



WEEKEND WALKS

Partner Meeting 2020



Introductions!

- Your name
- Your organization
- What's your favorite public space in NYC?



2019 Wrap Up

1

A grayscale background image of a busy city street. In the foreground, several people are seated at outdoor cafe tables with metal chairs. A woman in a white shirt and dark pants is walking towards the camera. In the background, there are many pedestrians, some walking and some standing. Storefronts with signs like 'TAUR', 'NEW DOOR', and 'Juniors plus sizes' are visible. A street sign with the number '401718' is also present.

2019 Weekend Walks Summary

20 Miles Car-Free Streets

53 Community Partners

112 Car-free Events

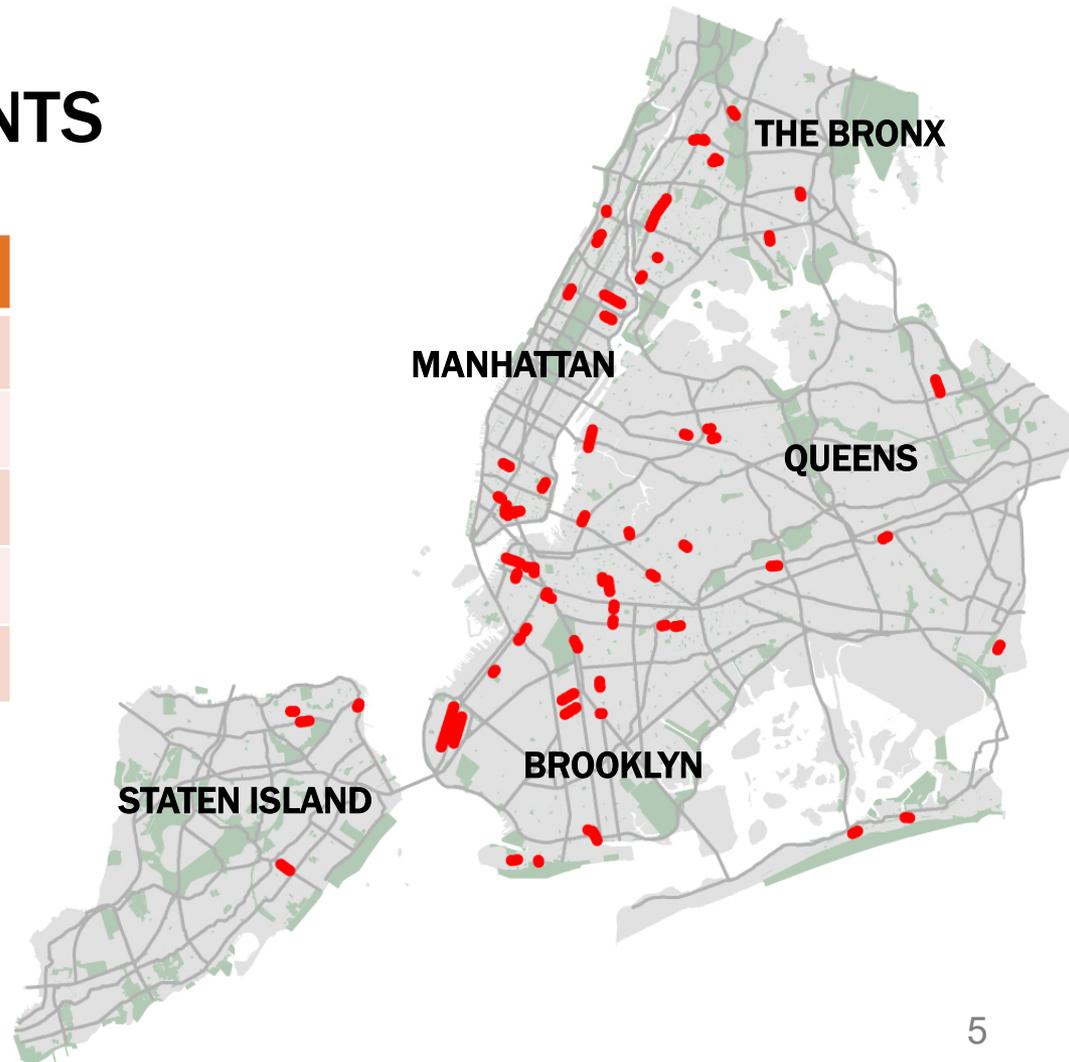
545 Hours Car-Free Streets

300,000+ Visitors Across Events

4,000,000 ft² Car-Free Streets

WEEKEND WALKS EVENTS

Borough	Number of Events
Brooklyn	46
Manhattan	24
The Bronx	20
Queens	16
Staten Island	6





Jamaica Ave, Queens



Bogart St, Brooklyn

PASTA
Panini's & Hero
718-448-4848

DEAL SPECIAL
PIES
\$19.95 + TAX

BARBER
SHOP

RYNN
CORP.

PLUMBING



Castleton Ave, Staten Island

2020 Weekend Walks

2



2020 Weekend Walks Program

150 Car-free Events

68 Community Partners

20+ Miles Car-Free Streets

2020 Events

Borough	Number of Events
Brooklyn	57
Manhattan	37
Queens	31
The Bronx	17
Staten Island	7



WHAT ARE WEEKEND WALKS?

- Multi-day, multi-block temporary street closures
- Promotes streets as programmable public space
- Supports local businesses and community based organizations



Woodside Ave, Queens

WHAT ARE WEEKEND WALKS?

The Basics

- Pedestrianized, commercial street
- **NO** exchange of money of any kind (cash, credit cards, bitcoin, etc.)
- Retail + restaurants al fresco
- Programming
- Cross streets remain open to traffic





New Dorp Ln, Staten Island

WHO DOES WHAT?

NYCDOT

- Provide limited funding
- Deliver moveable furniture and other amenities
- Programming opportunities
- Support as needed



Partner

- Dialogue with CB, NYPD, and other city agencies about events
- Apply for SAPO Permit
- Provide licenses, site plans, run of show, agreement, invoices, etc. per DOT/SAPO deadlines
- Promote events at the local level
- Execute events

Partner Agreement

- Agreement with DOT to execute events
- Ability to include sponsorships (with DOT approval)
- Includes additional required city forms (financial, etc.)
 - Fill out very carefully + accurately!
 - Agreement must be notarized
- ***All Partner Agreement Packets are due by March 13th, 2020***

Fillable Form

**MICRO PURCHASE AGREEMENT FOR
WEEKEND WALKS 2019 – COMMUNITY MANAGEMENT SERVICES**

This Agreement, dated as of _____, is made by and between the Department of Transportation ("DOT") and Contractor's Name: _____ (the "Contractor")

Contractor's Address: _____

Contractor's TIN/SSN/EIN¹: _____

Contractor's Contact: _____

Contact Email: _____

Name of Weekend Walk: "_____" Weekend Walk

Location of the Weekend Walk: _____ (the "Site")

Location of the Sponsorship Zone 1: _____

Location of the Sponsorship Zone 2: _____ (the "Sponsorship Zone(s)")

Event Date 1: _____	Start Time: _____	End Time: _____
Event Date 2: _____	Start Time: _____	End Time: _____
Event Date 3: _____	Start Time: _____	End Time: _____
Event Date 4: _____	Start Time: _____	End Time: _____
Event Date 5: _____	Start Time: _____	End Time: _____
Event Date 6: _____	Start Time: _____	End Time: _____
Event Date 7: _____	Start Time: _____	End Time: _____
Event Date 8: _____	Start Time: _____	End Time: _____
Event Date 9: _____	Start Time: _____	End Time: _____
Event Date 10: _____	Start Time: _____	End Time: _____

(together the "Event(s)")

This Agreement shall be effective as of _____ and shall expire on _____

In consideration, NYC DOT shall pay the Contractor a total amount of _____ (thousand dollars (\$ _____)) towards the cost of the Event(s) (the "Total Fees"), including, but not limited to, management and staff fees, cost of Event(s) Amenities, programming and maintenance of Site during said Event(s). All other costs associated with the Event(s), exclusive of Sponsorship Zone(s), shall be the sole responsibility of the Contractor.

ACKNOWLEDGEMENTS & CERTIFICATION

STATE OF NEW YORK COUNTY OF _____ ss: _____ being duly sworn, says:

By I hereby acknowledge receipt, review and incorporation of the Scope of Services (Exhibit 1). This Agreement, along with the above listed exhibit, constitutes the entire and sole agreement between the parties with respect to the subject matter hereof and supersedes any prior agreements, negotiations, understandings, or other matters, whether oral or written, with respect to the subject matter hereof. This Agreement cannot be modified, changed or amended, except in writing signed by both parties.

(Signature of Authorized Representative)

Name: _____

Title: _____

Subscribed and sworn to before me
this _____ day of _____, 20____

Notary Public

APPROVED

Name: _____

ACCO, New York City Department of Transportation

Date

1 Under the Federal Privacy Act, the furnishing of Social Security numbers by bidders or proposers on City contracts is voluntary. Failure to provide a Social Security number will not result in a bidder's/proposer's disqualification. Social Security numbers will be used to identify bidders, proposers or vendors to ensure their compliance with laws, to assist the City in enforcement of laws, as well as to provide the City a means of identifying businesses seeking City contracts.

Partner Agreement

FILLABLE Attachment 1

DO NOT submit this form to the relevant City Agency. It is for the use of the City of New York.

THE CITY OF NEW YORK
SUBSTITUTE FORM W-9
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

NYC
FMS

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Vendor Information

1. Legal Business Name (As appears on IRS EIN records, IRS Letter CP203, IRS Letter 141C, or Social Security Administration Records, Social Security Card)

2. If you use DBA, please list below:

3. Entity Type (Check one only):

Church or Church-Controlled Organization Personal Service Corporation

Non-Profit Corporation Corporation/LLC Sole Proprietor City of New York Employee Individual Sole Proprietor Trust

Joint Venture Partnership/LLC (Individual) Single Member LLC (Individual) Non-Resident Alien Non-Resident Business Entity Estate

Part II: Taxpayer Identification Number & Taxpayer Identification Type

1. Enter your TIN here: (DO NOT USE DASHES)

2. Taxpayer Identification Type (check appropriate box):

Employer ID Number (EIN) Social Security Number (SSN) Individual Taxpayer ID Number (ITIN) NA (Non-United States Business Entity)

Part III: Vendor Addresses

1. 1099 Address:

2. Account Administrator Address:

3. Billing, Ordering & Payment Address:

Part IV: Exemption from Backup Withholding and FATCA Reporting (See Instructions)

Exemption Code for Backup Withholding: _____ Exemption Code for FATCA Reporting: _____

Part V: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct Taxpayer Identification Number, and

2. I am not subject to Backup Withholding because: (a) I am exempt from Backup Withholding, or (b) I have not been notified by the IRS that I am subject to Backup Withholding, and as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to Backup Withholding, and

3. I am a US citizen or other US person, and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Sign Here:

Signature: _____ Phone Number: _____ Date: _____

Print Preparer's Name: _____ Phone Number: _____ Controller's Email Address: _____

FOR SUBMITTING AGENCY USE ONLY

Submitting Agency Code: _____ Contact Person: _____

Contacts: E-Mail Address: _____ Telephone Number: () _____

Payer/Vendor Code: _____

DO NOT FORWARD W-9 TO COMPTROLLER'S OFFICE. AGENCIES MUST ATTACH COMPLETED W-9 FORMS TO THEIR FMS DOCUMENTS.

WEEDING WARKS 6/10/17 SAMPLE

W-9 Form

Request for Taxpayer Identification Number and Certification

DO NOT SEND IRS W-9

Doing Business Data Form

If never completed before, must fill out entire form

Only make revisions if there have been changes in your organization's personnel

NYC Dept. of Finance Office of Contract Services **Doing Business Data Form**

To be completed by the City agency prior to distribution Agency: _____ Transaction ID: _____

Check One: Proposal Award Concession Economic Development Agreement Franchise Grant Pension Investment Contract Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see O&A sheet for more information). Please either respond directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement. This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York, as will the organizations that own 10% or more of the entity. No other information reported on this form will be disclosed to the public. This Data Form is not related to the City's PASSPORT registration or VENDOR requirements. Please return the completed Data Form to the City office that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@nyc.gov or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

Entity Information If you are completing this form by hand, please print clearly.

Entity EIN/TIN: _____ Entity Name: _____

Filing Status (Select One)

New: Data Forms submitted now must include the listing of organizations, as well as individuals, with 10% or more ownership of the entity. List such certification of ownership is submitted through a change, new or update form. A no change form will not be accepted.

Entity has never completed a Doing Business Data Form. Fill out the entire form.

Change from previous Data Form dated: _____ Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.

No Change from previous Data Form dated: _____ Skip to the bottom of the last page.

Entity is a Non-Profit Yes No

Entity Type Corporation (any type) Joint Venture LLC Partnership (any type) Sole Proprietor Other (specify): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Provide your e-mail address in order to receive notices regarding this form by e-mail.

Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced," and fill in the name of the person being replaced so that their name can be removed from the Doing Business Database, and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairman of the Board:

First Name: _____ MI: _____ Last: _____ Birth Date (mm/dd/yyyy): _____

Office Title: _____ Employer (if not employed by entity): _____

Home Address: _____ on date: _____

This person replaced former CEO: _____ on date: _____

Chief Financial Officer (CFO) or equivalent officer This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance:

First Name: _____ MI: _____ Last: _____ Birth Date (mm/dd/yyyy): _____

Office Title: _____ Employer (if not employed by entity): _____

Home Address: _____ on date: _____

This person replaced former CFO: _____ on date: _____

Chief Operating Officer (COO) or equivalent officer This position does not exist

The highest ranking operational officer, such as the Chief Operating Officer, Director of Operations or VP for Operations:

First Name: _____ MI: _____ Last: _____ Birth Date (mm/dd/yyyy): _____

Office Title: _____ Employer (if not employed by entity): _____

Home Address: _____ on date: _____

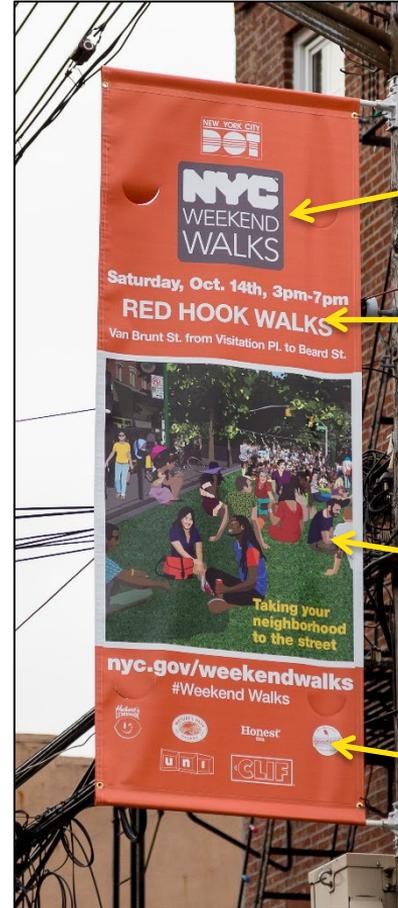
This person replaced former COO: _____ on date: _____

1/2018 For information or assistance, please contact the Doing Business Accountability Project at DoingBusiness@nyc.gov or 212-788-8104.

Partner Agreement

Sponsorships

- Event titles must include “Weekend Walks”
- Must feature the WW logo (provided as .jpg or .ai)
- Partner sponsors subject to DOT approval
- Sponsor recognition no more than 10% of visible area
- No tobacco or alcohol sponsorship
- No advertising



Media Example

WW logo

Event info

Graphic

Sponsors
(no more than
10% of visible
area)



Havemeyer St, Brooklyn

99%
COVER

SAPO Permits

3

SAPO APPLICATION AND VENDOR LIST GUIDE

Getting a SAPO Permit

- Info on applying for a SAPO permit, completing a vendor list
- Use this as you apply for permit and fill out vendor list
- Permitting questions directed to SAPO



Getting a SAPO permit

E-Apply (nyc.gov/cecm)

- Fee waiver code to be provided
- Use the provided application guide
- You are the applicant
- DOT as Event Sponsor, *you are Event Producer*
- ***Different locations, different SAPO application***
- Questionnaire—fill out carefully!

MICHAEL P. CAREY EXECUTIVE DIRECTOR MAYOR'S OFFICE OF CITYWIDE EVENT COORDINATION AND MANAGEMENT		DAWN TOLSON DIRECTOR STREET ACTIVITY PERMIT OFFICE
THE CITY OF NEW YORK 153 BROADWAY, 6TH FLOOR NEW YORK, N.Y. 10007 TEL: (212) 788-0025		
April 21, 2017		
PERMIT TO CONDUCT STREET ACTIVITY		
Event ID#:	332584	Event Dates: 04/22/2017 to 04/29/2017
Event Name:	Songkran Weekend Walks	Event Hours: 11:30AM - 6:00PM
Event Type:	Weekend Walk	
Location:	WOODSIDE AVENUE between 75 STREET and 77 STREET	
Recurring Days	Permit valid for two (2) days only 4/22/17 & 4/29/17.	
Notes/Remarks:		
Remarks/ Restrictions:	Permit valid with attached site plan and run of show. 15FT. EMERGENCY LANE MUST BE PROVIDED AT ALL TIMES. Permit valid with sitemap & run of show.	
Setup Date:	04/22/2017	Setup Hours: 9:00AM
Breakdown Date:	04/29/2017	Breakdown Hours: 7:00PM
Permittee:	DOT/Thai Community USA NYC / Qi Will Inc.	
Applicant:	NYC DOT Andrew Ronan	
Phone:	W: (212) 839-6577 C: (347) 852-8206	
For All Permits:	5 ft unobstructed sidewalk must be provided for pedestrians at all times 15 ft emergency lane must be maintained on all roadways Vehicles may not be used in place of barricades to close streets	
		 Authorized Signature and Seal

Additional permitting needed for:

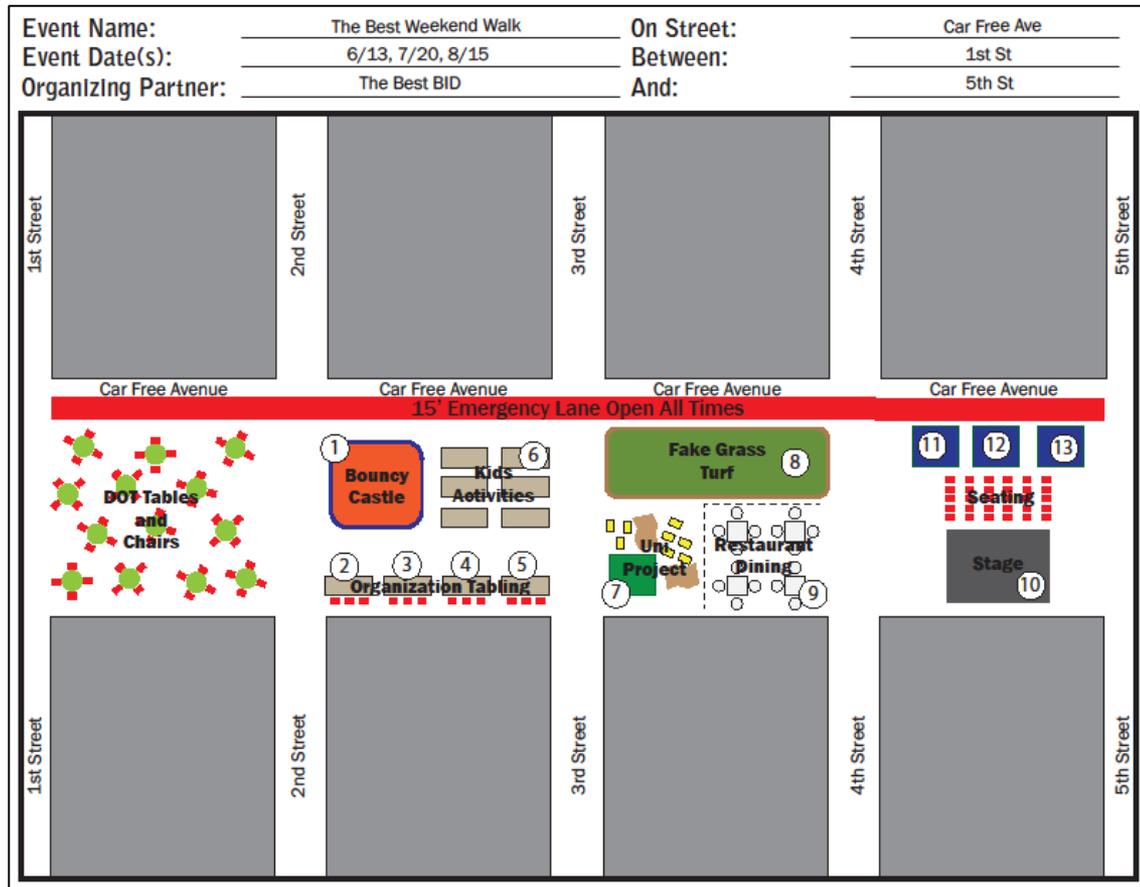
Permitting Agency or Activity	NYCDOT	NYPD	NYCDEP	NYCDOA	NYCDOHMH	FDNY	NYSSLA	Insurance	NYCDOB
Amplified Sound		Amplified Sound Permit							
Pole Tap - Electrical Source	Use or Temp. Control of Street Infrastructure or Furniture Permit								
Generator - Electrical Source			Generator registration only for generators larger than 40 KWH			Street fair - gas or diesel generator permit			
Oversized Vehicle (truck, bus, etc.)	Over-dimensional vehicle permit								
Animals					Animal Exhibit Permit				
Food and Beverage * (non alcoholic)					Food Service Establishment Permit				
Alcohol					Food Service Establishment Permit		Extension of Premises Permit or Temporary Beer, Wine, and Cider Permit		
Inflatable Rides				Portable Amusement Device				Vendor provides, listing SAPO/City as additionally insured	
Truck Mounted Rides				Portable Amusement Device				Vendor provides, listing SAPO/City as additionally insured	
Temporary Erected Rides				Portable Amusement Device				Vendor provides, listing SAPO/City as additionally insured	
Hydrant Tap			Hydrant Use Permit						
Stages - larger than 2' in height									Temporary Structure and Uses

* No need to provide physical DOHMH licenses to SAPO

GETTING YOUR SAPO PERMIT

Site Plan

- Template provided—*you are required to use DOT templates*
- Must provide + clearly indicate a 15' emergency lane
- Any and all activities must be reflected
- Provide vendor list that matches site plan



GETTING YOUR SAPO PERMIT

Vendor List

- Comprehensive list of *all* vendors featured at your event
- Completed only using online SAPO database
- Site plan and vendor list spot numbers must match
- Provide permit/tax ID where applicable
- Use SAPO application guide for step x step

Select Vendors

Vendors	Permit	Permit #	Issued	Expiration	Stand Size	Spot	Fee
<input checked="" type="checkbox"/> AIA NEW YORK CHAPTER Type: Information Stand Size: 10x10	Tax ID	53-0025930	01/01/2018	12/31/2018	10x10	2	\$0.00
<input checked="" type="checkbox"/> NYCDOT Type: Government / City Agency Stand Size: 10x10		0000000	01/01/2018	12/31/2018	10x10	1	\$0.00
<input type="checkbox"/> SDFSADF Type: Government / City Agency							\$0.00
<input type="checkbox"/> AIA NEW YORK CHAPTER Type: Information	Tax ID						\$0.00
<input type="checkbox"/> KYLE Type: Information	Tax ID						\$0.00
<input type="checkbox"/> NYCDOT Type: Government / City Agency							\$0.00
<input type="checkbox"/> READSADLK Type: Food	DOH						\$0.00

[SAVE](#) [CLOSE](#) [CLICK HERE](#) to view My Vendors List

GETTING YOUR SAPO PERMIT

Run of Show (ROS)

- Put on your organization's letterhead (include SAPO ID #)
- An hour by hour breakdown of event
- Must reflect set up + break down times
- Include event name, date(s), time, location



World's Best BID

123 Main St, Unit 5G
Bronx, NY 10458
718-555-2321

The Best Weekend Walk – Run of Show

7/4, 8/11, 9/16/2018 (Saturdays)
Car Free Ave btwn 1st Street and 5th Street, Bronx

Time	Action
8:00am	Street closes to traffic, barricades put up
10:00am	Delivery of DOT table and chairs, stage set up, bouncy castle set up, organizations begin to arrive
11:30am	Sound check on stage, final check in before event begins
12:00pm	Event begins
1:00pm	Zumba class starts on stage
2:00pm	Dance performance begins on stage
2:45pm	Arts and crafts demonstration on kids activity zone
3:00pm	Band performance begins on stage
4:00pm	Event events, break down begins
5:00pm	Street opens to traffic, barricades taken down
5:30pm	Pick up of DOT tables and chairs, remaining items also picked up

Insurance

- Insurance is partner’s responsibility
- Provide ACORD certificate to SAPO
- Policies must include:
 - \$1 million general liability policy
 - **Names City of NY as additional insured:**

City of New York/CECM SAPO
 253 Broadway, 6th Floor
 New York, NY 10007

ACORD		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY)	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						2/25/2019	
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.							
CONTACT NAME: Marge Lagazon		PHONE: 914-741-6400		FAX: 914-741-6407			
EMAIL ADDRESS: Marzi@rmler-ins.com							
INSURED Organization Name: WEST-27		INSURER AFFORDING COVERAGE: Hartford Fine Insurance Co			NAIC #: 10692		
		INSURER C:					
		INSURER D:					
		INSURER F:					
COVERAGES		CERTIFICATE NUMBER: 6669503		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CLASS	TYPE OF INSURANCE	NAIC	NAIC	POLICY NO.	START DATE	END DATE	LIMITS
A	GENERAL LIABILITY			PHK191031	12/1/2018	12/31/2019	EACH OCCURRENCE TENDENCY TO REPAIR PERSONAL & ADV INJURY MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR (GEN-AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PERC <input type="checkbox"/> LOC						\$1,000,000 \$100,000 \$5,000 \$1,000,000 \$2,000,000 \$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per \$ Occur)
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NONOWNED AUTOS						\$ \$ \$ \$
	UMBRELLA LIAB						EACH OCCURRENCE AGGREGATE
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAMS-MADE						\$ \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY			19WECE4815	12/6/2018	12/6/2019	X MED EXP/TOBT LIMITS OTHER
	<input type="checkbox"/> ANY PROFESSIONAL/EXECUTIVE OFFICER/DIRECTOR EXCLUDED BENEFIT BY FUTA, 952794 (info) DESCRIPTION OF OPERATIONS below						\$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000
A	Directors & Officers - Claims Made Employers - Claims Made			PHSD140414	12/1/2018	12/31/2019	Limit Limit
							\$1,000,000 \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule if more space is required) *Policies shown are subject to terms, conditions, exclusions, sublimits and deductibles not listed on this certificate. We recommend that requests for policy copies be directed to the Named Insured shown above.*							
CERTIFICATE HOLDER				CANCELLATION			
The City of New York 253 Broadway 6th Floor New York NY 10003				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE			
ACORD 25 (01/05)						© 1988-2010 ACORD CORPORATION. All rights reserved.	
The ACORD name and logo are registered marks of ACORD							



Story Ave, The Bronx

Financial Information

4

Partner Funding Reimbursements



Need to know:

- Scalable by # blocks and days
- Funding can be applied to wide variety of uses to accomplish event production
- MUST use DOT-provided invoice templates
- Maintain a record of all receipts, invoices, etc. in case of audit

\$\$\$ Getting Paid \$\$\$ - Invoicing

Submit agreement
paperwork to
generate PO

Host your events

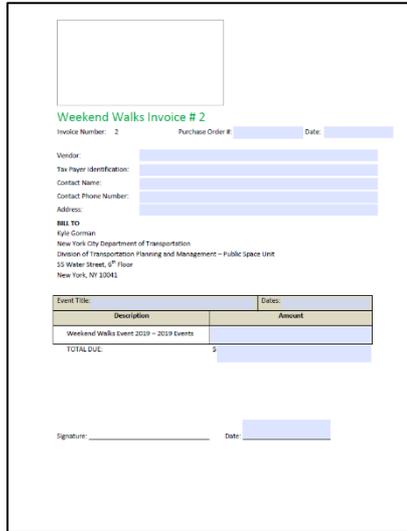
Submit invoice
after final event

Invoicing DOT after your events

- 100% reimbursement after your final event
- Must use DOT template provided to you



\$\$\$ Getting Paid \$\$\$ - Invoice Template



Weekend Walks Invoice # 2

Invoice Number: 2 Purchase Order # _____ Date: _____

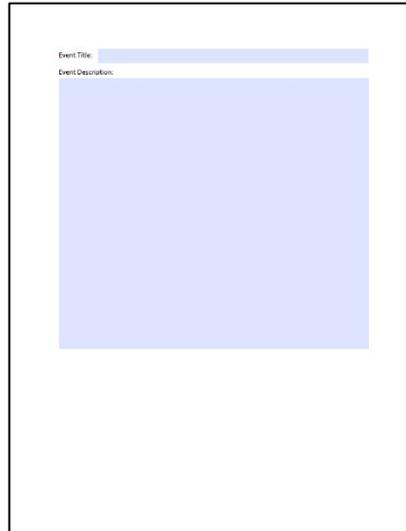
Vendor:

To: Player Identification: _____
Contact Name: _____
Contact Phone Number: _____
Address: _____

BILL TO
Kyo Gorman
New York City Department of Transportation
Division of Transportation Planning and Management - Public Space Unit
55 West Street, 8th Floor
New York, NY 10041

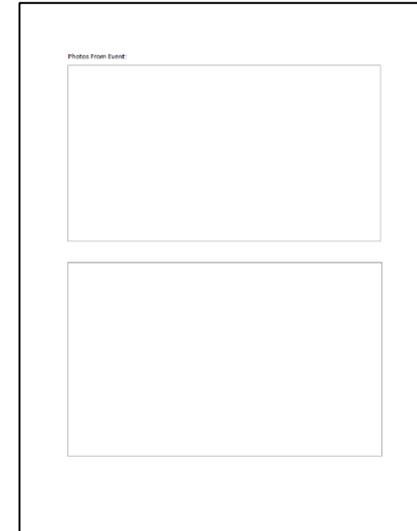
Event Title	Description	Date:	Amount
	Weekend Walks Event 2019 - 2019 Events		
TOTAL DUE:			\$ _____

Signature: _____ Date: _____



Event Title: _____

Event Description: _____



Photos From Event:

Invoice Packet

- 100% reimbursement after final event
- Event Description in 1- 2 paragraphs
- **8** images from Event



Seneca Ave, Queens

Programming and Activations

5



Supporting Local Business + Institutions



Showcasing NYC neighborhoods



Building Community



Add your own flare and get creative!

PUBLIC SPACE ACTIVATIONS CATALOGUE

- A new resource for 2020!
- Comprehensive guide of 100+ activation opportunities for your events
- In most cases, partners must fund their own activations
- Release in late March



NYCDOT Programming Opportunities



These partners will reach out to you directly in 2020

Other City Agency Programming Opportunities



We are trying to establish contacts – more details to come

SERVING ALCOHOL AT EVENTS

- Existing establishments with SLA licenses may temporarily extend into street/sidewalk
- Complete all necessary paperwork well in advance
- Must provide to SLA 30+ days before event
- Please reach out if your event will feature alcohol



Serving Alcohol at a Weekend Walks Event Extension of Premises

1 Outreach

Weekend Walks partners should reach out to establishments with **existing** SLA licenses to see which ones along the event route would like to serve alcohol on the street or sidewalk. Make it very clear that no sales are permitted at events

2 Paperwork

Each establishment must fill out the following forms:

- Extension of premises application
- Standardized Notice form for Providing Notice to a Community Board or Local Municipality

Each Weekend Walks partner must fill out:

- Notice of Appearance Form
- SAPO Permit Application (print out a copy)



Each participating establishment must complete the **Standardized Notice Form** using the "alteration" type. They must also provide the contact information for the property owner associated with the business. If an attorney is completing an application, they must also be disclosed in the attorney contact section. This form can be downloaded from the SLA website.



Each participating establishment must complete the **Application to Temporarily Extend a Licensed Premises for a Street Fair or Festival**. In addition to completing the application, these establishments must create a diagram showing the expansion, tables/chairs, and how it will be contained. NYCDOT provides this form directly to partners.



Every Weekend Walks partner must fill out the **Notice of Appearance** form. Only one form needs to be completed for each event, not for each participating establishment. Fill in Division/Bureau -> Licensing, Subject of Appearance -> Regulator/Enforcement (Include Application for Extension of Premises in text box), Do not answer question # 7.



A copy of the **SAPO permit application** should be provided to the SLA. Your SAPO permit will likely not be issued by the time documents are being sent to the SLA, but it is still important to share the application details. A copy of the SAPO permit application can be downloaded from nyc.gov/sapo on the My Events page.

3 CB Approval

Weekend Walks partners reach out to the Community Board to appear before the CB's SLA committee. The CB must provide a resolution letter approving the extension of premises for all establishments



The **Community Board Resolution Letter** must provide language that approves the serving of alcohol on the street and sidewalk during the event. All pertinent details (event location, event time, date, participating establishments) should be included in the resolution letter. **If you are notifying the Community Board less than 30 days in advance**, language must be included in the resolution letter that waives the typical 30 day+ notification requirement.

4 Send to SLA

Weekend Walks partners must package all of the extension applications, notification forms, SAPO application, notice of appearance form, and resolution letter. Send to the SLA, a minimum of 30 days before the event (mail or in person)

NY State Liquor Authority
163 W 125th St - 8th Fl
Adam Clayton Powell Jr. State Office Bldg.
New York, NY 10027

Send to SLA:

- Application to Temporarily Extend a Licensed Premises for a Street Fair or Festival
- Standardized Notice Form
- Community Board Resolution Letter
- SAPO Permit Application
- Notice of Appearance Form

5 Spreadsheet

For SAPO, compile a **spreadsheet of ALL participating establishments** that will serve alcohol. Provide the name of the establishment and their SLA permit number. You must also provide their DOHMH food service establishment permit on the vendor list. Where applicable, you should also include issued and expiration dates for all permits (DOH, SLA, etc.). **SAPO also requires copies of all DOH permits and SLA licenses for the SAPO permit to be issued**—send copies of these permits directly to SAPO

7 Photos

If not already on file, you must provide SLA photos of the extended premises after the event.

6 SLA Permit

So long as all forms are submitted correctly and the participating establishments have no outstanding business with the SLA/SAPO, the extension of premises license will be issued. Once the permit issued, provide it directly to SAPO for the event permit to be issued.

You're almost there!



SLA License and DOH Permit example

Additional permitting needed for:

Permitting Agency or Activity	NYCDOT	NYPD	NYCDEP	NYCDOA	NYCDOHMH	FDNY	NYSSLA	Insurance	NYCDOB
Amplified Sound		Amplified Sound Permit							
Pole Tap - Electrical Source	Use or Temp. Control of Street Infrastructure or Furniture Permit								
Generator - Electrical Source			Generator registration only for generators larger than 40 KWH			Street fair - gas or diesel generator permit			
Oversized Vehicle (truck, bus, etc.)	Over-dimensional vehicle permit								
Animals					Animal Exhibit Permit				
Food and Beverage * (non alcoholic)					Food Service Establishment Permit				
Alcohol					Food Service Establishment Permit		Extension of Premises Permit or Temporary Beer, Wine, and Cider Permit		
Inflatable Rides				Portable Amusement Device				Vendor provides, listing SAPO/City as additionally insured	
Truck Mounted Rides				Portable Amusement Device				Vendor provides, listing SAPO/City as additionally insured	
Temporary Erected Rides				Portable Amusement Device				Vendor provides, listing SAPO/City as additionally insured	
Hydrant Tap			Hydrant Use Permit						
Stages - larger than 2' in height									Temporary Structure and Uses

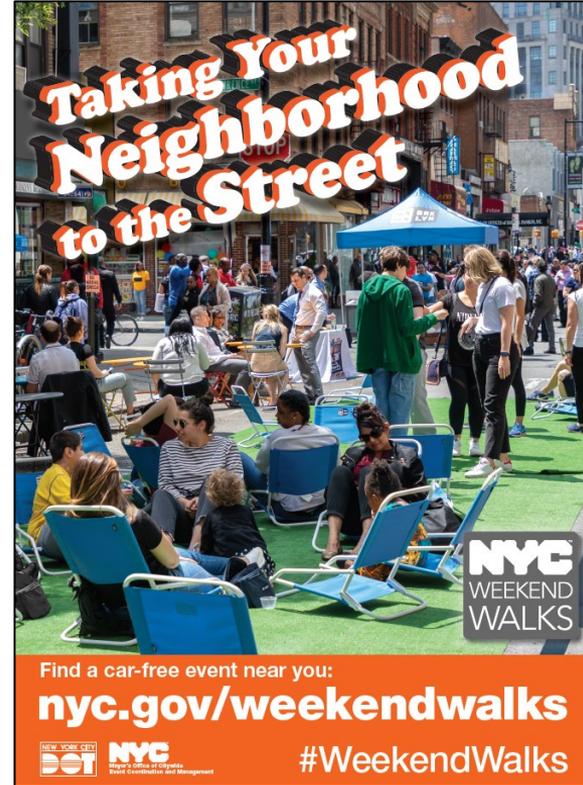
* No need to provide physical DOHMH licenses to SAPO

Promoting Events

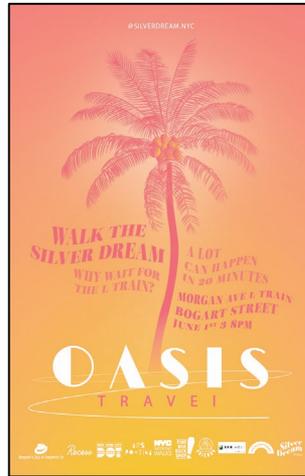
5

PRINT AND DIGITAL MEDIA SUMMARY

Media	Quantity	Dates
Time Out New York	1 - Full Page, Color Insertion	April
Metro	8 -1/2 Page, Color Insertions	April to June
LinkNYC	1,746 Screens Run of Network	5/1 - 6/30
Whitehall LED	1 Screen	5/1 - 6/30
Bus Shelters	75 Posters Citywide	5/6 - 6/23
Social Media	Weekly posts	April to December
Subway Ads	TBD	TBD



PARTNER PRODUCED MEDIA



- Partners include Weekend Walks and NYCDOT logos on promotional materials
- Provided with .AI, JPEG, and PNG logo files

PROMOTING YOUR EVENT

- Use print, social, + digital media
 - Tag @nyc_dot
 - #weekendwalks
- All promo materials **must include** Weekend Walks and NYCDOT logo
- Send to DOT for review before publicizing



Next Steps

6

PLANNING

Start outreach now!

- Community Outreach
 - NYPD
 - Community Board
 - Local businesses and institutions
 - Local organizations, non profits, activations partners, etc.
 - Outreach is an opportunity to invite the community to participate



6th Ave/St. Marks Place, Brooklyn

EVENT LOGISTICS

The Day Of

- Furniture
 - DOT delivers day of
 - Colorful tables/chairs
 - 6' tables
 - Treat with care!
- Trash
 - Coordinate with DSNY or private hauler
- NYPD Barricades
 - Delivered night before (typically)



WEEKEND WALKS – 2020 TIMELINE

March 3rd
March 11th
Partner
Meetings

March 13th
All agreements
due

April 19th
First Weekend
Walks Events

March 18th
SAPO Application
Deadline

December 6th
Final Weekend
Walks Event

All deadlines will be strictly enforced!

WEEKEND WALKS

Next steps

- Partner Agreement by 3/13
- Apply for SAPO permit – provide SAPO ID # to DOT
- Begin dialogue with NYPD, CB, + businesses
- ***Deadlines will be strictly enforced***



Woodside Ave, Queens



E 204th St, The Bronx

WEEKEND WALKS

TRIVIA!



HOW MANY PLANNED EVENTS ARE THERE IN THE 2020 WEEKEND WALKS SEASON?

- 125
- 130
- 145
- 150

HOW WIDE DOES AN EMERGENCY LANE NEED TO BE ON THE SITE PLAN AND AT AN EVENT?

- 10'
- 12'
- 15'
- 20'

HOW MANY PHOTOS MUST BE INCLUDED ON THE INVOICE IN ORDER TO GET PAID?

- 7
- 8
- 10
- 12

IN 2020, DO YOU NEED TO PROVIDE SAPO COPIES OF DOHMH PERMITS?

- Yes
- No

WHICH GROUPS SHOULD YOU REACH OUT TO FIRST WHEN APPLYING FOR A SAPO PERMIT?

- NYPD and community board
- SAPO and DOT
- Businesses and community board
- FDNY and NYPD

NYCDOT Public Space Unit



Sign up for the [DOT Public Space Newsletter!](#)

THANK YOU!

Questions? Please reach out!

kgorman@dot.nyc.gov

weekendwalks@dot.nyc.gov

212 839 7214 (office) or 646 927 9155 (cell)



NYC DOT



NYC DOT



nyc_dot



NYC DOT