

WORKING WITH THE CITY TO PLAN AN EVENT

Parks are City property, and any event that takes place in a Park requires City permission and cooperation. By being careful to take all the appropriate steps, you can help ensure that your event goes smoothly and with the support and goodwill of City and Park officials.

COMMUNICATE

- ✓ Let all players know about the event at least one month in advance. This will avoid scheduling conflicts and help ensure that you will have full permission for the event as well as all the services you need from the City.
- ✓ Your first step should be to contact your **Outreach Coordinator**, who can help you contact the **Director of Special Events** in your borough's Parks office.
- ✓ Also inform your **Community Board's District Manager**, the **Police**, the **Park Staff** who work in your park, and the **Department of Sanitation** (if the event extends beyond the borders of the park).

GET PERMISSION

If you are organizing a special event, altering the park in any way, restricting access to the park or any part of it, collecting funds, or selling anything, you must get explicit permission from Parks, often in the form of a permit.

APPLY FOR A SPECIAL EVENT PERMIT

- ✓ All events involving more than 25 people need to be permitted.
- ✓ You can download a permit application at www.nycgovparks.org.
- ✓ Please fill this out in as much detail as possible. For example, do not just write "festival," write "arts and crafts for children, face painting for a small fee, and costume contest."
- ✓ Always specify if fees will be charged or if food will be distributed. (**Note:** Listing on the permit that you will be selling things or otherwise raising money in a park **does not mean** you have permission to do this, **even if you receive your permit**. You **must** inform Parks Revenue if you wish to sell things in a park.)

TAKE THE NEXT STEPS

After submitting your event permit application, check with the Director of Special Events in your borough to learn what other steps need to be taken. For example:

- ✓ If you are collecting any money, you must get permission from the Revenue office of the Parks Department.
- ✓ If you are closing off a street, you need permission from your Community Board.
- ✓ If you are having a concert, you need a sound permit from the Police.
- ✓ Some events require additional security, insurance, or bonds for clean up and restoration of the park.

REMEMBER THAT IT'S EASIER THAN IT SOUNDS

This may sound complicated, but it's often easier than it sounds. Some things to reassure you:

- ✓ All the necessary paperwork can be done easily if you give yourself plenty of time by starting a month in advance.
- ✓ Things will go much more smoothly if you have good relationships with your Outreach Coordinator and the other City agencies.
- ✓ Fees can often be waived for non-profit community groups dedicated to helping the park.