

Brooklyn Community Board 6 Street Fair Permit Guidelines

I. Statement of Intent. In an effort to balance neighborhood interests and allow for the continued tradition of hosting street fairs, Brooklyn Community Board Six has established guidelines for locally-based sponsorship of street fairs that will seek to maximize local merchant/vendor participation and minimize the impact on local residents. It is our hope that the sponsors of future street fairs in our district will take to heart the concerns of our residents and local merchants alike, and will attempt to sponsor events that are fun and enriching for our neighborhoods. In this regard, we encourage sponsoring organizations that are more concerned with qualitative rather than quantitative results.

II. Definitions.

A. Street Fair: A street fair is defined as a multiple block event whose purpose is to engage in commercial activity on a street segment closed to vehicular traffic for a limited duration and for which a permit is required by the Mayor's Street Activity Permit Office.

B. Sponsoring Organization: The sponsoring organization is defined as the group that assumes all responsibility and liabilities for the street fair, as demonstrated by their willingness to sign-off on the Street Activity Permit application.

C. Application: Refers to the standard multi-part permit application form used by the Mayor's Street Activity Permit Office.

III. Sponsorship.

A. Eligibility: The following categories of groups are eligible to be sponsoring organizations for the purpose of hosting a street fair:

1. Local community based organization
2. Local merchant/business group
3. Local civic/block association
4. Not-for-profit organization who renders services within the Brooklyn Community Board Six district

B. General Conditions: The following applies with respect to the sponsorship of street fairs:

1. Sponsoring organization may be required to provide proof of their legitimate existence (such as documents of incorporation, Charter from State of New York, tax-exempt certificate, or by-laws and minutes of recent meetings).

2. Sponsoring organization must have been in existence for at least one year prior to the date of the submission of their application.
3. Sponsoring organizations having previously held events that were free of documented complaints or incidents will be given priority over other applicants.
4. Sponsoring organizations shall be limited to one event per year, unless sufficient support from the affected community for additional events is amply demonstrated.
5. No street fairs will be scheduled on Memorial Day, July 4th, and Labor Day including these holiday weekends.
6. Street fairs shall end no later than 6:00 pm.
7. Brooklyn Community Board Six reserves the right to amend these guidelines.

IV. Street Fair Conduct.

A. Impact:

1. No street fairs will be held during the period beginning one week before Thanksgiving and continuing for one week after New Year's Day.
2. No more than one street fair shall be held every 45 days at the same or relatively proximate location.
3. Street fairs should be as short as possible in size and duration, occupying only the street spaces as described in the approved application.
4. No street fairs can be multi-day events.
5. Every consideration must be shown by the sponsoring organization that those areas for which unobstructed access is critical are maintained free and clear at all times (i.e., hospital emergency room entrances, firehouses, police precincts, crosswalks, etc.).
6. Two or more major thoroughfares shall not be simultaneously closed. Sufficient time must be allowed to reopen streets between multiple events.
7. Sound amplification will not be allowed in any form whatsoever between the hours of 8:30 pm or dusk, whichever is earlier, and 9:00 am. An additional sound device permit issued by the local police precinct is required for sound amplification at all other times.
8. Sponsoring organizations must minimize the impact of light and sound on any residence.
9. Wherever possible, every attempt must be made to minimize the need to reroute busses. For any bus that must be rerouted as a result of the street fair, the sponsoring organization shall be responsible for continuously posting affected bus stops along the route starting 2 weeks before the event with advisory warnings showing the rerouting. The format of the advisory signage should be provided or approved by the MTA New York City Transit.

10. Advertising banners may be hung only on the block(s) on which the event will be held and in a manner approved by the City of New York. The sponsoring organization's name should be prominently displayed. Sponsoring organization must receive the consent of any impact property owner that would be affected by the hanging of advertising banners. All forms of advertisement (i.e., banners, flyers, posters, etc.) should be removed from sight by the end of the day following the event. Street hardware (i.e., mailboxes, street light poles, utility poles, public telephones, etc.) shall not be used for postings.
11. All street fairs must comply with all local laws and Mayoral Executive Orders.

B. Operations:

1. Sponsoring organizations must acknowledge receipt of the street fair permit guidelines for each application in writing.
2. The sponsoring organization shall be responsible for actions of their staff, participating vendors, and all other persons affiliated with the event.
3. The sponsoring organization must adhere strictly to the operational parameters established by all locally-based uniform services (i.e., police, fire, sanitation, etc.)
4. The sponsoring organization shall provide adequate private security personnel and coordinate their efforts with the local police precinct.
5. The sponsoring organization shall make every effort to police the immediate and immediately adjacent areas to the street fair and keep them free from loose debris, litter and garbage. Recycling at street fairs is required.
6. The sponsoring organization will be held accountable for any damages inflicted to street trees. The Community Board will contact the Department of Parks and Recreation as needed to ensure that this measure is properly enforced. Street trees may not be used for the purpose of supporting any weight bearing loads, nor any activity that involves nailing, stapling or any other process that may cause damage to the tree the latter being summonsable offenses. Should any damages be inflicted upon a street tree or trees that would necessitate removal, the sponsoring organization will be responsible for its replacement as soon as possible according to the Department of Parks and Recreation's regulations and specifications.
7. The sponsoring organization must provide a sponsor's booth to handle complaints and problems as they arise. The booth must be staffed at all times, from the time the event is being set up to the time the event is completely broken down.
8. Representatives of the sponsoring organization must be identifiable to the public as such be wearing a badge, jacket, T-shirt, etc.
9. The sponsoring organization is responsible for distributing flyers to every affected building in the street fair area described in the application at least

10 days prior to event. Such notice shall include the event date, times, street fair area described in the application and location of the sponsor's booth at the event.

10. Any local merchant who wishes to vend out on the street during the street fair shall have the first opportunity to occupy the space directly in front of their store. Local merchants who opt to set up space in front of their store must be offered the space at a reduced rate.
11. No merchandise shall be sold in front of a store selling the same or similar items (e.g., no food sales in front of restaurants, no clothes sold in front of clothing stores, etc.) unless the occupy vendor is the store itself.
12. Sponsoring organization must ensure that appropriate corridors between vendors exist to allow for free flowing access between street and sidewalk areas.
13. Sponsoring organization must arrange a meeting with the local police precinct commanding officer, or their representative, and the community board to discuss the logistics of the street fair *at least* 30 days prior to the event if deemed necessary by either the local police precinct or the community board.
14. Sponsoring organization must offer free vendor space to locally-based not-for-profit and local community board organizations that are not involved in the sale of goods or services, or at a reduced rate if they are selling. Sponsoring organization must be able to demonstrate that they have made a good faith effort at publicizing the availability of this type of space.

V. Application.

A. General: Sponsoring organization must apply for a street fair in conformance with the established "Rules of the Street Activity Permit Office Relating to Applications, Fees and Charges" of the Mayor's Street Activity Permit Office. Brooklyn Community Board Six will transmit its recommendation to the Mayor's Street Activity Permit Office by March 15th of the calendar year in which the event is proposed. It is the responsibility of the sponsoring organization to fulfill its obligations as described in these guidelines or risk a recommendation for denial by the community board. All deadline dates must be strictly adhered to.

B. Application Process:

1. Applications must be delivered to the Mayor's Street Activity Permit Office with a copy to Brooklyn Community Board Six District Office no later than December 31st of the calendar year preceding the calendar year of the event.
2. Once forwarded by the Mayor's Street Activity Permit Office to the District Office for review, applications will be reviewed by the District Manager in consultation with local municipal service providing agencies

and recognized block/civic and merchant associations impacted by the proposed event.

3. Sponsoring organization must provide first-class postage to the District Office. This mailing fee must be provided in postage form only.
4. Sponsoring organization must provide a certified check or money order with their application made out to the “Department of Finance” in the amount of \$15.00, as required by the Mayor’s Street Activity Permit Office. This fee is established by the Mayor’s Office and is subject to change at their discretion.
5. Sponsoring organization must provide to the community board letters from local civic/block association and local merchant association demonstrating community support for the proposed event. In lieu of this, petitions with an average of 20 signatures per block of the affected area with at least 10 signatures on an individual block shall be required. The Community Board and/or District Manager will define in writing the affected area and the total number of signatures required. The affected area shall generally include a one-block radius completely around the street fair area described in the application.
6. Signatures for petitions must be obtained from *bona fide* individual residents 18 years or older from the affected area and are due at the District Office by February 15th. The public review period will conclude and written comment must be submitted to the Community Board by March 15th.
7. Sponsoring organization’s proposing a street fair on a non-commercial street shall be required to submit letters and petitions as specified in Sections (V)(B)(5) and (6). A commercial street is defined as having 50% or more street-level commercial activity analyzed on a block-by-block basis.
8. Sponsoring organization must be able to demonstrate to the community board that any past event held had been beneficial to the host community.
9. Sponsoring organization must submit to the community board by February 15th the Mayor’s Street Activity Permit Office “Street Activity Reporting Form, Final Income Summary Statement” from previous event.
10. Raindates or other forms of make up dates for events are not available.
11. Sponsoring organization must comply with these guidelines or risk denial by the community board. Should any false and/or fraudulent statements and/or documents be submitted the community board may recommend denial of current and future applications.

C. Authority: The community board only recommends approval or denial of a street activity permit application to the Mayor’s Street Activity Permit Office. The ultimate authority for approving street activity permits is the Mayor’s Street Activity Permit Office. Brooklyn Community Board Six reserves the right to appeal any decision of the Mayor’s Street Activity Permit Office, especially if that decision is counter to the community board’s recommendation.

VI. Evaluation. Records of reported complaints and feedback from the event will be considered in evaluating the sponsoring organization's applications for future permits. Any complaints received by the community board in writing will be forwarded to the sponsoring organization within 60 days of receipt. The confidentiality of the complainant(s) will be protected.

VII. These **Street Fair Permit Guidelines** are effective as of November 15, 2001 and will be monitored by the Community Board and/or the District Manager.

"Brooklyn Community Board Six Street Fair Permit Guidelines" were first adopted by Brooklyn Community Board Six at its March 8, 1995 general meeting.

Revised by the CB6 Finance/Personnel and Law Committee at their March 13, 1997 meeting and adopted by the community board at the April 9, 1997 general meeting.

Revised by the CB6 Executive Committee at their October 9, 2001 meeting and adopted by the community board at the November 14, 2001 general meeting.