

BLOCK PARTY/BLOCK CLOSING GUIDELINES

Please note that restrictions are necessary in the best interest of our Community. Community Board #7 has been inundated with so many street events, particularly block parties, that residents and churches have complained that public convenience, advantage and best interest are no longer being met.

In developing these guidelines the sponsors must consider sanitation, traffic flow, bus routes and the interest and sensitivity of our residents and religious events/celebrations.

STIPULATIONS AND CONDITIONS

1. Community Board #7 reserves the right:
 - A) To issue conditional approval to any block party/block closing permits applications.
 - B) To oppose any block party/block closing request it believes is not in the best interest of the neighborhood.
2. ***Per N.Y.P.D. – 72nd Pct.:***
 - A) ***They will only approve 15 block parties/block closings per day.***
 - B) ***Anyone applying for TWO (02) block parties/block closings during the summer season, will only get ONE (01) block closing approved. The sponsor must choose an alternate day besides a Saturday.***
3. ***N.Y.P.D. – 72ND PCT. WILL NO LONGER APPROVE BLOCK PARTIES/BLOCK CLOSINGS ON AVENUES.***
4. ***N.Y.P.D. – 72ND PCT. WILL ONLY APPROVE FIVE (05) BLOCK PARTIES/BLOCK CLOSINGS ON THE FOLLOWING DAYS:***
 - A) ***SUNDAY, JUNE 13, 2010***
 - B) ***SUNDAY, AUGUST 08, 2010***
5. In the event a block party/block closing is planned for a border street between two Community Board Districts, it is the responsibility of the sponsor to inform the other Community Board.
6. Community Board #7 will not approve an application that is requesting a block party/block closing permit on the same day as a block that is within a two (02) block radius and has traffic flowing in the same direction (i.e. if 42nd Street between 4th & 5th Avenues has a permit, 40th Street and 44th Street between 4th & 5th Avenues **CANNOT** be granted a permit for the same day.)

7. **STREET ACTIVITY PERMIT OFFICE WILL NO LONGER APPROVE BLOCK PARTIES/BLOCK CLOSINGS ON ADJOINING BLOCKS ON THE SAME STREET FOR EXAMPLE: 43RD STREET BETWEEN 3RD & 4TH AVENUES AND 43RD STREET BETWEEN 4TH & 5TH AVENUES.**
8. The sponsor must demonstrate that it has the support of the block and is willing to take full responsibility for the conduct of the event. **THE SPONSOR(S) MUST EITHER LIVE OR WORK ON THE BLOCK WHICH THEY CHOSE TO CLOSE. SHOULD SOMEONE FROM A HOUSE OF WORSHIP/ORGANIZATION CHOSE TO CLOSE A BLOCK IN WHICH THE HOUSE OF WORSHIP/ORGANIZATION IS ON, AND THE SPONSOR(S) DOES NOT RESIDE ON THE BLOCK THEY ARE REQUIRED TO HAVE SOMEONE WHO RESIDES ON THE BLOCK CO-SPONSOR THE EVENT WITH THEM. THEY MUST BOTH COME TO OUR OFFICE TO FILL OUT THE APPLICATION. THE SPONSOR FROM THE HOUSE OF WORSHIP/ORGANIZATION MUST ALSO SUBMIT A LETTER FROM THE HOUSE OF WORSHIP/ORGANIZATION ON THEIR LETTERHEAD DESCRIBING THE EVENT THEY WILL BE HOLDING (ALONG WITH THEIR PETITION). THE CO-SPONSOR MUST PROVIDE THE COMMUNITY BOARD WITH A VALID I.D. TO PROVE THAT THEY ARE INFAC T A RESIDENT FROM THAT BLOCK.**
9. Sponsor(s) must submit a petition containing the names, address, apartment numbers or floor of 51% of the residents, and/or merchants for the block that will be utilized. **IF THERE IS A HOUSE OF WORSHIP ON THE BLOCK THAT WILL BE CLOSED, OUR OFFICE WILL REQUIRE THAT THE SPONSOR SUBMIT TO OUR OFFICE A LETTER ON THE HOUSE OF WORSHIP'S LETTERHEAD, STATING THAT THE EVENT WILL NOT BE DISRUPTING OR DISTURBING ANY RELIGIOUS EVENTS/CELEBRATIONS. THE LETTER MUST BE SIGNED BY AN INDIVIDUAL IN CHARGE & MUST ALSO INCLUDE THEIR ADDRESS & TELEPHONE NUMBER.**
10. Community Board #7 will only accept **ONE (01)** signature per apartment. We cannot accept signatures from the entire household (i.e. husband, wife, children, etc.) The individual must be **18 YEARS OF AGE OR OLDER.**
11. Community Board #7 will **NOT** accept falsified nor duplication of signatures. **IF WE FIND THE SIGNATURES ARE WRITTEN BY ONE INDIVIDUAL WE WILL HAVE NO OTHER CHOICE BU TO ELIMINATE THOSE SIGNATURES.**

12. The Community Board will verify with a Community Board Member as to the legitimacy of the request, where possible.
13. The date and time of the block party/block closing must be either written or typed on top of the petition.
14. The street activity permit is valid from 8:00 A.M. – 9:00 P.M. ONLY.
ANYONE FOUND CLOSING THEIR BLOCK BEFORE 8:00 A.M. OR
KEEPING IT CLOSED PAST 9:00 P.M. WILL NOT BE ELIGIBLE FOR
A BLOCK PARTY/BLOCK CLOSING THE FOLLOWING YEAR.
15. The Community Board will NOT reserve dates. Applications will be approved on a first come basis.
16. NO LESS THAN (10) WEEKS will be allowed from the time we receive the application to the date of the block party. NO
EXCEPTIONS WILL BE MADE!
17. Blocking of streets, with vehicles during the day of the block party/block closing is NOT PERMITTED. An applicant can close a block by using caution tape, reflecting tape, cones, etc. The applicant is responsible for allowing enough space for emergency vehicles to get through in case of any emergency.
18. The sponsor(s) is responsible for cleaning the block that is being utilized as soon as the event is over.
19. AT THE REQUEST OF N.Y.P.D.-72ND PCT. EVERY APPLICANT IS
NOW REQUIRED TO SIGN A FORM, AT THE TIME THEY FILE AN
APPLICATION, STATING THAT THEY WILL ADHERE TO THE RULE
OF NOT BLOCKING THE INTERSECTIONS WITH VEHILCES.
20. A maximum of two (02) street activity permits will be permitted during the 2010 summer season (June 05, 2010 – September 05, 2010).
21. THE COMMUNITY BOARD WILL NOT BE FILLING OUT
APPLICATIONS FOR THE MEMORIAL DAY, 4TH OF JULY AND
LABOR DAY WEEKENDS AS PER THE 72ND PCT.

22. **PLEASE BE ADVISED, THAT EVEN THOUGH S.A.P.O. APPROVES 2 DATES ON A PERMIT, THE FIRST DATE IS THE ACTUAL DATE OF THE EVENT. THE 2ND DATE IS ONLY A RAIN DATE. THIS DATE CAN ONLY BE USED IF IT RAINS ON THE ORIGINAL DATE. UNDER NO CIRCUMSTANCES IS ANY SPONSOR PERMITTED TO CLOSE THE BLOCK ON BOTH DATES.**
23. **A CERTIFIED CHECK OR MONEY ORDER** in the amount of **\$15.00** made payable to the *New York City Department of Finance* must be submitted to accompany each application in order to cover the charges for processing of the application. **CASH IS NOT ACCEPTED.**
24. **FOUR (04) 44 CENTS STAMPS** are required for **EACH** application submitted to the Community Board.
25. As per the Mayor's Community Assistance Unit, anyone providing mounted or inflatable rides at their event is required to provide their office with an original certification of insurance from the ride company.
26. If amplified sound is to be used, such as for a band or big speakers, a separate permit must be obtained from 72nd Pct. This permit must be obtained **no later than 5 days before the event, Monday – Friday 9:00 A.M. – 1:00 P.M.** Community Board #7 has been informed by the Street Activity Office that the \$45.00 fee has been reinstated. The amplified sound permit is only valid until **8:00 P.M.**
27. In addition, No Parking Signs for the day of the block party/block closing are available at the 72nd Pct. No Parking Signs should be posted at least 2 days before the event in order to give the residents enough notice of the event and possible inconvenience.
28. **If you have not received your permit by the Wednesday before the event you will have to call the Street Activity Permits Office at (212) 788-7439 or at the number listed on your copy of the application, verify if your application has been approved. DO NOT CALL THE COMMUNITY BOARD OFFICE, ONCE THE APPLICATION HAS BEEN FORWARDED TO S.A.P.O. IT IS OUT OF OUR HANDS.**

29. *Due to the many complaints, that the Community Board Office received from residents concerning Block Parties/Block Closings, our office along with the Police Department will be scrutinizing all applications. If we find that the complaints are valid, there may be a possibility that your application may not be approved. If this is the case the applicant may appeal the decision at the Street Activity permit Office. The address & phone number for the agency is on the copy of the application that gets mailed to you from our office. **THE \$15.00 FEE IS NON REFUNDABLE.***

Community Board #7 will only consider and approve applications for street activities submitted in the manner prescribed by the Board.

*All block parties/block closings in Community Board #7 must be operated safely, legally and have the approvals from appropriate City Agencies. The guidelines enumerated herein are those set by Community Board #7, Brooklyn and are supplemental to the City's procedures. Community Board #7 expects sponsors to comply with all laws and regulations pertaining to block parties/block closings. **PLEASE NOTE THAT THE DIRECTOR OF THE MAYOR'S STREET ACTIVITY PERMITS OFFICE HAS THE ULTIMATE AUTHORIZATION TO DENY OR APPROVE A PROPOSED BLOCK PARTY/BLOCK CLOSING.***

March 04, 2010

Dear Constituents:

Now that the new year is here, once again many of you are planning your annual Block Party/Block Closing. Enclosed you will find Community Board's revised **Block Party/Block Closing Guidelines**.

This year the Street Activity Permit Office along with the 72nd Pct. have instituted new guidelines. Therefore, we ask that you please review the guidelines carefully with special attention to the following guidelines (**#2, #3, #4, #8, #9, #19, #21 and #28**).

Should you have any questions concerning the guidelines, please feel free to call our office at (718) 854-0003.

Sincerely,

Jeremy Laufer
District Manager

Maria M. Gonzalez
Assistant District Manager