

**COMMUNITY BOARD TEN  
STREET ACTIVITY PERMIT GUIDELINES**

- Community Board Ten requires that applicants must be at least 21 years of age and must live, work, or be an individual or organization that can demonstrate that it has an integral relationship to block or Community District 10.
- Applicants who file applications online for a Street Activity Permit or Event to the Mayor’s Office of Citywide Event Coordination and Management must adhere to Community Board Ten guidelines and submit a copy to the Community Board Ten District Office as follows:

**(please note, all these timelines are the same as the city-wide guidelines)**

- Block Parties: 60 days before the event
- Clean-Ups: 60 days before the event
- Farmers Markets: 60 days before the event
- Health Fairs: 30 days before the event
- Mobile Units: 60 days before the event
- Religious Events: 60 days before the event
- Single Block Festivals: December 31<sup>st</sup> of the preceding year
- Street Events: At least 14 days before the event
- Street Festivals: December 31<sup>st</sup> of the preceding year

***As a note to our Board members, city guidelines include Plaza Events, Press Conferences, Rallies and Demonstrations and Production Events—however, as per the Mayor’s Office, none of those categories allow for Community Board comment and those categories are not included in our own CB guidelines.***

- You must submit a petition (on the form we will provide) signed by residents and/or commercial establishments on the block of the event. You must attempt to get signatures from a majority of addresses on the block. (Petitions will be reviewed and verified. Petitions must be representative of the entire block.) At least 60% of the block must be in favor of the event and we ask that a flyer be distributed to all addresses on the block informing residents of the event. (Example: If there are 30 homes on the block, then at least 18 must indicate support on the petition). If you are planning to have rides of any type (even just inflatables) a certificate of liability insurance indicating the “City of New York” as the indemnified must be provided as well as a copy of the DCA (Dept. of Consumer Affairs) certificate. These can be obtained from the ride owner/operator. In addition, Community Board Ten may request a letter of approval from a school, business, or other community facility if application is for a block party or other event where a full block street closure may present a significant impact to a community facility or business.
  - If the applicant is an organization (i.e. School, Church), a letter of support from the sponsoring group on letterhead, signed by the head of the organization must be supplied.
  - Sponsor must be a non-profit community organization located within the boundaries of Community Board Ten, if applying for a Street Festival. All new Street Festival applications must be submitted by December 31<sup>st</sup> of the prior calendar year and must be reviewed by the General Board of Community Board Ten.

***Street Activity Permit Applications will not be accepted for the following days as a courtesy to our Police Department who need to cover events throughout the city on those weekends making these dates difficult for local precincts to cover:***

- July 4<sup>th</sup>
- Labor Day Weekend (Saturday, Sunday or Monday)

***Note: With the exception of block parties without rides, all events are required to have a one-million-dollar certificate of liability insurance with the City of New York listed as an additional insured for the event. The applicant further agrees to comply with all pertinent provisions of New York laws, rules and regulations.***