



PERMIT NUMBER \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant \_\_\_\_\_

NAME \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

Date of Application \_\_\_\_\_ Borough: Bx Bk Mn Qs SI (circle one) Sponsor \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

Names, Addresses, and Daytime Telephone Numbers of Two Organization Officers Besides Applicant (if applicable)

1. \_\_\_\_\_

2. \_\_\_\_\_

**EVENT INFORMATION**

Have you held this event before? Yes No (circle one)

If yes, provide event name, date, and permit #: \_\_\_\_\_

Type of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Name of Park \_\_\_\_\_ Location in Park (be specific) \_\_\_\_\_

(If appropriate) Start Location \_\_\_\_\_ Finish Location \_\_\_\_\_

Route through Park \_\_\_\_\_

Number of Participants \_\_\_\_\_ Number of Spectators \_\_\_\_\_

Set-Up Begins \_\_\_\_\_ Clean-Up Ends \_\_\_\_\_

Time Event Begins \_\_\_\_\_ Time Event Ends \_\_\_\_\_

\* Will participants or spectators be charged? YES NO If so, how much? \_\_\_\_\_

\* Will there be vendors at the event? YES NO If so, what is the vendor permit fee? \_\_\_\_\_

\* Will there be merchandise available for sale YES NO If so, provide a list of items and prices. \_\_\_\_\_

If the answer to any of the above questions is yes, please see section 2-08 (l) on reverse and contact Parks' revenue division at 212-360-1397 to apply for a Temporary Use Authorization vending permit.

Describe in detail activities planned. List all items to be distributed. (Sale or distribution of food, products, promotional material, celebrities, speeches, ceremonies, equipment to be used, etc.) – MUST BE COMPLETED \_\_\_\_\_

Will the event be advertised? YES NO If so, describe advertising plan including dates and media outlets. \_\_\_\_\_

Will any pamphlets, handbills, or advertising matter of any kind be distributed at the event? \_\_\_\_\_

Do you plan to drive vehicles onto Parkland (vehicle permits are required as per section 2-08 (n) on reverse) YES NO

Have you made any provision for on-site medical services? YES NO

Have you made any provision for on-site security? YES NO

Do you have insurance? YES NO

If so, with whom? \_\_\_\_\_ (See section 2-08 (q) on reverse)

Do you plan to have amplified sound at event (at discretion of DPR & NYPD)? (See section 1-05 (d) on reverse) YES NO

*A permit from the local police precinct is required for all amplified sound.*

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and the Rules & Regulations of the City of New York/Parks & Recreation. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by Parks.

SIGNATURE OF APPLICANT \_\_\_\_\_

**THIS FORM IS NOT A PERMIT**  
**THERE IS A \$25 NON-REFUNDABLE ADMINISTRATIVE PROCESSING FEE**  
**CHECKS OR MONEY ORDERS SHALL BE PAYABLE TO:**  
**CITY OF NEW YORK/PARKS & RECREATION**

## Excerpts from Parks Rules (as codified in Title 56 of the Rules of the City of New York)

### § 1-02 Definitions.

Special Event. "Special Event" means a group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, parade, athletic competition, reading, or picnic involving more than 20 people or a group activity involving less than 20 people for which specific space is requested to be reserved. Special Event shall not include casual park use by visitors or tourists.

### §1-03 General Provisions.

(b)(7) 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 a permittee 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:

- (i) any bond provided as security for a permittee'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;
- (ii) the permittee, 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 severally liable for any additional sum necessary to correct or compensate the City for such damages; and
- (iii) neither forfeiture of any security nor payment nor recovery for such damages shall in any way relieve the permittee of civil or criminal liability arising from the violation of any law, ordinance or rule.

### §1-04 Prohibited Uses.

#### (s) Unlawful solicitation.

- (1) No person shall engage in any commercial activity or commercial speech in any park, except pursuant to a permit issued under § 1-03(b) and/or §2-08 of these Rules.
- (2) No person shall solicit money or other property from persons not known to such person in any park, unless such person possesses a permit for noncommercial solicitation issued by the Commissioner.

### §1-05 Regulated Uses

#### (a) Assemblies, meetings, exhibitions.

- (1) No person shall hold or sponsor any special event or demonstration without a permit.

#### (b) Unlawful Vending

No person in any park, or street adjacent to or abutting a park (including all public sidewalks of such abutting streets) shall sell, offer for sale, hire, lease or let anything whatsoever, except under and within the terms of a permit, or except as otherwise provided by law.

...

(d) (1) No person shall make or cause or allow to be made, unreasonable noise in any park so as to cause public inconvenience, annoyance or harm. Unreasonable noise means any excessive or unusually loud sound that disturbs the peace, comfort or repose of a reasonable person of normal sensitivity or injures or endangers the health or safety of a reasonable person of normal sensitivity, or which causes injury to plant or animal life, or damage to property or business.

(2) No person shall play or operate any sound reproduction device, as defined in §1-02 of these Rules, in any park without a permit from the Department of Parks & Recreation and any other City agency or agencies with pertinent jurisdiction. This paragraph (2) shall not apply to the regular and customary use of portable radios, record players, compact disc players, or television receivers, or tape recorders played or operated in full accordance with these Rules so as not unreasonably to disturb other persons in their permitted uses of the park, except that in areas designated by the Commissioner as "quiet zones," such regular and customary use of sound reproduction devices shall be prohibited. Signs shall be posted in all quiet zones advising the public of such prohibition. Use of radios and other sound reproduction devices listened to solely by headphones or earphones, and inaudible to others, is permitted in all areas of the parks.

#### (f) Alcoholic Beverages.

- (1) Except where specifically permitted by the Commissioner, no person shall consume any alcoholic beverage in any park, playground, beach, swimming pool, or other park property or facility, nor shall any person possess any alcoholic beverage with intent to consume or facilitate consumption by others of same in any park, playground, beach, swimming pool, or other park property or facility.

### §2-08 Special Events.

(f) Permittees are subject to the rules of the Department, the specific terms and conditions of the permit, and to all applicable City, State, and Federal laws.

(g) Permittees must have the permit in their possession at the time and site of the event, as well as any other permits for the event required by the Department or any other governmental agency.

(h) After notice and opportunity to be heard, the Commissioner may alter or add terms and conditions to a permit, or revoke a permit, based upon the criteria set forth in subdivision (c) of this section.

(i) If the Commissioner revokes a permit prior to the date of the event, the permittee may appeal the revocation, subject to the time limitations set forth in paragraph (e) of this section.

(j) Permittees must confine their activities to the locations and times specified on their permit. The Commissioner may establish specific guidelines for certain designated parks or park locations.

(k) During the course of an event, the Commissioner may suspend a permit where exigent circumstances exist in the vicinity of the location for which such permit has been issued.

(l) The granting of a permit does not give the permittee the right to sell or offer for sale any articles, tickets, or refreshments within or adjacent to any park area. To do this requires a separate Temporary Use Authorization issued by the Department.

(m) Permits are not transferable.

(n) If a permittee intends to drive vehicles (e.g. buses, cars, trucks, and vans) into a park for deliveries to an event site or for any other legitimate purpose, the permittee must obtain a separate written permit for each such vehicle, specifying the date, time, route, and parking privilege.

(o) Permit applications must indicate whether electrical energy is required for the event. Permittees shall be responsible for the procurement of and payment for any electrical energy used during the event.

(p) Permittees are responsible for cleaning and restoring the site after the event. The cost of any employee overtime incurred because of a permittee's failure to clean and/or restore the site following the event will be borne by the permittee.

(q) Permittees shall 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 and hold harmless the City and the Department from any and all claims whatsoever that may result from such use.

(r) Should there be any injuries, accidents, or other health incidents at an event, permittee must notify the Department immediately by calling the Department's hotline, 1-646-613-1200.

(s) It shall 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 under the jurisdiction of the Department and the person who is responsible for placing the advertisement has been informed either that the Department does not intend to issue such permit, or that the Department has already issued another permit for that time and location. There shall be a rebuttable presumption that any person or organization whose name, telephone number or other identifying information appears on any advertisement and who has been informed of the Department's intent to deny an application for such permit or of the Department's issuance of another permit for that time and location has violated this subdivision by either (1) illegally advertising an event, or (2) 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 shall not apply with respect to criminal prosecutions brought pursuant to this subdivision (s).

## BOROUGH PERMIT OFFICES

BRONX Ranaqua, 1 Bronx River Parkway, Bronx, NY 10462 (718) 430-1847

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

MANHATTAN Permit Office, 5th floor, 24 West 61st St., NY, NY 10023 (212) 408-0226

QUEENS Olmsted Center, Flushing Meadows Corona Park, Flushing, NY 11368 (718) 393-7272

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

Citywide Special Events The Arsenal, Central Park, 830 Fifth Avenue, NY, NY 10065 (212) 360-1319