



## Temporary Use Authorization (TUA) Permit Frequently Asked Questions

### **What is a Temporary Use Authorization ("TUA") Permit?**

A TUA is a permit that allows a vendor to perform revenue generating activities on parkland for a restricted time period (not to exceed 29 days).

### **What is the difference between a Facility (Special Events) Permit and a TUA?**

Facility Permits (also referred to as "Special Events Permits") reserve event spaces and cover all event logistics, including date and time of the reservation and requirements for additional permits (such as an NYPD Sound Permit). In order to hold a special event on parkland, you must apply for and receive a Facility Permit. Some special events may require a TUA in addition to a Facility Permit, if the event includes an approved vending component.

Facility Permit applications are available on the NYC Parks website and are administered by the respective borough permitting office. *(For example, if you apply for a permit to use Washington Square Park in Manhattan, your permit will be administered by the NYC Parks Manhattan Special Events Office).*

### **How do I know if I need to obtain a TUA?**

If a Facility Permit has been issued to you, that Facilities Permit may require you to obtain a TUA. Alternatively, after your Facility Permit application has been reviewed, a Parks Special Events Coordinator may advise you that your event will require a TUA. To obtain a TUA, please contact the Parks Revenue Division by phone at (212) 360-1397.

### **Is there a TUA permit fee?**

Yes. Once you have been advised to contact the Revenue Division for a TUA, a fee will be calculated based on the nature and size of the revenue generating activities. All fees must be remitted to NYC Department of Parks & Recreation, Revenue Division in the form of a certified check, official bank check, cashier's check, or money order.

### **What documentation do I need to submit to obtain a TUA?**

To ensure that a TUA can be processed in time for your event, submit the following information to the Revenue Division at least 2 weeks prior to the proposed event:

- A completed copy of a Facility (Special Events) Permit Application and Permit/Contract approved by the authorizing NYC Parks Special Events Permitting Office
- A complete list of all vendors participating in the event. Please include the following:
  - Registered business name (if applicable, address and primary telephone number)



- Primary contact (full name, title, telephone number and e-mail address)
- Vendor fee charged to participate in the event (if applicable)
- Detailed menus/item list, with price points included for review, lists for each vendor, specifying the price of each item to be sold
- Relevant Department of Health & Mental Hygiene (DOHMH) licenses and permits (if applicable, including at least one (1) Food Handler's License per food/beverage vendor)
- Proof of non-profit status, if your organization is a tax-exempt not-for-profit entity
- An original certificate of insurance (COI):
  - Unless otherwise specified by the Revenue Office, minimum insurance requirements are as follows:
    - Commercial General Liability insurance with the following requirements:
      - At least One Million Dollars (\$1,000,000.00)\* per occurrence
      - At least Two Million Dollars (\$2,000,000.00)\* aggregate
      - Include a food and beverage provision (if food or beverage are to be sold)
      - Include One Million Dollars (\$1,000,000.00)\* property damage
      - Specify the date(s) and location(s) of the special event
      - Name "the City of New York, together with its officials and employees as Additional Insured with coverage at least as broad as the most recent edition of ISO Form CG 20 26, and the City's limits shall be no lower than Permittee's"
      - Name "NYC Department of Parks & Recreation, The Arsenal, 830 5th Ave, New York, NY 10065" as Certificate Holder.
    - Proof of Workers' Compensation, Employers Liability Insurance, and Disability Benefits insurance policies. Permittee shall submit one of the following:
      - C-105.2 Certificate of Worker's Compensation Insurance;
      - U-26.3 State Insurance Fund Certificate of Workers' Compensation Insurance;
      - Request for WC/DB Exemption (Form CE-200) which can be requested online at [http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)
      - Equivalent or successor forms used by the New York State Workers' Compensation Board; or other proof of insurance in a form acceptable to the City. ACORD forms are not acceptable proof of workers' compensation coverage.
- A signed and notarized broker certification form. The form will be provided by the Revenue Office.

\* Minimum insurance coverage requirement may vary due to the size and/or nature of the special event.