



**City of New York
Parks & Recreation**

The Arsenal
Central Park
New York, NY 10065

Requirements for a Temporary Use Authorization/ Vendors Permit

In order to obtain a Temporary Use Authorization/Vendors Permit (TUA), which allows you, as the organizer of a special event, to have revenue-generating activities on New York City Department of Parks & Recreation ("Parks") property for the purpose of a special event, you must submit the following information:

- A completed copy of a Special Event Application and Permit/Contract approved by the relevant Parks & Recreation Special Events Office;
- A complete list of the vendors to participate in the event, including their names, addresses, telephone numbers, and the fee they will pay the organizer of the special event (if applicable);
- A price list of the items you or the vendors who are participating in your event wish to sell, including proof of any relevant Department of Health & Mental Hygiene ("DOHMH") licenses (if applicable);
- Admission charges (if approved by the relevant Special Events Office);
- An original certificate of insurance. The organizer is required to obtain liability insurance in the amount of \$1,000,000.00* Commercial General Liability with a food and beverage provision (if food or beverages are to be sold) including \$1,000,000.00* property damage insurance. This insurance certificate must name the **City of New York and NYC Department of Parks & Recreation, The Arsenal, 830 5th Ave., New York, NY 10065 as Certificate Holder and Additional Insured.** The location of the special event must also be named on the insurance certificate.

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

The above information must be submitted at least two (2) weeks prior to the event to:

NYC Department of Parks & Recreation
Revenue Division, 4th floor
The Arsenal, Central Park
New York, New York 10065
FAX (212) 360-3434

A fee for the TUA will be assessed based upon the nature and size of the event. All fees must be paid with a certified check or money order made payable to the New York City Department of Parks & Recreation.

The NYC Department of Parks & Recreation will not issue a TUA for any event lasting longer than 29 days.

Depending on the scope of your event, you may be required to post a cleanup security deposit in the form of a certified check or money order at least one week prior to the start of the event.

For more information, please contact the Revenue Division, at (212) 360-1397.