



**City of New York
Parks & Recreation**

The Arsenal
Central Park
New York, New York 10021
Adrian Benepe, Commissioner

Prospect Park

Litchfield Villa
95 Prospect Park West
Brooklyn, New York 11215
Tupper W. Thomas, Administrator

Permit Number _____

SPECIAL EVENTS APPROVAL REQUEST FORM

Applicant _____
Name Telephone Number

Date of Application _____ Date of Event _____

Borough _____ Name of Park _____

THIS FORM IS NOT A PERMIT

This form will be attached to your Special Event Permit Application.

Do not write below this line. Bottom section for agency use only.

FEES

- | | |
|---|---------------------|
| 1. Administration Processing Fee | Amount Paid _____ |
| | Date Received _____ |
| 2. Concession Fee | Amount Paid _____ |
| | Date Received _____ |
| 3. Bond | Amount Paid _____ |
| | Date Received _____ |
| 4. Insurance | Certificate _____ |
| | Date Received _____ |

APPROVALS / DENIALS

Concessions (attached) _____

Administrator Signature _____ DATE _____

Approved Denied

Chief of Operations Signature _____ DATE _____

Approved Denied

APPLICANT INFORMATION

PERMIT NUMBER _____

Applicant _____
Name e-mail address

Address Zip Code Telephone Number

Borough: Bx Bk Mn Qn SI (circle one) Sponsor _____

Organization (if applicable) _____
Name Telephone Number

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

1. _____

2. _____

List any previous Park events sponsored by applicant/organization (include locations and dates) _____

EVENT INFORMATION

Type of Event _____ Date of Event _____ Raindate _____

Name of Park _____ Location in Park _____

(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 _____

Describe in detail activities planned. _____

1. Will participants or spectators be changed? YES NO If so, how much? _____

2. Will there be vendors at the event? YES NO If so, what is the vendor permit fee? _____

3. Will there be merchandise available for sale? YES NO If so, provide a list of items and prices. _____
(If answer to Q 1,2 or 3 is YES, see section 2-08(1) on reverse, contact Parks' Revenue Div at 212-360-1397 to apply for a Temporary Use Authorization)

4. Will items be distributed free of charge? YES NO If so, provide a list of items or provide samples. _____

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

6. Will any pamphlets, handbills, or advertising matter of any kind be distributed at the event? YES NO

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

8. Have you made any provisions for on-site medical services? YES NO

9. Do you plan to drive vehicles onto Parkland? (See section 2-08(n) on reverse) YES NO - **If YES, you must obtain a separate permit.**

10. Will you need electrical connections? (See section 2-08(o) on reverse) YES NO

11. Do you have insurance? YES NO - **If YES, please provide certificate of insurance.**

12. Do you plan to have amplified sound at your event?
(A permit from the Police Department is required for all amplified sound)

As applicant, I hereby 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 cancellation of the event, the denial of future permit applications, or other legal action by Parks.

SIGNATURE OF APPLICANT

DATE

**THIS FORM IS NOT A PERMIT. THERE IS A \$25.00 NON-REFUNDABLE ADMINISTRATIVE PROCESSING FEE.
CHECKS OR MONEY ORDERS SHALL BE PAYABLE TO: CITY OF NEW YORK/PARKS & RECREATION.
A SELF-ADDRESSED STAMPED ENVELOPE MUST ACCOMPANY THIS APPLICATION**

Citywide Special Events Guidelines - 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.

§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 or 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 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 reproductive device as defined in § 102 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 to unreasonably 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.

(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 special event permit in their possession at the time and site of the special 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 special event permit, or revoke a special event 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.

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

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

(1) The granting of a special event 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) Special event 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 a special 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 a special event. Permittees shall be responsible for the procurement of and payment for any electrical energy required for a special 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, permittees must notify the Department immediately by calling the Department's hotline. 1-800-201-PARK.

(s) It shall be a violation of these rules to advertise the location of any special 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 special event permit or of the Department's issuance of another permit for that time and location has violated this subdivision by either (1) illegally advertising a special 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, 95 Prospect Park West, Bklyn, NY 11215 | (718) 965-8912 |
| MANHATTAN | Permit Office, 6 th floor, 16 West 61 st Street, NY, NY 10023 | (212) 408-0226 |
| QUEENS | The Overlook, 80-30 Park Lane, Kew Gardens, NY 11415 | (718) 520-5941 |
| STATEN ISLAND | Stonehenge, Clove Lakes Park, Staten Island, NY 10301 | (718) 390-8023 |

Citywide

| | | |
|----------------|--|----------------|
| Special Events | Arsenal North, 1234 Fifth Avenue, NY, NY 10029 | (212) 360-1492 |
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SPECIAL EVENTS GUIDELINES FOR PROSPECT PARK

The following guidelines must be followed in addition to those listed on the back of the special events application:

- A) **Events in Prospect Park require a reservation.** These are booked on a first come first served basis. Please call (718) 965-8969, for reservations choose #2. For short-term permits, there can be no more than three event dates per application.
- B) This application must be filled out, and returned with the calculated payment (minimum: \$ 25:00 non-refundable processing fee) payable to CNY Parks & Recreation, a self addressed stamped envelope (2 stamps) no fewer than 30 days prior to events. No Applications will be accepted without the Processing Fee. It is advisable to fill out this request form completely.
- C) Events staged strictly for advertising and promotion purposes are not allowed.
- D) Applicants wishing to **sell items** related to the event are required to obtain a **Temporary Use Authorization**. It is prohibited to sell or offer for sale any article, tickets or refreshments within or adjacent to any park area without this authorization from the Revenue Division. (212-360-1397)
- E) Parades and Amplification of sound require special considerations and are restricted to designated areas. Please be ready to supply all information when reserving your location. Additionally, a sound permit from the police department is required. Sound guidelines must be adhered to. **Sound amplification is limited to designated areas. Location must be pre-approved and stated on permit.**
- F) Some events may require local Community Board approval, a **Surety Bond** to be posted in advance, and/or **certificate of liability insurance** naming the **City of New York, Department of Parks and Recreation and Prospect Park Alliance as co-insured parties.**
- G) Any bond provided as security for a permittee's performance with Parks and Recreation shall be forfeited and retained to the extent necessary to remedy or compensate Prospect Park for damages caused by violations, including time restrictions.
- H) **No alcoholic beverages** permitted.
- I) Permits will not be issued for events in the lake or during spring and summer Holiday weekends.
- J) We do not supply electrical energy (Further information is available on request)
- K) **No tents permitted** on parks property.
- L) **No overnight events permitted.**
- M) **No event should be announced** to the public until the applicant has received approval for the event. Acceptances of a special event request form by the Special Events Office does not constitute approval of the permit.
- N) **We do not give rain dates.** If the applicant's event(s) is rained out or canceled for any reason, the applicant must notify the Special Events Office at 718-965-8969.
- O) Prospect Park accepts event permit applications after December 1st for the following calendar year. Long-term permits do not carry over from year to year. It is necessary to submit a new application for events that run past December.
- P) **Vehicles require additional permits.** Forms are available in the Prospect Park Special Events Office. A written permit application listing each vehicle, including license plate #, make and year of vehicle, must be submitted no later than **15 days** before the event. A separate vehicle permit will be issued for each vehicle specifying time, route and parking privileges. (Note: vehicle permits are limited and some areas are not accessible to vehicles.)
- Q) **It is prohibited to affix any banners, streamers, balloons or other articles to tress, fencing, lampposts, walls or other structures.**
- R) **During the planning stages of the event, the Department of Parks may alter or add terms and conditions if and as necessary.** The Permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Commissioner.

Your signature acknowledging you have read the above guidelines must appear beside the X for your application to be processed.

EXCEPTIONS TO THESE GUIDELINES ARE SUBJECT TO PRIOR APPROVAL BY THE COMMISSIONER OR HIS DESIGNATE.
ALL APPROVALS MUST BE INDICATED IN WRITING ON THE PERMIT.

I have read and understand these rules. X _____
Your Signature

**Mail To: City of New York / Parks & Recreation
 Prospect Park / Special Events
 95 Prospect Park West
 Brooklyn, NY 11215**

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|--|
| <p>For Official Use Only</p> <p>Date: _____</p> <p>Permit#: _____</p> |
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