Provided all the documents are submitted on time and all the WZTC plan comments are addressed)
- ROW 75 – Completed application form (ROW 575) and supporting documents must be submitted to NYSDOT no less than 4 weeks prior to the start of the event.

Contact Information:

Special Use Permit for NYS Highways Use – Parades, Festivals, Walkathons, Races and Speed Contest

New York State Department of Transportation
Region 11 Maintenance Unit, 5th Floor
Hunters Point Plaza
47-20 21st St
Long Island City, NY 11101

Attn: Highway Work Permit
Viral Shah, (718) 482-4522;
Viral.Shah@dot.ny.gov;

ROW 75

New York State Department of Transportation
Office of Right of Way, 8th Floor
Hunters Point Plaza
47-20 21st St
Long Island City, NY 11101

Attn: Property Management Region 11
Melinda Muñoz, (718) 482-4087;
Melinda.munoz@dot.ny.gov

Website/Helpful Links:
Permitrack Link NYSDOT: https://permitrack.dot.ny.gov/HighwayWorkPermits/Login.aspx
NY.GOVID: https://my.ny.gov/LoginV4/login.xhtml
PERM 33b Application Form:
https://www.dot.ny.gov/divisions/operating/oom/transportation-systems/repository/PERM%2033b.pdf

NYS LIQUOR AUTHORITY

The New York State Liquor Authority (SLA) and its agency arm, the Division of Alcoholic Beverage Control (ABC), were established under New York State Law in 1934 to "regulate and control the manufacture and distribution within the state of alcoholic beverages for the purpose of fostering and promoting temperance in their consumption and respect for and obedience to law." The SLA is also authorized by statute to "determine whether public convenience and advantage will be promoted by the issuance of licenses to traffic in alcoholic beverages … and to carry out the increase or decrease in the number thereof and the location of premises licensed … in the public interest."

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES	FEE
One-Day Alcohol Event Permit (fka Temporary Beer, Wine and Cider Permit)	Allows for beer, wine, cider, mead, braggot and liquor to be served at an event. There are statutory limits to the number of permits that may be issued to a location annually, but anyone can apply, and there is no food requirement.	At least 15 days prior to event date	$36 per day per point of sale
Caterer's Permit	No longer limited to tented/inside events, an applicant must be an on-premises licensee hired to serve food and alcohol at a private event, serving only the alcohol type for which they are licensed.	At least 15 days prior to event date	$48 per day per point of sale

How to Obtain Permit/Instructions on How to Apply for Each Permit:

- To apply, please visit https://sla.ny.gov/permits-available-online and apply online

Permits:

- All special event permits are subject to the following terms and conditions:
    - No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverages to any person, actually or apparently under the age of twenty-one years and no child, actually or apparently under the age of 16 years will be admitted to the premises at which event is held unless accompanied by their parent or guardian or by an adult person authorized by its parent or guardian, as provided by Section 260.20 of the Penal Law.
    - No sale or service of alcoholic beverages shall be made during the hours prohibited by the provisions of §106 (5) of the Alcoholic Beverage Control Law or by rule of the county government having jurisdiction in the county in which the event is held.
    - Alcoholic beverages must be purchased from a licensed New York State manufacturer, or wholesaler ONLY, and not from a retail licensee

- A separate permit is required for each point of sale for each date. The permit must be on display at the event.

- One-Day Alcohol Event Permit:
  - Application must be received by the Liquor Authority a minimum of 15 days prior to the event.
  - During the event, no alcoholic beverages sold by the permittee can consumed outside of the area that is licensed. For example, if your permit is for a tent at a fair, anyone who purchased alcohol from you must consume the alcohol in the tent and can't take remove the alcohol from the tent.
  - Licensees and members of the general public can apply for a One-Day Alcohol Event Permit.
  - No alcohol may be taken from the premises where said event is held except that at the termination of said event, any alcohol which shall remain on hand will be removed from said premises by a manufacturer or wholesaler from which it was purchased, or by its designated agent.
  - Alcohol may be sold, served or consumed in rooms or areas in which authorized games of chance are held. Applicants allowing games of chance must contact the NYS Gaming Commission for authorization to do so. Applicants must provide a copy of the NYS Gaming Commission certificate with the application.
  - With the exception of certain Not-for-Profits, the ABC Law limits the number of One-Day Alcohol Event Permits that can be issued for a location to four permits during a 12-month period. The Authority will consider additional one-day alcohol permits for a location (not to exceed 12 permits in a 12-calendar month period) if a letter of no objection is provided by the municipality and police department.

- Caterer's Permit:
  - Application must be received by the Liquor Authority a minimum of 15 days prior to the event.
  - Permits are only issued to licensees who are providing food and beverages for the event.
  - Food provided by the applicant must meet the minimum requirements under Section §64(a) of the ABC Law, for example: salads, soups, sandwiches, finger foods. Pretzels and potato chips do not meet minimum requirements for food.
  - Such permit shall be valid for a period not to exceed 24 consecutive hours. A separate permit is required for each point of sale and must be displayed at event.

Contact Information:

New York City Regional SLA Office
Adam Clayton Powell Jr. State Office Building
163 W 125th Street New York, NY 10027
(518) 474-3114
permits@sla.ny.gov

Website/Helpful Links:

www.sla.ny.gov/
https://sla.ny.gov/permits-available-online

DRONE SHOW AND MARINE EVENT PERMITTING PROCESS PROVIDED BY THE US COAST GUARD (USCG)

The U.S. Coast Guard Captain of the Port of New York (COTP) issues permits for anyone who intends to organize waterborne activities including sailing regattas, marine parades, fireworks display, and other marine events in New York City. Statutory authority for management of regattas and marine parades are cited in 33 U.S.C. 1233. The Coast Guard's Navigation and Vessel Inspection Circular Number 07/2002 Marine Safety at Fireworks Displays is available online. Sponsoring Organization: Is responsible for the safe conduct of the event. This includes, but is not limited to, obtaining a Coast Guard permit, establishing instructions to and qualifications of participants, making safety equipment inspections, placing rescue and first aid facilities, controlling event participants, and removing obstructions and navigational hazards as applicable to the event. Sponsoring organizations are also responsible for obtaining all permits required by federal, state, county, and municipal agencies.

Overview of Permits:

PERMIT	DESCRIPTION	DEADLINES
Marine Event	Marine Event: Is an organized event of limited duration held on the water according to a prearranged schedule which by its nature, circumstances, or location will introduce extra or unusual hazards to the safety of life on the navigable waters of the United States. Examples of these conditions include, but not are limited to: • An inherently hazardous competition (as determined by the COTP); • The customary presence of commercial or pleasure craft in the event area; • Any obstruction of a navigable channel which may reasonably be expected to result; and • The expected accumulation of spectator craft.	Applications for approval of new Marine Events that require establishment of special local regulations (SLRs), or a safety zone must be submitted no later than **135 days** prior to the start of the proposed event. Marine Events that have been held in previous years must be submitted no later than **60 days** prior to the start of the proposed event.
Fireworks Display	Fireworks displays on board vessels and floating platforms on navigable waters of the United States. Fireworks display applications for displays held in a permanent fireworks safety zone location published in 33 CFR 165.160.	Same as above
Drones	Drone light shows are performed by illuminated, synchronized, and choreographed groups of drones that arrange themselves into various aerial formations over any body of water in the Captain of the Port of New York.	135 days prior to the start of the event—subject to change

Rules/Regulations:

Marine Event Safety Vessel Requirements: Sponsors of permitted marine events and fireworks display will be required to provide event safety vessel(s) with signage identifying the vessel(s) as event safety vessel(s). If the

sponsoring organization is unable to provide safety vessel(s) the Application for Approval of Marine Event may be denied.

Sponsoring Organization: Is responsible for the safe conduct of the event. This includes, but is not limited to, obtaining a Coast Guard permit, establishing instructions to and qualifications of participants, making safety equipment inspections, placing rescue and first aid facilities, controlling event participants, and removing obstructions and navigational hazards as applicable to the event. Sponsoring organizations are also responsible for obtaining all permits required by federal, state, county, and municipal agencies.

Submitting Changes to the application: The COTP will accept major changes to Applications for Approval of Marine Event no later than 30 days before the start of the proposed event. Minor changes will be accepted no later than 15 days before the start of the proposed event. Minor changes to Fireworks Display Applications will be accepted no later than 15 days before the start of the fireworks displays.

Disapproval of Marine Event Application: When an Application for Marine Event is disapproved it shall be returned to the sponsor with the reason for disapproval. Examples of reasons for disapproval are:

- Obstructing navigation traffic by blocking a channel or harbor entrance, which creates an unsafe condition;
- Impeding commercial traffic, which creates unsafe congestion;
- Exposing small craft to hazards due to the presence of large ships, tows, etc.;
- Conflicting activity in the area, such as another marine event, military maneuvers, dredging, etc.;
- Inadequate provisions for safety measures which are prudent for the nature of the event;
- Exposing a wildlife or waterfowl refuge, areas frequented by a threatened or endangered species or other environmentally sensitive areas to adverse impacts of noise, turbulence or likelihood of physical injury to wildlife;
- High risk factors render the event unsafe (in the opinion of COTP);
- Previous experience with the sponsoring organization has involved irresponsibility, gross violations of the terms of approval, or ineffective control of the event without adequate corrective measures;
- Late submission of application;
- Potential for significant environmental impacts that cannot be avoided, reduced, or compensated to a level of no significance; or
- Flare demonstrations do not require a marine event permit. Public notifications will be made by marine information broadcast.

Application location:

Applications and additional Sector New York Captain of the Port information can be accessed here. IF you are not using this form electronically here is the resources web link below:

https://homeport.uscg.mil/Lists/Content/DispForm.aspx?ID=11033&Source=/Lists/Content/DispForm.aspx?ID=1 1033

Contact Information:

All completed Marine Event Permit Applications ready for approval can be sent to:

U.S. Coast Guard Sector New York
Waterways Management Division
Phone: (718) 801-2932
Email: D01-SMB-SECNY-Waterways@uscg.mil

The below charts cover the areas of responsibility which fall under the Sector New York Captain of The Port:

STATION NEW YORK:
CHARTS: 12327, 12350

NY Harbor/Upper Bay	Hackensack River	Red Hook Channel
The Narrows	Hudson River	Bayridge Channel
Gravesend Bay	East River to Triborough Bridge	Gowanus Bay
Rockaway Inlet	Newtown Creek	Gowanus Canal
Arthur Kill	Rahway River	Wallabout Bay
Kill Van Kull	Passaic River	Greenwood Lake
Newark Bay	Anchorage Channel	Sheepshead Bay

Jamaica Bay:

North Channel	Motts Basin	Black Wall Channel
Pumpkin Patch Channel	Negro Bar Channel	Hassock Creek
Runway Channel	Norton Basin	Head of Bay
East Broad Channel	Paerdegat Basin	Island Channel
Beach Channel	Hendrix Creek	Horse Channel
Little Bay	Old Mill Creek	The Raunt
Mill Basin	Shell Bank Basin	Winhole Channel
Gerritsan Creek	Hawtree Basin	Vernam Basin
Dead Horse Bay	Bergen Basin	Barbadoes Basin
Plumb Beach Channel	Thurston basin	
Sommerville Basin	Big Fish Channel	

STATION SANDY HOOK:
CHARTS: 12331, 12401, 12324

Sandy Hook Bay	Raritan River	Matawan Creek
Navesink River	Cheesequake Creek	Waackaack Creek
Shrewsbury River	Keyport Harbor	
Raritan Bay	Stump Creek	

STATION FORT TOTTEN:
CHARTS: 12339, 12366, 12367

East River	Eastchester Bay	Pelham Bay
Hempstead Harbor	Westchester Creek	Western Long Island Sound
Manhasset Bay	Bowery Bay	Echo Bay
Flushing Bay	Powell Cove	Larchmont Harbor
Hutchinson River	Little Neck Bay	Mamaroneck Harbor
Bronx River	Glen Cove Creek	Milton Harbor

The below section provides guidance from the Code of Federal Regulations Inland Navigational Rules:

ELECTRONIC CODE OF FEDERAL REGULATIONS (e-CFR) TITLE 33:

NAVIGATION AND NAVIGABLE WATERS, VOLUME 1

CHAPTER I--COAST GUARD, DEPARTMENT OF HOMELAND SECURITY

SUBCHAPTER E--INLAND NAVIGATION RULES

PART 88 --ANNEX V: PILOT RULES AUTHORITY: 33

u.s.c. 2071

SOURCE: CGD 80-158, 47 FR 16175, APR. 15, 1982, unless otherwise noted.

§ 88.12 Public Safety Activities

(a) Vessels engaged in government sanctioned public safety activities, and commercial vessels performing similar functions, may display an alternately flashing red and yellow light signal. This identification light signal must be located so that it does not interfere with the visibility of the vessel's navigation lights. The identification light signal may be used only as an identification signal and conveys no special privilege. Vessels using the identification light signal during public safety activities must abide by the Inland Navigation Rules, and must not presume that the light or the

exigency gives them precedence or right of way.

(b) Public safety activities include but are not limited to patrolling marine parades, regattas, or special water celebrations; traffic control; salvage; firefighting; medical assistance; assisting disabled vessels; and search and rescue.

The below section provides guidance from the Code of Federal Regulations Subchapter G--Regattas and Marine Parades:

ELECTRONIC CODE OF FEDERAL REGULATIONS (e-CFR) TITLE 33:
NAVIGATION AND NAVIGABLE WATERS, VOLUME 1
CHAPTER I--COAST GUARD, DEPARTMENT OF HOMELAND SECURITY
SUBCHAPTER G--REGATTAS AND MARINE PARADES
PART 100.1-100.45 SAFETY OF LIFE ON NAVIGABLE WATERS AUTHORITY: 33 U.S.C.1233
SOURCE: CGFR 63-22, 28 FR 5155, MAY 23, 1963, unless otherwise noted.

§ 100.01 Purpose and intent

(a) The purpose of the regulations in this part is to provide effective control over regattas and marine parades conducted on the navigable waters of the United States so as to insure safety of life in the regatta or marine parade area.

(b) Geographic coordinates expressed in terms of latitude or longitude, or both, are not intended for plotting on maps or charts whose referenced horizontal datum is the North American Datum of 1983 (NAD 83), unless such geographic coordinates are expressly labeled NAD 83. Geographic coordinates without the NAD 83 reference may be plotted on maps or charts referenced to NAD 83 only after application of the appropriate corrections that are published on the particular map or chart being used.

§ 100.05 Definition of terms used in this part

(a) *Regatta* or *marine parade* means an organized water event of limited duration which is conducted according to a prearranged schedule.

(b) [Reserved]

(c) *District Commander* means the Commander of the Coast Guard District in which the regatta or marine parade is intended to be held. (See Part 3 of this chapter for the geographical boundaries of Coast Guard Districts.)

(d) *State authority* means any official or agency of a State having power under the law of such State to regulate regattas or marine parades on waters over which such State has jurisdiction.

(e) *Navigable waters of the United States* means those waters described in §2.36(a) of this chapter, specifically including the waters described in §2.22(a)(2) of this chapter.

§ 100.10 Coast Guard-State agreements

(a) The District Commander is authorized to enter into agreements with State authorities permitting, regulation by the State of such classes of regatta or marine parade on the navigable waters of the United States as, in the opinion of the District Commander, the State is able to regulate in such a manner as to insure safety of life. All such agreements shall reserve to the District Commander the right to regulate any particular regatta or marine parade when he or she deems such action to be in the public interest.

§ 100.15 Submission of application

(a) An individual or organization planning to hold a regatta or marine parade which, by its nature, circumstances or location, will introduce extra or unusual hazards to the safety of life on the navigable waters of the United States, shall submit an application to the Coast Guard District Commander having cognizance of the area where it is intended to hold such regatta or marine parade. Examples of conditions which are deemed to introduce extra or unusual hazards to the safety of life include but are not limited to: An inherently hazardous competition, the customary presence of commercial or pleasure craft in the area, any obstruction of navigable channel which may reasonably be expected to result, and the expected accumulation of spectator craft.

(b) Where such events are to be held regularly or repeatedly in a single area by an individual or organization, the Commandant of the District Commander may, subject to conditions set from time to time by him or her, grant a permit for such series of events for a fixed period of time, not to exceed 1 year.

(c) The application must be submitted no less than 135 days before the start of the proposed event. However, if all of the following criteria are met, the application must be submitted no less than 60 days before the start of the proposed event:

(1) The sponsor submitted an application for the event in the year immediately preceding.

(2) The nature, location, scheduling, and other relevant information contained in the previous application are essentially the same.

(3) The Coast Guard received no objection to the previous application.

(4) The Coast Guard did not promulgate special local regulations for the previous event.

(5) The Coast Guard approved the previous event.

(d) The application shall include the following details:

(1) Name and address of sponsoring organization

(2) Name, address, and telephone of person or persons in charge of the event.

(3) Nature and purpose of the event.

(4) Information as to general public interest.

(5) Estimated number and types of watercraft participating in the event.

(6) Estimated number and types of spectator watercraft.

(7) Number of boats being furnished by sponsoring organizations to patrol event.

(8) A time schedule and description of events.

(9) A section of a chart or scale drawing showing the boundaries of the event, various water courses or areas to be utilized by participants, officials, and spectator craft.

§ 100.20 Action on application for event assigned to State regulation by Coast Guard-State agreement

(a) Upon receipt of an application for a regatta or marine parade of a type assigned to a State for regulation under a Coast Guard-State agreement, the District Commander will forward the application to the State authority having cognizance of the event. Further processing and decision upon such an application shall be conducted by the State.

(b) [Reserved]

§ 100.25 Action on application for event not assigned to State regulation by Coast Guard-State agreement

(a) Where an event is one of a type not assigned to the State for regulation under a Coast Guard-State agreement (or where no such agreement has been entered), the Commander of a Coast Guard District who receives an application for a proposed regatta or marine parade to be held upon the navigable waters of the United States within his or her district shall take the following action:

(1) He or she shall determine whether the proposed regatta or marine parade may be held in the proposed location with safety of life. To assist in his or her determination, he or she may, if he or she deems it necessary, hold a public hearing to obtain the views of all persons interested in, or who will be affected by, the regatta or marine parade.

(2) He or she will notify the individual or organization which submitted the application:

(i) That the application is approved, and the nature of the special local regulations, if any, which he or she will promulgate pursuant to §100.35; or

(ii) That the interest of safety of life on the navigable waters of the United States requires specific change or changes in the application before it can be approved; or

(iii) That the event requires no regulation or patrol of the regatta or marine parade area; or

(iv) That the application is not approved, with reasons for such disapproval.

[CGFR 63-22, 28 FR 5155, May 23, 1963, as amended by USCG-2003-15404, 68 FR 37740, June 25, 2003]

§ 100.30 Approval required for holding event

(a) An event for which application is required under §100.15(a) shall be held only after approval of such event by the District Commander, except that applications referred to a State under §100.10 shall be governed by the laws of that State.

§ 100.35 Special local regulations

(a) The Commander of a Coast Guard District or Captain of the Port (COTP) as authorized by 33 CFR 1.05-l(i), after approving plans for the holding of a regatta or marine parade within his or her district or zone, is authorized to promulgate such special local regulations as he or she deems necessary to insure safety of life on the navigable waters immediately prior to, during, and immediately after the approved regatta or marine parade. Such regulations may include a restriction on, or control of, the movement of vessels through a specified area immediately prior to, during, and immediately after the regatta or marine parade.

(b) The Commander of a Coast Guard District or COTP as authorized by 33 CFR 1.05-l(i), after approving plans for the holding of a regatta or marine parade upon the navigable waters within his or her district or zone, and promulgating special regulations thereto, must give the public full and adequate notice of the dates of the regatta or marine parade, together with full and complete information of the special local regulations, if there be such. Such notice should be published in the local notices to mariners.

(c) The special local regulations referred to in paragraph (a) of this section, when issued and published by the Commander of a Coast Guard District or COTP as authorized by 33 CFR 1.05-l(i), must have the status of regulations issued pursuant to the provisions of section 1 of the act of April 28, 1908, as amended (33 U.S.C. 1233).

(d) We have organized the special local regulations by district. Subparts B through J contain special local regulations from the USCG Northeast, East, Southeast, Heartland, Great Lakes, Southwest, Northwest, Oceania, and Arctic Districts, respectively

§ 100.40 Patrol of the regatta or marine parade

(a) The Commander of a Coast Guard District in which a regatta or marine parade is to be held may

detail, if he or she deems the needs of safety require, one or more Coast Guard vessels to patrol the course of the regatta or marine parade for the purpose of enforcing not only the special local regulations but also for assistance work and the enforcement of laws generally.

(b) The Commander of a Coast Guard District may also utilize any private vessel or vessels to enforce the special local regulations governing a regatta or marine parade provided such vessel or vessels have been placed at the disposition of the Coast Guard pursuant to section 826 in Title 14, U.S. Code, for such purpose by any member of the Coast Guard Auxiliary, or any corporation, partnership, or association, or by any State or political subdivision thereof. Any private vessel so utilized shall have on board an officer or petty officer of the Coast Guard who shall be in charge of the vessel during the detail and responsible for the law enforcement activities or assistance work performed by the vessel during such detail. Any private vessel so utilized will display the Coast Guard ensign while engaged in this duty.

The Commander of a Coast Guard District may also utilize any private vessel or vessels placed at the disposition of the Coast Guard pursuant to section 826 in Title 14, U.S. Code, by any member of the Coast Guard Auxiliary, or any corporation, partnership, or association, or by any State or political subdivision thereof, to patrol the course of the regatta or marine parade for the purpose of promoting safety by performing assistance work, effecting rescues, and directing the movement of vessels in the vicinity of the regatta or marine parade. Vessels utilized under the authority of this paragraph are not authorized to enforce the special local regulations or laws generally.

§ 100.45 Establishment of aids to navigation

The District Commander will establish and maintain only those aids to navigation necessary to assist in the observance and enforcement of the special regulations issued under the District Commander's authority. These aids to navigation will be in accordance with Part 62 of this chapter. All other aids to navigation incidental to the holding of a regatta or marine parade are private aids to navigation as described in Part 66 of this chapter.

The below section provides guidance from the Code of Federal Regulations Subchapter P--Ports and Waterways Safety

ELECTRONIC CODE OF FEDERAL REGULATIONS (e-CFR) TITLE 33:
NAVIGATION AND NAVIGABLE WATERS, VOLUME 2
CHAPTER I--COAST GUARD, DEPARTMENT OF HOMELAND SECURITY
SUBCHAPTER P -- PORTS AND WATERWAYS SAFETY

PART 165 -- REGULATED NAVIGATION AREAS AND LIMITED ACCESS AREAS

AUTHORITY: 33 U.S.C. 1226, 1231; 46 U.S.C. CHAPTER 701, 3306, 3703; 50 U.S.C. 191, 195; 33 CFR 1.05-1,

6.04-1, 6.04-6, AND 160.5; PUB. L. 107-295, 116 STAT. 2064; DEPARTMENT OF HOMELAND SECURITY DELEGATION NO. 0170.1.

SOURCE: CGD 79-034, 47 FR 29660, JULY 8, 1982, UNLESS OTHERWISE NOTED.

EDITORIAL NOTE: NONMENCLATURE CHANGES TO PART 165 APPEAR BY USCG-2006-25556, 72 FR 36328, 36329, JULY 2,

2007.

SUBPART A -- GENERAL

§ 165.1 Purpose of part.

The purpose of this part is to:

(a) Prescribe procedures for establishing different types of limited or controlled access areas and regulated navigation areas;

(b) Prescribe general regulations for different types of limited or controlled access areas and regulated navigation areas;

(c) Prescribe specific requirements for established areas; and

(d) List specific areas and their boundaries

§ 165.3 Definitions.

The following definitions apply to this part:

Credential means any or all of the following:

(1) Merchant mariner's document.

(2) Merchant mariner's license.

(3) STCW endorsement.

(4) Certificate of registry.

(5) Merchant mariner credential.

Merchant mariner credential or MMC means the credential issued by the Coast Guard under 46 CFR part It combines the individual merchant mariner's document, license, and certificate of registry enumerated in 46 U.S.C. subtitle II part E as well as the STCW endorsement into a single credential that serves as the mariner's qualification document, certificate of identification, and certificate of service.

§ **165.5 Establishment procedures.**

(a) A safety zone, security zone, or regulated navigation area may be established on the initiative of any authorized Coast Guard official.

(b) Any person may request that a safety zone, security zone, or regulated navigation area be established. Except as provided in paragraph (c) of this section, each request must be submitted in writing to either the Captain of the Port or District Commander having jurisdiction over the location as described in part 3 of this chapter, and include the following:

(1) The name of the person submitting the request;

(2) The location and boundaries of the safety zone, security zone, or regulated navigation area;

(3) The date, time, and duration that the safety zone, security zone, or regulated navigation area should be established;

(4) A description of the activities planned for the safety zone, security zone, or regulated navigation area;

(5) The nature of the restrictions or conditions desired; and

(6) The reason why the safety zone, security zone, or regulated navigation area is necessary.

(c) Safety Zones and Security Zones. If, for good cause, the request for a safety zone or security zone is made less than 5 working days before the zone is to be established, the request may be made orally,

but it must be followed by a written request within 24 hours.

(Requests for safety zones, security zones, and regulated navigation areas are approved by the Office of Management and Budget under control number 1625-0020)

§ 165.7 Notification.

(a) The establishment of these limited access areas and regulated navigation areas is considered rulemaking. The procedures used to notify persons of the establishment of these areas vary depending upon the circumstances and emergency conditions. Notification may be made by marine broadcasts, local notice to mariners, local news media, distribution in leaflet form, and on-scene oral notice, as well as publication in the Federal Register.

(b) Notification normally contains the physical boundaries of the area, the reasons for the rule, its estimated duration, and the method of obtaining authorization to enter the area, if applicable, and special navigational rules, if applicable.

(c) Notification of the termination of the rule is usually made in the same form as the notification of its establishment.

§ 165.8 Geographic coordinates.

Geographic coordinates expressed in terms of latitude or longitude, or both, are not intended for plotting on maps or charts whose referenced horizontal datum is the North American Datum of 1983 (NAD 83), unless such geographic coordinates are expressly labeled NAD 83. Geographic coordinates without the NAD 83 reference may be plotted on maps or charts referenced to NAD 83 only after application of the appropriate corrections that are published on the particular map or chart being used.

[CGD 86-082, 52 FR 33811, Sept. 8, 1987]

§ 165.9 Geographic application of limited and controlled access areas and regulated navigation areas.

(a) General. The geographic application of the limited and controlled access areas and regulated navigation areas in this part are determined based on the statutory authority under which each is created.

(b) Safety zones and regulated navigation areas. These zones and areas are created under the authority of the Ports and Waterways Safety Act, 33 U.S.C. 1221-1232. Safety zones established under 33 U.S.C. 1226 and regulated navigation areas may be established in waters subject to the jurisdiction of the United States as defined in §2.38 of this chapter, including the territorial sea to a seaward limit of 12 nautical miles from the baseline.

(c) Security zones. These zones have two sources of authority-the Ports and Waterways Safety Act, 33 U.S.C. 1221-1232, and the Act of June 15, 1917, as amended by both the Magnuson Act of August 9, 1950 ("Magnuson Act"), 50 U.S.C. 191-195, and sec. 104 the Maritime Transportation Security Act of 2002 (Pub. L. 107-295, 116 Stat. 2064). Security zones established under either 33 U.S.C. 1226 or 50 U.S.C. 191 may be established in waters subject to the jurisdiction of the United States as defined in §2.38 of this chapter, including the territorial sea to a seaward limit of 12 nautical miles from the baseline.

(d) Naval vessel protection zones. These zones are issued under the authority of 14 U.S.C. 91 and 633 and may be established in waters subject to the jurisdiction of the United States as defined in §2.38 of this chapter, including the territorial sea to a seaward limit of 12 nautical miles from the baseline.

SUBPART B -- Regulated Navigation Areas

§ 165.10 Regulated navigation areas.

A regulated navigation area is a water area within a defined boundary for which regulations for vessels navigating within the area have been established under this part

§ 165.11 Vessel operating requirements (regulations).

Each District Commander may control vessel traffic in an area which is determined to have hazardous conditions, by issuing regulations:

(a) Specifying times of vessel entry, movement, or departure to, from, within, or through ports, harbors, or other waters;

(b) Establishing vessel size, speed, draft limitations, and operating conditions; and

(c) Restricting vessel operation, in a hazardous area or under hazardous conditions, to vessels which have particular operating characteristics or capabilities which are considered necessary for safe operation under the circumstances.

§ 165.13 General regulations.

(a) The master of a vessel in a regulated navigation area shall operate the vessel in accordance with the regulations contained in Subpart F.

(b) No person may cause or authorize the operation of a vessel in a regulated navigation area contrary to the regulations in this part.

SUBPART C -- Safety Zones

§ 165.20 Safety zones.

A Safety Zone is a water area, shore area, or water and shore area to which, for safety or environmental purposes, access is limited to authorized persons, vehicles, or vessels. It may be stationary and described by fixed limits or it may be described as a zone around a vessel in motion

§ 165.23 General regulations.

Unless otherwise provided in this part:

(a) No person may enter a safety zone unless authorized by the COTP or the District Commander;

(b) No person may bring or cause to be brought into a safety zone any vehicle, vessel, or object unless authorized by the COTP or the District Commander;

(c) No person may remain in a safety zone or allow any vehicle, vessel, or object to remain in a safety zone unless authorized by the COTP or the District Commander; and

(d) Each person in a safety zone who has notice of a lawful order or direction shall obey the order or direction of the COTP or District Commander issued to carry out the purposes of this subpart.

SUBPART D -- Security Zones

§ 165.30 Security zones.

(a) A security zone is an area of land, water, or land and water which is so designated by the Captain of the Port or District Commander for such time as is necessary to prevent damage or injury to any vessel or waterfront facility, to safeguard ports, harbors, territories, or waters of the United States or to secure the observance of the rights and obligations of the United States.

(b) The purpose of a security zone is to safeguard from destruction, loss, or injury from sabotage or other subversive acts, accidents, or other causes of a similar nature:

(1) Vessels,

(2) Harbors,

(3) Ports, and

(4) Waterfront facilities: in the United States and all territory and water, continental or insular, that is subject to the jurisdiction of the United States.

§ 165.33 General regulations.

Unless otherwise provided in the special regulations in Subpart **F** of this part:

(a) **No** person or vessel may enter or remain in a security zone without the permission of the Captain of the Port;

(b) Each person and vessel in a security zone shall obey any direction or order of the Captain of the Port;

(c) The Captain of the Port may take possession and control of any vessel in the security zone;

(d) The Captain of the Port may remove any person, vessel, article, or thing from a security zone;

(e) **No** person may board, or take or place any article or thing on board, any vessel in a security zone without the permission of the Captain of the Port; and

(f) No person may take or place any article or thing upon any waterfront facility in a security zone without the permission of the Captain of the Port.

SUBPART E -- Restricted Waterfront Areas

§ 165.40 Restricted waterfront areas.

(a) The Commandant may direct the COTP to prevent access to waterfront facilities, and port and harbor areas, including vessels and harbor craft therein. This section may apply to persons who do not possess the credentials outlined in §125.09 of this chapter when certain shipping activities are conducted that are outlined in §125.15 of this chapter.

SUBPART F -- Specific Regulated Navigation Areas and Limited Access Areas

FIRST COAST GUARD DISTRICT

§ 165.160 Safety Zones; Recurring Fireworks Displays and Swim Events Held in Coast Guard Sector New York Zone.

(a) Regulations. The general regulations in subpart C of this part as well as the following regulations apply to the safety zones associated with the recurring fireworks displays and swim events listed in tables 1 or 2 to this section, respectively.

(b) Under the general safety zone regulations in subpart C of this part, no person may enter the safety zone described in table 1 or 2 of this section unless authorized by the Captain of the Port (COTP) or the COTP's Designated Representative.

(c) To seek permission to enter the designated safety zone, contact the COTP or the COTP's Designated Representative via VHF-FM Marine Channel 16, or by contacting the Coast Guard Sector New York command center at 718-354-4356.

(1) Event organizers must ensure that fireworks barges have signage on their port and starboard side labeled "Fireworks-Stay Away". This sign will consist of 10-inch-high by 1.5-inch-wide red lettering on a white background.

(2) Shore sites used in these locations will display a sign labeled "Fireworks-Stay Away" with the same dimensions.

(d) ***Definitions.*** As used in this section:

Designated representative means any Coast Guard commissioned, warrant or petty officer of the U.S. Coast Guard who has been designated by the Captain of the Port to act on his or her behalf. The designated representative may be on an official patrol vessel or may be on shore and will communicate with vessels via VHF-FM radio or loudhailer. In addition, members of the Coast Guard Auxiliary may be present to inform vessel operators of this regulation.

Official Patrol Vessels means any Coast Guard, Coast Guard Auxiliary, state, or local law enforcement vessels assigned as an on- scene representative or approved by the COTP.

Spectators means all persons and vessels not registered with the event sponsor as participants or official patrol vessels.

(e) ***Enforcement periods.***

(1) Safety zones for fireworks-display events listed in Table 1 of this section will be subject to enforcement for approximately one hour between 6 p.m. to 1 a.m. when a barge with a "Fireworks-Stay Away" sign on the port and starboard side is on-scene or a "Fireworks-Stay Away" sign is posted in a location listed in Table 1 to§ 165.160.

(2) The regulations in this section will be subject to enforcement for the duration of each event on or about the dates indicated in Table 2 of this section.

(3) For events in Tables 1 and 2 that do not have a date or location listed, or if the event occurs on a date or location other than the one that is listed, then exact dates and times of the enforcement period will be announced via marine broadcast, local notice to mariners, distribution in leaflet form, local news media, or by an on-scene oral notice as appropriate.

(4) Notifications of enforcement times for events listed in Table 1 and 2, including any changes to the enforcement dates or times listed in this section, may be made via marine broadcasts, local notice to mariners, local news media, distribution in leaflet form, or by an on-scene oral notice and signage.

(d) ***Location.*** If the specific location of a safety zone for fireworks displays is not listed in Table 1, an announcement will be made by marine broadcast, local notice to mariners, distribution in leaflet form, local news media, or by an on-scene oral notice as appropriate. The specific locations of swim event safety zones are listed in Table 2. Any modification to the location of safety zones described in this section will be listed in USCG First District Local Notice to Mariners at: http://www.navcen.uscq.gov/.

TABLE 1 TO § 165.160—FIREWORKS DISPLAYS

1.0 Event	Location [1]
1.1 Twin Island, Long Island Sound Safety Zone	Launch Site: A land shoot located on the east end of Orchard Beach, NY, in approximate position 40°52'10" N, 073°47'07" W. This Safety Zone includes navigable waters within a 200-yard radius from the launch site.
1.2 Arthur Kill, Elizabeth, NJ Safety Zone	Launch Site: A land shoot located in Elizabeth, NJ, in approximate position 40°38'50" N, 074°10'58" W. This Safety Zone includes navigable waters within a 150-yard radius from the launch site.
1.3 Wards Island, East River, NY Safety Zone	Launch Site: A land shoot located on Wards Island in approximate position 40°46'57" N 073°55'28" W, approximately 330 yards north of the Robert F. Kennedy Bridge (Triborough Bridge). This Safety Zone includes navigable waters within a 200-yard radius from the launch site.
1.4 Barge Based Fireworks Displays	All waters within the Sector New York COTP Zone within an area up to a 500-yard radius of a firework barge or barges used during the storage, preparation, and launching of fireworks.

[1] *All coordinates listed in Table 1 to § 165.01-165.160 reference Datum NAD 1983.*

Table 2 to § 165.160—Swim Events

1.0 Event	Date/location [1]
1.1 Hudson River, Ulster, NY, Swim	Date: The first weekend after the 4th of July. Location: The safety zone includes all navigable waters of the Hudson River in the vicinity of Ulster Landing, bound by the following coordinates: 42°00'03.7" N, 073°56'43.1" W, thence to 41°59'52.5" N, 073°56'34.2" W, to 42°00'15.1" N, 073°56'25.2" W, to 42°00'05.4" N, 073°56'41.9" W, thence along the shoreline to the point of origin.
1.2 Hudson River, Nyack to Kingsland Point Swim	Date: 2nd weekend in September. Location: The safety zone includes all navigable waters of the Hudson River between Nyack, NJ and the Tarrytown Lighthouse bound by the following coordinates: 41°05'10.7" N, 073°55'03" W, thence to 41°05'02" N, 073°52'25" W, to 41°05'19" N, 073°52'22" W, to 41°05'25" N, 073°54'51" W thence along the shoreline to the point of origin.
1.3 Navy Seal Swim, New York Harbor	Date: One Saturday or Sunday in August. Location: The safety zone includes all navigable waters bound by the following coordinates: 40°41'26" N, 74°03'17" W, thence to 40°41'02" N, 74°02'25" W, to 40°41'40" N, 74°02'00" W, to 40°42'25" N, 74°01'08" W, to 40°42'28" N, 74°01'07" W, to 40°41'57" N, 74°02'07" W, to 40°41'40" N, 74°02'30" W, to 40°41'24" N, 74°02'27" W, to 40°41'12" N, 74°02'38" W, to 40°41'29" N, 74°03'15" W, thence back to the point of origin.

1.4 Hudson River, Newburgh to Beacon Swim	Date: One Saturday or Sunday in July. Location: The safety zone includes all navigable waters of the Hudson River between Newburgh and Beacon, NY bound by the following coordinates: 41°30'24.2" N, 074°0'17.4" W, thence to 41°30'27.8" N, 073°59'16.8" W, to 41°30'11.6" N, 073°59'19.9" W, to 41°30'03.4" N, 074°0'17.2" W, thence north along the shoreline to the point of origin.
1.5 Long Island Sound, Horseshoe Harbor Swim	Date: 4th weekend in July and 2nd weekend in August. Location: The safety zone includes all navigable waters of the Long Island Sound bound by the following coordinates: 40°55'32" N, 73°44'37" W, thence southeast to 40°55'28" N, 73°44'14" W, to 40°55'01" N, 73°43'59" W, to 40°54'01" N, 73°44'17" W, to 40°54'48" N, 73°45'10" W, thence along the shoreline back to the point of origin.
1.6 New York Harbor, Liberty Island to Morris Canal Swim	Date: One weekend in July. Location: The safety zone includes all navigable waters of the New York Harbor bound by the following coordinates: 40°41'27" N, 74°02'25" W, thence to 40°41'22" N, 74°02'13" W, to 40°41'36" N, 74°02'04" W, to 40°42'39" N, 74°01'42" W, to 40°42'42" N, 74°02'05" W, to 40°42'31" N, 74°01'55" W, thence back to the point of origin.

[1] *All coordinates listed in Table 2 to § 165.01-165.160 reference Datum NAD 1983.*

§ 165.166 Safety Zones; Coast Guard Captain of the Port New York Zone Drone Displays.

(a) **Locations.** The following areas are designated zones in which a safety zone with a radius up to 500-yards will be established for drone shows. The establishment of a safety zone within a designated zone requires the coordinates defining the center of the safety zone to be within the boundaries of one of the zones described as follows:

(1) **Hudson River Zone 1:** All waters of the Hudson River to include Morris Canal Basin in the vicinity of lower Manhattan, from surface to bottom, encompassed by a line connecting the following points beginning at 40°42'20.9" N, 74°02'05.7" W; traveling north along the shoreline thence to 40°46'41.1" N, 74°00'30.4" W; thence to 40°46'22.2" N, 73°59'38.3" W; traveling south along the shoreline thence to 40°42'02.0" N, 74°00'51.1" W; and back to the point of origin.

(2) **East River Zone 2:** All waters of the East River in the vicinity of lower Manhattan, from surface to bottom, encompassed by a line connecting the following points beginning at 40°42'01.6" N, 74°00'48.7" W; traveling north along the shoreline thence to 40°46'38.0" N, 73°56'31.6" W; thence to 40°46'33.2"N, 73°56'13.4" W; traveling south along the shoreline thence to 40°44'17.2" N, 73°57'38.7" W; thence to 40°44'11.6" N, 73°57'37.0" W; continuing south along the shoreline thence to 40°41'35.7" N, 74°00'14.3" W; and back to the point of origin. These coordinates are based on Datum WGS 84.

(b) **Definitions.** As used in this section:

Designated representative means a Coast Guard Patrol Commander, including a Coast Guard coxswain, petty officer, or other officer operating a Coast Guard vessel and a Federal, State, and local officer designated by or assisting the Captain of the Port New York Zone in the enforcement of the safety zone.

Official Patrol Vessels means any Coast Guard, Coast Guard Auxiliary, State, or local law enforcement vessels assigned as an on-scene representative approved by the COTP.

Spectators means all persons and vessels not registered with the event sponsor as participants or official patrol vessels.

(c) **Regulations.**

(1) When enforced, under the general safety zone regulations in subpart C of this part, you may not enter the safety zone described in paragraph (a) of this section unless authorized by the COTP or the COTP's designated representative.

(2) To seek permission to enter the designated safety zone, contact the COTP or the COTP's Designated Representative via VHF-FM Marine Channel 16, or by contacting the Coast Guard Sector New York command center at (718) 354-4356. Those in the safety zone must comply with all lawful orders or directions given to them by the COTP or the COTP's designated representative.

(d) **Enforcement periods.**

The COTP will make notification of the exact dates and times in advance of each enforcement period for the locations above in paragraph (a) of this section to the local maritime community through marine broadcasts, local notice to mariners, local news media, distribution in leaflet form, or by an on-scene oral notice and signage.

Mayor's Office of Citywide Event Coordination and Management

GUIDE TO WEATHER SAFETY PLANNING FOR SPECIAL EVENTS

PROVIDED BY NEW YORK CITY EMERGENCY MANAGEMENT (NYCEM)

Purpose

The New York City Guide to Weather Safety Planning for Special Events provides public safety guidelines in situations where large crowds are assembled for outdoor events. The guide takes special event organizers and City agencies through considerations of weather hazards, planning best practices, and decision-making processes before and during an event that may be affected by hazardous weather.

These guidelines apply to the largest events the City hosts and involve long-range, multiagency planning. Event organizers are required to develop a weather safety plan for their events.

Scope

The guide is limited to special event safety concerns related to hazardous weather. It does not alter any existing permitting requirements for special events, nor does it impinge upon the ability of the Incident Commander (the public safety official responsible for the event) to take whatever actions necessary to protect the public.

Objectives

The *Guide to Special Event Weather Safety Planning* has the following objectives:

- Describe the responsibilities of event organizers to appropriately plan for and respond to weather emergencies to protect public safety;
- Describe the responsibilities of City agencies before, during, and after special events;
- Describe the necessary components of the weather safety plan that organizers are required to develop for special events;
- Outline the decision-making process for holding, canceling, delaying, or modifying special events due to weather conditions;
    - Discuss unique considerations based on event type, event facilities, specific weather hazards, and venues.

NOTE: Every emergency will present unique circumstances and challenges. This guide is intended to provide structure to a citywide response and is not prescriptive or comprehensive. The actions described in this document will not necessarily be completed during every event, nor is every response activity that may be required described herein. City agencies and their state, federal, non-profit, private, and volunteer partners will use judgment and discretion to determine the most appropriate actions at the time of the event.

Hazard Overview

Special Events

Attendees at special events are potentially vulnerable to weather hazards. In order maximize the ability for people to gather safely at NYC events, and to mitigate against exposing people to tenuous or potentially adverse conditions, the Incident Commander, with NYCEM and other public safety agency expertise and guidance, can require and effect changes to the event including early cancelation or rescheduling of the event, especially if NWS weather forecasts indicate in advance a high probability of severe weather in the area and time of the event.

Weather Hazards

Weather hazards, including extreme cold, extreme heat, flooding, adverse marine conditions, thunderstorms, high winds, poor air quality, and winter precipitation may all adversely impact public safety during special events. Table 1 below presents weather hazards, potential associated health and public safety impacts, and related National Weather Service and New York City agency alerts and products.

Hazard	Health and Safety Impacts	Related NYC and NWS Products
Extreme Cold	• Frostbite • Hypothermia • Exacerbation of pre-existing respiratory conditions	• Extreme Cold Weather Preparedness • Ice Storm Warning • Extreme Cold Watch • Extreme Cold Warning • Cold Weather Advisory
Extreme Heat	• Sunburn • Dehydration • Heat cramps • Heat exhaustion • Heat stroke • Exacerbation of chronic illnesses • Exacerbation of mental and physical impacts of illicit drug use	• Heat Advisory • Excessive Heat Watch • Excessive Heat Warning • Hazardous Weather Outlook • Heat & Air Quality Health Advisory
Poor Air Quality	• Ground-level ozone, also known as smog, can irritate respiratory systems, reduce lung function, aggravate asthma and trigger asthma attacks. Those with lung diseases are at greater risk. • Particle pollution, also known as particulate matter, can get deep into the lungs and cause serious health problems. When exposed, people with heart or lung diseases and older adults are more at risk of hospital	• Air Quality Health Advisory (NYS DEC) • Air Quality Alert

	and emergency room visits or, in some cases, even death from heart or lung disease.	
Flooding	• Occurs with excessive rainfall or along the coast due to high tides and/or storm surge • Moving water • Contaminated water • Washed out roads • Electrical hazards • Damage to structures or infrastructure • Contaminated mud/sediment • Combined Sewer Overflow (CSO) • Potential for blocked roadways and disruptions to public transportation	• Hazardous Weather Outlook • Flood Warning • Flood Watch • Flash Flood Warning • Flood Advisory • Costal Flood Statement • Coastal Flood Advisory • Coastal Flood Watch • Coastal Flood Warning • Storm Surge Watch • Storm Surge Warning • CSO Alert *(NYC DEP)*
Adverse Marine Conditions	• Conditions dangerous for activities occurring on or in the water	• Gale Warning • Hurricane Force Wind Warning • Small Craft Advisory • Special Marine Warning • High Surf Advisory • High Surf Warning • Dense Fog Advisory • Hazardous Weather Outlook • Storm Warning • High Rip Current Risk • Coastal Storm Watch • Coastal Storm Warning
Thunderstorms	• All thunderstorms produce lightning "Severe" thunderstorms produce 1+ inch hail, 60+ mph winds, and/or tornadoes • ail (1+ inch with severe storms) • Sudden convective winds (60+ mph with severe storms) • Derecho winds • Tornadoes (severe storms only) • Downed trees and/or power lines • Damage to infrastructure • Potential for blocked roadways and disruptions to public transportation	• Severe Thunderstorm Watch • Severe Thunderstorm Warning • Special Weather Statement for Near Severe Thunderstorms • Tornado Watch • Tornado Warning • Extreme Wind Warning • Hazardous Weather Outlook

Hazard	Health and Safety Impacts	Related NYC and NWS Products
High Wind	• Damage to structures, especially temporary construction • Downed trees and/or power lines	• Tropical Storm Watch • Tropical Storm Warning • Hurricane Watch • Hurricane Warning • Wind Advisory • High Wind Watch • High Wind Warning • Hazardous Weather Outlook • Extreme Wind Warning
Winter Precipitation	• Treacherous roadway and travel conditions • Blocked roadways may delay emergency vehicles • Potential for disruptions to public transportation • Heavy snow loads and ice accretion may affect stability and/or safety of temporary structures • Limited visibility	• Winter Storm Watch • Winter Storm Warning • Winter Weather Advisory • Winter Weather Preparedness • Blizzard Warning • Ice Storm Warning • Snow Alert (DSNY) • Cold Weather Alert (NYC DSS) • Hazardous Travel Advisory (NYC) • Snow Squall Warning
Other	• Varies	• Red Flag Warning (fire weather) • Class B: Under Advisory (beaches) (NYC DEP and DOHMH) • Class C: Closed (beaches) (NYC DEP and DOHMH)

Weather Safety Plan Requirements

An event's permitting agency will require organizers to submit a weather safety plan to the permitting agency for review. The purpose of these plans is to prepare necessary contingencies in case of significant hazardous weather. Weather safety plans should include the following components:

- Brief description of event

- Type and purpose of event (e.g., concert, community street festival, athletic activity or activity involving extreme exertion)
- Venue
- Schedule (including set-up and demobilization)
- Number of anticipated attendees

- Potential weather hazards of concern for this event, to include thresholds for specific weather elements
- Weather monitoring procedures
  - Individual(s) on event staff responsible for weather monitoring
  - Sources of weather information to be used (must include NWS as they are the only official warning authority for the public. May additional commercial vendors and on-site equipment such as anemometers and thermometers)
- Decision-making procedures
  - Individual(s) on event staff responsible for weather safety decision-making (if more than one, show chain of command)
  - Explanation of which actions will be triggered by which weather conditions/National Weather Service products (watches, warnings, and advisories)/equipment readings
    - Additional considerations influencing weather safety decisions
    - Venue- or event-specific factors
- Outreach plan
  - Description of how messages will be distributed
  - Prepared message templates and examples
  - Pre-event messaging to guests regarding weather-related procedures
- Egress and evacuation plan
  - Egress routes
  - Emergency vehicle access routes
  - Rally point for event staff
  - Staff actions to secure event space

- External communication and notifications
    - Description of procedures for notifying public safety agencies and the Mayor's Office of Citywide Event Coordination and Management (CECM) of emergencies or incoming hazardous weather
    - Points of contact for CECM and public safety agencies

A Weather Safety Plan Template is included as Annex A as an aid to organizers. Organizers are encouraged to use this format when submitting their plans.

Weather Safety Planning Process:

While all event organizers should develop a weather safety plan for their events, the event's permitting agency may require the event organizers to submit formal weather safety plans.

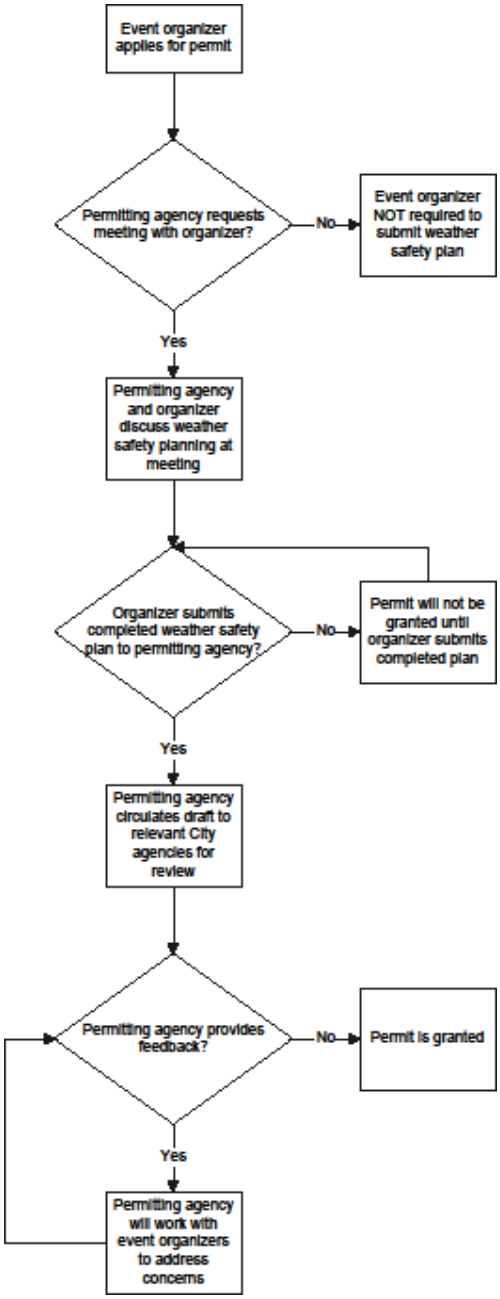
Permitting agencies will meet with organizers based on a number of factors, including, but not limited to:

- Size/expected attendance of the event
- Public profile of the event
- Disruptions to be caused by the event (street closures, etc.)
- Complexity of event set-up and temporary construction
- Potential safety hazards in the event plan
- Security concerns around the event
- Weather concerns related to the event or forecast

Permitting agencies can require organizers to submit completed weather safety plans for review by relevant agencies (e.g., New York City Police Department, New York City Fire Department, New York City Department of Health and Mental Hygiene, CECM). Please see the flowchart on the following page for an illustration of this process.

Please Note: Policies governing the decision-making process based on organizers' weather safety plans and the interactions between City agencies and event organizers at the time of an event are outlined in the Decision-Making section, below.

Diagram 1: Weather Safety Planning Process



Decision Making:

Weather Monitoring

Prior to and during an event, event organizers are responsible for monitoring and tracking weather conditions, including temperature, heat indices, wind chill, wind speeds, precipitation, or other impactful weather

conditions.

Numerous sources of information about the weather are available. At a minimum, all event organizers will monitor National Weather Service (NWS) and web, television, and/or radio forecasts. Depending on the specifics of the special event, additional levels of monitoring and tracking will be required—for example, for events with temporary construction permits from the Department of Buildings, the City may require organizers to install anemometers and record wind measurements in a log, and for outdoor summer events, the City may require heat index and temperature monitoring.

In some circumstances, the City will set up an Incident Command Structure staffed by New York City agency personnel to support public safety at a special event and monitor NWS for the most up-to-date forecast information (additionally, some agencies contract with private weather services for local forecasts). Event organizers will be notified by the City if an Incident Command will be established for their event.

A selection of additional sources for weather information is presented in Table 2 below.

Table 2: Sources of Weather Information

Agency	Service	Description
NYCEM	NotifyNYC	• The City's official emergency communications program • Includes notifications about impending significant weather events • Free • Available at www.nyc.gov/notifynyc
	CorpNet	• Provides private sector organizations with detailed information about incidents and events in NYC • Free • Must have a corporate or non-profit e-mail address to subscribe • For more information, see www.nyc.gov/corpnet
NWS	NOAA Weather Wire Service	• Fastest delivery method available for weather information from the NWS • Requires appropriate software • One-time registration fee for internet service • For more information, see www.nws.noaa.gov/nwws
	NOAA Weather Radio	• Network of radio stations that broadcast NWS products and forecasts 24/7 • For more information, see www.weather.gov/nwws/
	NWS web pages	• Provides official forecast information and NWS products • Like or follow NWS on Facebook and Twitter

Table 2: Sources of Weather Information		
Agency	**Service**	**Description**
		• Information also available by NWS' social media channels (e.g., Facebook, Twitter) • Visit www.weather.gov
	NWS local forecast office	• The local NWS forecast office may direct individuals to appropriate sources of weather information • In most circumstances, NWS personnel will not provide specialized, site-specific forecasts to event organizers • For more information, visit www.weather.gov
Other Weather Services	Internet, television, and radio sources	• Local and national news outlets and weather services provide general weather forecast information
	Specific event- or location-based forecasts	• Location-specific or event-specific forecasts may be available from private sector weather providers • NWS maintains a list of available private weather services at weather.gov/im/
N/A	Direct observation	• Use common sense about weather conditions occurring • Install anemometers or other monitoring equipment

As part of their weather safety plan, event organizers are required to designate an individual responsible for monitoring weather conditions and identify a chain of decision-makers responsible for the event.

Decision-Making Process and Responsibilities

According to the *Citywide Incident Management System* (CIMS), New York City's incident management doctrine, the New York City Police Department (NYPD) is the Primary Agency, operating in a Single Command, for special events. As the Incident Commander, NYPD is responsible for working collaboratively with coordinating and supporting agencies (including event organizers, permitting agencies, NYC Emergency Management (NYCEM), and Citywide Event Coordination and Management (CECM) to set objectives and priorities. Though other permitting and regulatory agencies may be able to cancel events on their own authorities, NYPD is the final decision-making authority regarding public safety concerns at a special event. NYPD decisions, including those to postpone or cancel an event, are final and not subject to appeal.

Other City agencies are responsible for advising the Incident Commander regarding potentially hazardous conditions that relate to their respective core competencies and permitting authorities, which are outlined in Table 3 on the following page. The table is not inclusive of all agencies that may be involved in decision-making.

Table 3: Involved Agencies or Related Entities and Relevant CIMS Core Competencies		
Agency	**Involved Agencies or Related Entities**	**CIMS Core Competencies**
Mayor's Office of Citywide Event Coordination and Management (CECM)	• Oversees all event permitting activity in New York City for the following agencies: SAPO, MOME, DPR, NYPD, EDC, Brooklyn Bridge Park Corp, and the Trust for Governors Island	
Mayor's Street Activity Permit Office (SAPO)	• Permits for street fairs, festivals, block parties, green markets, commercial/ promotional and other events on City streets and sidewalks	
Police Department (NYPD)	• Parade and amplified sound permits	• Law enforcement and investigation • Hazardous Materials (CBRN) Investigation (Crime Scene/Terrorism) • Accident Investigation • VIP Protection • Site management, including perimeter control, traffic control, crowd control, site security and force protection, and evacuation
Mayor's Office of Media and Entertainment (MOME)	• Permits for film and television shoots, broadcasted events, red carpet premieres, and related production parking	
Brooklyn Bridge Park (BBP)	• Event permitting on Brooklyn Bridge Park property	
Economic Development Corporation (NYC EDC)	• Responsible for pier property under the jurisdiction of EDC and coordination with pier concessionaires and lease holders	
The Trust for Governors Island (TGI)	• Event permitting on Governors Island property	
Fire Department (FDNY)	• Temporary Place of Assembly (TPA) inspections • Use of fuel, generators, and pyrotechnics	• Fire suppression • Search and Rescue • Hazardous Materials (CBRN Assessment, Life

		Safety, Mass Decontamination, and Mitigation • Pre-hospital emergency medical care
Department of Buildings (DOB)	• Temporary structures and construction • TPA permit issuance • Work permits (after-hour variances)	• Structural/ damage assessment
Department of Environmental Protection (DEP)	• Water safety testing/Water-on-the-Go Stations • Permit use of fire hydrants	• Environmental monitoring, sampling, evaluation, and analysis
Department of Health and Mental Hygiene (DOHMH)	• Temporary food establishment permits • Food Protection Certification • Mobile Food Vending Establishment permits • Animal Exhibit permits • Rental Horse licenses	• Public health assessment • Disease surveillance and epidemiology • Environmental Mitigation • Public health orders, clinical guidance, and risk communication

Table 3: Involved Agencies or Related Entities and Relevant CIMS Core Competencies

Agency	Involved Agencies or Related Entities	CIMS Core Competencies
Department of Parks and Recreation (DPR)	• Special events on parkland • Ball field, beach, outdoor pool, and athletic field permitting	• Bridges and Roadways: Infrastructure Assessment, Repair and Reconstruction • Transportation Systems Management (Traffic Signals)
Department of Transportation (NYC DOT)	• Use of oversized trucks, cranes, overhead cabling/electrical wiring, horse-drawn carriages, and banners • Removal of streetlights, street signs, bus-stop shelters, and bollards • Bridges/roadways/construction remediation for events	
Department of Sanitation (DSNY)	• Cleaning operations for events such as street festivals and parades	• Snow removal operations

Property Owners/Location-Specific Permitting Agencies	• The following agencies may have authority over certain sites/events: Bryant Park Corporation, Central Park Conservancy, Prospect Park Alliance, Hudson River Park Trust (HRPT), Randall's Island Park Alliance, Southern Queens Park Association (SQPA) and others, depending on the venue	

For some special events, NYPD will establish an Incident Command, and other City agencies and the event organizers will be included as supporting agencies. The presence of City agencies in an Incident Command does not eliminate or limit the responsibility of event organizers to adhere to the conditions of any permits issued for the event and all federal, state, or local laws, rules, or regulations, including those related to permitting or operation of events in New York City. Event organizers retain full responsibility for a safe event and shall take such measures as needed to ensure a safe event.

CECM and NYCEM may jointly convene the relevant agencies and subject-matter experts in a Special Event Weather Safety Steering Committee. The Steering Committee, which may convene in person at the Incident Command Post or via a conference call, is responsible for reviewing the weather forecast and advising the Incident Commander on the appropriate action(s) to be taken.

For all other events where an Incident Command has not been established, event organizers, in coordination with CECM, retain responsibility for weather monitoring and decision-making.

Potential Actions and Suggested Decision Guidelines

If hazardous weather is forecast to coincide with a special event, event organizers have several options. Organizers may take no action; they may **postpone**, **cancel/reschedule**, or, if the event is in progress, **halt the event**; or they may attempt to **mitigate** the dangerous conditions.

Regardless of an event organizer's decision, the City retains the sole discretion to postpone, halt, or cancel an event.

These actions are defined in more detail in Table 4.

Table 4: Potential Actions

Action	Definition
No action	• The special event is allowed to continue as planned • Agencies and event organizers continue to monitor weather conditions
Postpone	• Due to the limited duration of dangerous conditions, the special event is delayed until such time as it may begin safely • Agencies or event organizers continue to monitor weather conditions
Cancel/Reschedule	• The special event is called off or scheduled for a later date
Halt	• The special event, already in progress, is stopped, either temporarily (if dangerous conditions will pass quickly) or permanently • If a City agency orders the evacuation of an event space, the agency may require the cancellation of the event
Mitigate	• The special event is allowed to continue if certain actions to reduce exposure to risk are taken by event organizers • Examples of potential mitigation actions are outlined in Table 8

The Hazardous Weather Decision Guidelines on the following pages recommend actions that may be triggered when the NWS or agencies issue products or alerts.

In their weather safety plan, event organizers will identify which weather conditions or NWS products will trigger actions to postpone, cancel/reschedule, or halt an event and/or mitigate a hazard. Organizers can adopt the guidelines on the following pages or develop their own criteria in conjunction with City authorities for taking action.

The appropriate action that City agencies and/or organizers (the latter for small-scale events) should take will depend on the specifics of the situation. The guidelines on the following pages do not limit the ability of the Incident Commander or of the event organizer and CECM to make the decision they deem necessary and appropriate based on the circumstances present at the time of the event.

The Hazardous Weather Decision Guidelines on the following pages do not outline recommendations for every possible type of event. If an event falls outside of the categories specifically referenced below, organizers should consider:

- Which event type named in the guidelines is most like the planned event?
- Does the event have any unique features that would increase its vulnerability to the various weather hazards mentioned below?
- Consider that current forecast science is not capable of precise predictions of hazard occurrence time and location, and that storms posing similar hazards (e.g., lightning) may move at different speeds.

Table 5: Hazardous Weather Decision Guidelines

Key:	• **C = Cancel/Reschedule** • **P = Postpone**	• **H = Halt** • **M = Mitigate**				
Weather Hazards	**Event Types**					
Products/ Triggers	**Street Event, Outdoor Concert**	**Event w/ Temp. Structure**	**Air Demo, Show, or Flyover**	**Fireworks Display**	**Athletic (Running, Cycling, Dancing)**	**Marine (Swim, Regatta)**
Extreme Cold						
Extreme Cold Weather Preparedness	M	M	M	M	M	M/C
Ice Storm Warning	M	M	M	M	M	M/C
Extreme Cold Watch	M	M	M	M	M	M/C
Extreme Cold Warning	M/C	M/C	M/C	M/C	M/C	M/C
Cold Weather Advisory	M	M	M	M	M	M/C

Extreme Heat Organizers **must** provide free water when re-entry is prohibited and a Heat Advisory has been issued						
Heat Advisory (NYC)	M/C	M	M	M	M/C	M
Excessive Heat Outlook	M/C	M	M	M	M/C	M
Excessive Heat Watch	M/C	M	M	M	M/C	M
Excessive Heat Warning	M/C	M/C	M/C	M/C	M/C	M/C
Heat & Air Quality Health Advisory	M/C	M/C	M/C	M/C	M/C	M/C
Air Quality Health Advisory (NYS DEC)	M/C	M	M	M	M/C	M
Flooding						
Hazardous Weather Outlook	M	M	M	M	M	M
Flood Watch	M or P/H/C	M or P/H/C	M pr P/H/C	M or P/H/C	M or P/H/C	M or P/H/C
Flash Flood Warning	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Flood Advisory	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Costal Flood Statement	-	-	-	-	-	M/C
Coastal Flood Warning	-	-	-	-	-	C
CSO Alert (NYC DEP)	-	-	-	-	-	M/C
Hurricanes						
Tropical Storm Watch	M/C	M/C	M/C	M/C	M/C	M/C
Tropical Storm Warning	C	C	C	C	C	C
Hurricane Watch	C	C	C	C	C	C
Hurricane Warning	C	C	C	C	C	C
Hurricane Force Wind Warning	C	C	C	C	C	C
Marine Conditions						

- Cancelation or rescheduling for safer forecast conditions is a best practice to mitigate risk.

Products/ Triggers	Street Event, Outdoor Concert	Event w/ Temp. Structure	Air Demo, Show, or Flyover	Fireworks Display	Athletic (Running, Cycling, Dancing)	Marine (Swim, Regatta)
Gale Warning	-	-	-	-	-	C
Small Craft Advisory	-	-	-	-	-	M
Special Marine Warning	-	-	P/C	P/C	-	H/C
High Surf Advisory	-	-	-	-	-	M
High Surf Warning	-	-	-	-	-	M/C
High Rip Current Risk	-	-	-	-	-	M/C
Coastal Storm Watch	-	-	-	-	-	M/C
Coastal Storm Warning	-	-	-	-	-	M/C
Dense Fog Advisory	-	-	C	P/C	-	P/H/C
Severe Weather						
Severe Thunderstorm Watch	M or P/H/C	M or P/H/C	M or P/H/C	M or P/H/C	M or P/H/C	M or P/H/C
Severe Thunderstorm Warning	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Special Weather Statement	M/P/H/C	M/P/H/C	M/P/H/C	M/P/H/C	M/P/H/C	M/P/H/C
Tornadoes						
Tornado Watch	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Tornado Warning	P/C/H	P/C/H	P/C/H	P/C/H	P/C/H	P/C/H
High Wind						
Wind Advisory	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
High Wind Warning	P/H/C	P/H/C	C	C	P/H/C	C
Winter Weather						
Winter Storm Outlook	M	M	M	M	M	M
Winter Storm Watch	M	M	M	M	M	M
Winter Storm Warning	M/C	M/C	M/C	C	C	C
Winter Weather Advisory	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Blizzard Warning	C	C	C	C	C	C
Ice Storm Warning	C	C	C	C	C	C
Winter Weather Preparedness	M/C	M/C	M/C	M/C	M/C	M/C
Snow Squall Warning	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C	P/H/C
Other						
Red Flag Warning (Fire Weather)	-	M	-	C/M	-	-

Class B: Advisory (beach) (NYC DEP & DOHMH)	-	-	-	-	-	C
Class C: Closed (beach) (NYC DEP & DOHMH)	-	-	-	-	-	C

Various other factors should influence the decision to cancel/reschedule, postpone, or halt an event; attempt to mitigate dangerous conditions; or take no action. Some of these factors and considerations are presented in Table 6 below.

Table 6: Additional Factors Factor	Considerations
Characteristics of the Venue	
Trees	• Hazard in wind events & thunderstorms • Potential mitigating factor in extreme heat events
Utility Lines	• Hazard in wind and precipitation events
Temporary Structures	• Hazard in wind and precipitation events • Temporary structures should not be subjected to conditions that approach or exceed their safety limits
Food, Alcohol, and Beverages Available	• Water availability may help to mitigate the effects of extreme heat, while alcohol may exacerbate heat impacts
Neighboring Land Use	• Potential hazard if weather conditions create a dangerous environment due to characteristics of land bordering the venue
Distance from Adequate Shelter	• Attendees must be given sufficient time to reach adequate shelter. If shelter is remote, organizers may more strongly consider postponing or canceling/rescheduling events, and may consider more proactively halting them when in progress.
Ease of Evacuation/Clearance Time	• Attendees must be given sufficient time to reach adequate shelter. If evacuation from a site is difficult and/or time-consuming, organizers may more strongly consider postponing or canceling events and may consider more proactively halting them when in progress.
Public Transportation Availability	• The status of public transportation service in the area may affect how event participants are moved away from the venue and how quickly the area may be cleared. If public transportation service is expected to be reduced or unavailable, organizers may more strongly consider postponing or canceling/rescheduling events, and may consider more proactively halting them when in progress.
Characteristics of the Crowd	
Anticipated Crowd Response	• Event organizers should consider whether crowd responses to event postponement/cancellation and/or halting an event would be likely to create a public safety hazard (i.e., disorder) • Crowd response can be affected by crowd density; cost of event; lighting; sound; clarity and tone of announcements and signage; ease of movement; availability of food, water, sanitary facilities, and/or entertainment; alcohol; presence of security and/or event staff; and weather conditions themselves
People with Disabilities, Access and Functional Needs who may include, children, elderly, and people who may have medical equipment needs	• People with disabilities, access and functional special needs may be more vulnerable to certain hazards; may require additional time or assistance during evacuations, or when events are postponed; plan on additional event staff to provide assistance during the event
Ease of Notification	• Allow sufficient time if notifying the crowd will be time-consuming or will otherwise present a challenge

Recommended Weather Safety Precautions and Procedures

The following section outlines procedures and best practices for special event weather safety planning.

Messaging and Notifications

Effective safety-related messages should be clear, concise, and available in languages and formats (e.g., video displays if available) likely to be understood by event attendees, including those with special needs. Event organizers should provide message delivery systems that can be heard and seen (taking into account anticipated crowd noises or visual obstructions to signage). Event organizers should also consider direct public safety messaging to guests' mobile devices.

The permitting agency may require the plan to provide pre-canned messages that contain clear instructions for attendees and event organizers. Instructions that briefly explain the reason behind such actions can be more effective. All pre-canned messages should be prepared in advance and submitted to CECM and relevant permitting agencies with sufficient time for review. Messages should be prepared for the following contingencies:

- Monitoring approaching weather condition
- Event postponement
- Event cancelation
- Permanently halting event – instructions regarding nearest shelter and/or transportation
- Temporarily halting event – instructions regarding nearest shelter, when event will resume, and how attendees will be made aware of resumption
- Likely mitigation actions (e.g., for a heat event, "water is available in the following locations…")

In addition to having pre-canned messages ready to deploy at the time of the event, organizers should consider including a note on postponement or cancelation procedures in pre-event messaging to guests (e.g., printed on the ticket itself, as part of an e-mail confirmation, etc.). Event organizers will coordinate significant action message releases in consultation with NYPD.

Event organizers should maintain contact with the supervising or permitting agencies. When a significant action is taken (postponement, cancelation, etc.), event organizers should notify CECM and involved agencies. Once notified of significant action, CECM and NYCEM will notify additional City agencies, as outlined in Table 7, as needed.

Table 7: Agency Notifications Agencies Requiring Notification	Purpose of Notification
311	Update citywide messaging
DSNY	Adjust staffing Prepare personnel to respond to unforeseen cleaning issues, if needed
MTA (NYCT Rail Control Center)	NYCT may prepare contingencies for potential surges in ridership if notified in advance

Egress and Evacuation

The safety plan should include plans for the safe evacuation of the venue, should an impending weather condition require it. To facilitate an orderly evacuation, egress routes should be clearly marked. If possible, the venue should be configured to reduce potential bottlenecks and dead-ends. Organizers should consider any special measures required to facilitate safe evacuation for people with access and functional needs.

In addition to evacuation considerations regarding the venue itself, organizers should consider areas attendees will reach upon leaving the facility. For example, organizers should consider adding alternate egress routes if existing routes deposit attendees in an area that is unsafe or that cannot handle a large volume of people (e.g., a narrow sidewalk, a traffic island, etc.). Event organizers should also check the status of public transportation service before providing information to the public about potential routes away from the venue. In addition to planning egress routes, organizers should make provisions for allowing unimpeded access for emergency vehicles.

The site evacuation plan should include a designated rally point at which event staff will meet to check in and receive further instruction following an evacuation. Organizers should also consider actions that event staff will take to secure the venue in the event of an evacuation.

Organizers should work with NYPD and FDNY to create safe evacuation plans and should communicate with public safety agencies at the time of an event, should an evacuation become necessary.

A comprehensive egress and evacuation plan includes the considerations listed above and is reviewed by NYPD, FDNY, CECM, and other necessary agencies.

Coordination with Public Safety Agencies

CECM and event organizers will convene and attend meetings, which will include public safety agencies, during the planning stages of events. At these meetings, organizers should explain the purpose of their events and walk through the order-of-show with public safety personnel. Organizers should describe the procedures that will be in place for protecting public safety and any plans for weather contingencies. Lastly, organizers should exchange contact information and ensure that lines of communication with public safety agencies will be open at the time

of the event.

As part of their weather safety plan, organizers may be required to prepare a communication and notification plan outlining how they will notify agencies of incidents or hazardous conditions at the time of an event or during preparation stages (e.g., construction, load-in, ticket distribution). Organizers may be required to identify primary and secondary points of contact at the event site.

Potential Mitigation Actions

The following potential mitigation actions can reduce the possibility of harm to event attendees, staff, and security personnel from a weather-related incident.

Event organizers should note that, as listed in Table 8, for events at which re-entry is prohibited and a Heat Advisory has been issued, organizers are **required** to provide free water to event participants.

Table 8: Potential Mitigation Actions

Hazard/Circumstance	Potential Mitigation Actions
Postponements or Cancellations	• Determine where guests should wait while a determination about the event status is being made; Will guests be allowed into the venue? • Ensure that guests waiting while the event is postponed have access to shelter, restrooms, food, drink, etc.
Extreme Cold	• Provide hand- or foot-warmers to attendees • Provide warm beverages (tea, hot chocolate) to attendees (organizers must obtain appropriate permits from DOHMH) • Distribute emergency blankets ("space blankets") to attendees • Strategically position space heaters (organizers must obtain appropriate permits) or warming tents/stations
Winter Weather	• See "Extreme Cold" actions listed above • Salt and sand event space to reduce icing hazard • Shovel or plow snow to maintain access and egress routes • Remove snow from temporary structures or vacate structures

Extreme Heat	• Provide free water to attendees (consider contacting the NYC DEP regarding availability of NYC Water-On-the-Go stations) Note: Event organizers are REQUIRED to provide free water to event participants at events for which re-entry is prohibited and a Heat Advisory has been issued • Provide shade (tents) • Set up misting stations or tents (may require support from NYC DEP for events not in parks) • Restrict sale/availability of alcohol • Reduce race length or duration during peak heat periods *Note:* For outdoor events, heat and humidity below Heat Advisory criteria may still pose a health threat during athletic events or concerts combining vigorous dancing and alcohol or illicit drug use and mitigation measures should be considered.
CSO Alert/Beach Closure	• Change event site or route to avoid dangerous areas (note: ensure permits apply to altered site or route)

Table 8: Potential Mitigation Actions

Hazard/Circumstance	Potential Mitigation Actions
Wind/Severe Thunderstorms/Lightning	• Tie down loose objects • Remove potentially dangerous temporary structures (speaker towers, lighting poles, etc.) • Install anemometers to monitor wind speeds and identify thresholds at which precautionary actions will be taken • Designate lightning-safe shelter (if available) or direct people to stay away from the tallest objects, trees, metal objects, standing pools of water, and open fields
Flooding	• Pre-stage pump equipment in potential low lying event areas • Distribute ponchos or umbrellas • Clear catch basins in event space • Relocate to a covered structure • Elevate electrical equipment off of the ground
All	• Public outreach and education about dangers of weather condition and suggested preparations • Targeted messaging to vulnerable populations urging precautionary actions • Request additional ambulance presence or contract for private ambulance resources

Mayor's Office of Citywide Event Coordination and Management

Annex A: Weather Safety Plan Template

Special Event Weather Safety Plan			
Name of Event			
Event Organizer			
Cell Phone		E-mail	
Weather Safety Plan Completed By			
Cell Phone		E-mail	
Event Date(s)		Event Time(s)	
Venue		Est. # of Attendees	
Set-up Date(s)		Breakdown Date(s)	

Potential Weather Hazards of Concern for This Event

Attendee Characteristics (health status, behaviors that may increase health risks from hazards)

Weather Monitoring Procedures

Individuals Responsible for Weather Monitoring (name, title, cell phone, e-mail):

Sources of Weather Information to be Used (in addition to NWS):

Mayor's Office of Citywide Event Coordination and Management

Special Event Weather Safety Plan	
Name of Event	
Event Organizer	

Decision-Making Procedures

Individuals Responsible for Weather Safety Decision-Making (If more than one, show chain of command. Include names, cell phone numbers, and e-mail addresses.):

Action Triggers:

Additional Considerations:

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Outreach Plan

Special Event Weather Safety Plan	
Name of Event	
Event Organizer	

Message Distribution Methods:

Pre-Canned Message 1:

Pre-Canned Message 2:

Pre-Canned Message 3:

Pre-Canned Message 4:

Pre-Event Messaging Regarding Weather-Related Policies:

Egress and Evacuation Plan

Special Event Weather Safety Plan	
Name of Event	
Event Organizer	
Egress Routes (or attach map with routes marked):	
Emergency Vehicle Access Routes (or attach map with routes marked):	
Rally Point for Event Staff (or attach map with point marked):	
Safe Evacuation for People with Access and Functional Needs (e.g., mobility disabilities, vision or hearing disabilities, etc.):	
Staff Actions to Secure Event Space:	
External Communication and Notifications	
Procedures for Notifying Public Safety Agencies and CECM:	
Primary Point of Contact On-Site for CECM and Public Safety Agencies	
Name:	Cell Phone:

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Secondary Point of Contact	
Name	Cell Phone
4 of 5	

Special Event Weather Safety Plan	
Name of Event	
Event Organizer	
Potential Mitigation Actions	

5 of 5