



THE CITY OF NEW YORK
MANHATTAN COMMUNITY BOARD 3
59 East 4th Street - New York, NY 10003
Phone (212) 533-5300 - Fax (212) 533-3659
www.cb3manhattan.org - info@cb3manhattan.org

Jamie Rogers, Board Chair

Susan Stetzer, District Manager

Block Party Guidelines—Community Board 3, Manhattan

Block parties are **one-day, one-block events**. Events that cover more than one block and/or more than one day are considered Street Fairs and have different guidelines.

The Mayor's Street Activities Permit Office has a new online procedure for applications. Applicants should go online to <https://nyceventpermits.nyc.gov> or click on links at www.nyc.gov/sapo. This online procedure will streamline the process and will also allow applicants to check the status of permits online. The Community Board will receive notification of applications online and will contact applicants to place on agenda for the Parks Committee if required.

A. Applicant/Sponsor/Promoter

1. Applicant/sponsor must be a community-based, not-for-profit organization, association, or the like, which has an indigenous relationship to the specific street for which the event is proposed and which demonstrates that it has the support of the community and is willing to take full responsibility for the conduct of the event. Proceeds of the event should directly benefit this community.
2. If a promoter is used, sponsor/applicant must receive at least 45% of the proceeds. Sponsoring organizations must provide residents, businesses, and not-for-profit organizations on the affected block with reduced or free vendor space.
3. Sponsors will be responsible for compliance by their vendors with all license requirements.

B. Application Procedures

1. The Street Activity Office requires application to that office **60 days preceding the event**.
2. Block parties held in same location and in the same manner will be heard by committee for first 2 years only unless there are complaints. Otherwise, they will be administratively approved by the office without being placed on the agenda.
3. Block parties that have been occurring for less than 2 years or that have recent complaints will be placed on the Parks Committee agenda for approval. Applicants who do not attend the meeting will be denied for non-appearance. Please note that if your block party is on the agenda, it's because it has not occurred for 2 years. If this is a mistake—please notify the office immediately.
4. Sound permits are obtained from the local precinct. **Community Board 3 restricts sound permits to 4 hours.**

B. Community/Merchant Approval Process

1. For blocks that have block associations, applicants who appear before the Parks Committee must provide on letterhead written approval from the block association.
2. For locations where there are no block associations, the applicant/sponsor is required to obtain signatures of support from a majority of the residents and merchants on the affected block and submit when appearing at the Parks Committee. Please use the Community Board petitions. Applicants who are not required to appear before the committee are not required to obtain support. However, notices of the block party must be posted on the block at least a week before the event.

