



COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN
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Community Board 11 Street Activity Permits Guidelines and Requirements

The following policies must be complied with and all documents requested submitted before an application is accepted, processed and voted on. The documents together with the application will be reviewed by this office and then by the Licenses & Permits Committee. All documents must be submitted to the Board Office, 1664 Park Avenue, New York, NY 10035.

Applications and requirements differ for Block Parties and Street Festivals (multi-day or multi-block events).

HEALTH FAIRS, FARMERS MARKETS, RELIGIOUS EVENTS, SINGLE BLOCK FESTIVALS

1. Complete the online application found at www.nyc.gov/sapo
2. Submit a petition to the Board Office in support of your event signed by at least 25 residents of the block you intend to close for your event
3. Submit letters of support to the Board Office from nearby community based organizations, tenant associations, religious organizations, businesses, etc – particularly those located on the block you intend to close for your event
4. Submit a security/emergency map of the block to the Board Office, which should include
 - a. Location of first-aid kit
 - b. Identify lane for emergency vehicle to access the entire block free of obstruction
5. Submit written proof of non-profit status
6. Publicize the date, time, location, sponsorship of the event, so members of the affected community will have been reminded of the event, its opportunities, and possible inconvenience
7. Post “No Parking” signs at least 48 hours before the event
8. Be responsible for cleaning the permitted roadway, as well as adjoining streets affected by the event, both during and after the event

BLOCK PARTIES

Follow all steps mentioned above, not required to adhere to step #5

STREET FESTIVALS

Application Process

1. Complete the online application found at www.nyc.gov/sapo

2. Community Board 11 will only consider and approve applications submitted to the Board Office for review by the Licenses & Permits Committee at the time of its November and December meetings prior to the year for which the permit is being requested. A complete application includes all of the following information and documentation:
 - a. Letter of intent from the sponsor of the event
 - b. Brief history and background of the group(s) sponsoring the, including five contact persons responsible for the event and their phone numbers, description of the event and the purpose of the event
 - c. Letters of Support are required from:
 - i. If event is near NYCHA housing or major Housing Development, a letter from the management office is required
 - ii. Tenant/Block Associations
 - iii. Religious Organizations
 - iv. All businesses on the block
 - v. Community Base Organizations
 - d. A contract for portable toilets and maintenance agreement as proof that the toilets will be cleaned
 - e. Petition of at least 25 – 100 signatures of residents in the immediate area approving of proposed festival or event
 - f. Submit a security/emergency map of the block to the Board Office, which should include:
 - i. Location of first-aid kit
 - ii. Identify lane for emergency vehicle to access the entire block free of obstruction
 - g. Submit detailed financial reports from *previous year's event* (itemized expenditures, revenues and total profits), including detailed summaries of each donation the sponsors provided to local community based non-profit organizations the previous year, and proof that at least 25% of profits were contributed back into the community
 - h. Submit a list of community based non-profit organizations that the sponsor plans to provided financial donations to within thirty days after completion of the *current year's event*
 - i. No more than 30 days *after the event*, a list of donations to community based non-profit organizations must be submitted to the offices of Community Board 11 providing proof that at least 25% of profits were contributed back into the community
 - j. Written proof of non-profit status; an annual report on activities and accomplishments, including all financial statements

Rules and Responsibilities of the Street Festival Sponsors

1. No festivals shall be held near a school unless approved by the school superintendent and principal (while school is in session)
2. At least one sponsor of the festival must be based in Community Board Eleven
3. A sponsor assumes full responsibility for the event. Event-related actions of any agents of a sponsor, including producers, sanitation, security, management or volunteers, are the responsibility of the sponsor.
4. Community Board 11 requires sponsors:
 - a. To offer non-profit organizations based within CB11 vendor space for free if they are not selling goods or services and at a reduced rate if they are selling goods or services (50% of market rate)
 - b. To give store-front merchants first choice at renting the vendor space directly in front of their establishments and rent to them at a lower rate than would be charged to another vendor (50% of market rate)

- c. To specifically identify and provide donations to local community based non-profit organization(s) in Community Board Eleven totaling at least 25% of the profits generated through the street activity, event or fair
 - d. To publicize the date, time, location, and its sponsorship of the event, so members of the affected community will have been reminded of the event, its opportunities, and possible inconvenience
 - e. To post “No Parking” signs at least 48 hours before the event
 - f. To make good faith efforts to post notices of rerouting of buses along affected routes in advance of the event
 - g. To provide no fewer than four public toilets per ten event blocks and assure that they are locked at the end of the event
 - h. In advance of the event, to meet with the Police Precinct to plan the number of police and their posts, assignments, and instruction
 - i. To prohibit performers or stages from setting up within a radius of fifty feet from a commercial establishment that is open for business without written consent from the owner
 - j. To prohibit vendor spaces in front of fire hydrants
5. If the above rules are not adhered to, the police will be notified and the festival will be closed immediately; you will lose all privileges to apply for another event
 6. The Licenses & Permits Committee of Community Board Eleven reserves the right:
 - a. To make exceptions to these guidelines
 - b. To issue conditional approval to any applicants, to determine the number events held within its boundaries in any calendar year and to oppose any event it believes will overburden or is not in the interests of the community
 - c. To limit use of any particular stretch of thoroughfare to one event per calendar year
 - d. To limit street closings to 8AM to 10PM (the actual event must take place sometime between the hours of 9AM to 9PM)
 - e. Deny permits for non compliance

Security and Safety Requirements of the Street Festival Sponsors

1. There must be open spaces of 4 feet between every three booths
2. “The Safety Marshals” must be identified by a T-Shirt with the words “SAFETY MARSHALL” or a red band on the upper arm. The purpose of the Safety Marshall is to attend and direct people in an organized manner in case of an emergency.
3. Provide a lane for emergency vehicles in the center of street. Instruct Safety Marshals to clear area and direct emergency vehicle.
4. A location must be designated for a First-Aid Kit Station with a person certified in First-Aid.
5. Drugs, alcohol and gambling are prohibited