



**City of New York  
Parks & Recreation**

The Arsenal  
Central Park  
New York, NY 10021

**Requirements for a Temporary Use Authorization/ Vendors Permit**

In order to obtain a Temporary Use Authorization/Vendors Permit (TUA), which allows you, as the organizer of a special event, to have revenue-generating activities on New York City Parks & Recreation property for the purpose of a special event, you must submit the following information:

- A completed copy of a Special Event Permit Application, approved by the relevant Parks & Recreation Borough Office;
- A complete list of the vendors to participate in the event, including their names, addresses, telephone numbers, and the fee they will pay the organizer of the special event;
- A price list of the items you or the vendors who are participating in your event wish to sell;
- Admission charges (if approved by the Borough Office);
- An original certificate of insurance. The organizer is required to obtain liability insurance in the amount of \$1,000,000.00\* personal liability with a food and beverage rider including a \$1,000,000.00\* property damage insurance. This insurance certificate must name City of New York Parks & Recreation as an Additional Insured. The location of the special event should also be names on the insurance certificate.

*\* Minimum insurance coverage requirement may vary due to the size and/or nature of the special event.*

The above information must be submitted at least one (1) week prior to the event to:

City of New York / Parks & Recreation  
Revenue Division, 4<sup>th</sup> floor  
The Arsenal, Central Park  
New York, New York 10021  
FAX (212) 360-3434

The fee or the permit is a minimum fee versus a percentage of the gross receipts. The minimum fee must be paid in advance to the special event.

Depending on the scope of your event, you may be required to post a cleanup security deposit in the form of a certified check or money order at least one week prior to the start of the event.

For more information, please contact the Revenue Division, at (212) 360-1397.