



NYC Parks
GreenThumb

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City of New York
Parks & Recreation

nyc.gov/parks

To: All GreenThumb Community Gardens on NYC Parks property
From: Bill LoSasso, Director of NYC Parks GreenThumb
Date: January 11, 2019
Re: **Event Permitting at GreenThumb Community Gardens on NYC Parks property**

Dear Gardeners:

I am writing in response to recent events and requests to clarify requirements with respect to hosting events within GreenThumb community gardens (“Gardens”) located on property under the jurisdiction of the New York City Department of Parks & Recreation (“NYC Parks”). The GreenThumb license agreement (“License”) requires that all Gardens located on NYC Parks property host at least two (2) free community events each year and that Gardens notify GreenThumb in advance.¹ All events must be consistent with GreenThumb’s mission, and must receive prior written approval from GreenThumb.

All NYC Parks Gardens must submit a list of all planned community events within the Garden to their Outreach Coordinator quarterly for review and approval, by the following dates:

- **March 1:** For events proposed for April 1st – June 30th
- **June 1:** For events proposed for July 1st – September 30th
- **September 1:** For events proposed for October 1st – December 31st
- **December 1:** For events proposed for January 1 – March 30th

For the purposes of this document, a “planned community event” that requires the prior approval of GreenThumb shall mean any activity that:

- Requires any of the Approvals outlined below, or
- Results in the Garden’s closure to the general public during the Garden’s scheduled 20 open hours, or
- Invites in members of the general public as part of a planned community activities not related to the general operation and maintenance of the Garden, or
- Any other event identified by NYC Parks as requiring prior approval

Activities typically associated with the routine operation and maintenance of a Garden, including Garden meetings, Garden workdays, internal Garden events, and other activities related to the obligations of the License do not require notification to, or approval of, GreenThumb. Please note that submission does not equal approval, and approval timeframes differ depending on the complexity of the event, so please submit event requests as soon as you are aware of a possible event. Please note that processing times can vary for approvals and events should be submitted as soon possible in advance of the proposed date, but no later than the schedule outlined above, and that the submission of requests for approval does not guarantee that the event will be approved. The event is not approved until you receive an explicit written approval from GreenThumb, without which you are prohibited from holding the event.

¹ License Section 5(B)(vii)



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Late additions: For any event that has not yet been scheduled as of the relevant submission date above, Gardens must notify their GreenThumb Outreach Coordinator as soon as the event is scheduled.

In addition, Gardens must obtain any and all other necessary approvals, permits, or other authorizations required by any federal, New York State or City laws, rules, regulations and orders applicable to any aspect of the operation of the event (“Approvals”), including, but not limited to, any required Police Department amplified sound permit; Fire Department permit; Buildings Department permit; City and State Department of Health permit; or New York State Department of Environmental Protection permit. Upon request, GreenThumb will attempt to identify the required Approvals, but it is the responsibility of each Garden to obtain any and all necessary Approvals. Some instances where events, as defined above, may require additional Approvals include:

- **Third-party events:** For any event hosted or co-hosted at the Garden by a third party (i.e., not the licensed Garden group), you must obtain prior written approval from GreenThumb.
- **Open flames or use of generator:** For any event that involves any open flame or heating element, or the use of certain generators, you must obtain prior written approval from NYC Parks and the appropriate permit(s) from FDNY.^{2, 3}
- **20 attendees or more:** For any event with more than twenty (20) expected attendees, you must obtain prior written approval from NYC Parks, and you may require additional approval from Department of Buildings for events with large attendance. Garden workdays, group meetings and other internal Garden events and operations do not require prior written approval.
- **Amplified Sound:** For any event with amplified sound, you must obtain an amplified sound permit from NYPD.⁴
- **Exchange of Funds:** For any event where goods or services are proposed to be sold, or revenues are otherwise generated, including but not limited to admission fees and/or ticket sales, you must obtain a Temporary Use Authorization (TUA) from the NYC Parks Revenue Division.^{5, 6} Please note that the sale of produce grown in the Garden is permitted as per the License and does not require prior approval.
- **Filming & Photography:** For any event involving commercial filming or photography, you must obtain a Mayor’s Office of Media and Entertainment permit in addition to prior written approval from NYC Parks.⁷

A list of New York City permits related to events can be found on the Citywide Event Coordination and Management Office website.⁸ It is the responsibility of Gardens to obtain any and all required permits and/or approvals. Please notify your GreenThumb Outreach Coordinator when you submit requests for approval.

² FDNY Open Flame Permit: <https://www1.nyc.gov/site/fdny/business/all-certifications/per-openflames.page>

³ FDNY Generator Permit: <https://www1.nyc.gov/site/cecm/permitting/new-york-city-fire-department.page>

⁴ NYPD Amplified Sound Permit: <https://www1.nyc.gov/site/nypd/services/law-enforcement/permits-licenses-permits.page>

⁵ NYC Parks Temporary Use Authorization FAQ: <http://www.nycgovparks.org/pagefiles/76/TUA-FAQ.pdf>

⁶ License Section 6(K)

⁷ Film & Photography Permit: <https://www1.nyc.gov/site/mome/permits/permits.page>

⁸ Citywide Event Coordination and Management: <https://www1.nyc.gov/site/cecm/permitting/supporting-permitting-agencies.page>