



CITY OF NEW YORK

MANHATTAN COMMUNITY BOARD No. 4

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www.ManhattanCB4.org

J. LEE COMPTON
Chair

MICHELLE SOLOMON
Acting District Manager

STREET ACTIVITY PERMIT FORM

Date of Event:		Sponsoring Organization:	
Location of Event:			
Estimated Attendance:		Number of Booths/Vendors:	Number of Non-Profit Organizations:
Mission Statement of the Sponsoring Organization:			
Brief Statement of Sponsoring Organization's Activities:			
List of non-profit organizations participating in this year's event. Continue on addition sheets/back of page if necessary.			
If donations are being made to other organizations, to which organizations and how much?			
If money is being spent internally, please show which programs/expenses funds where this money is being applied.			

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Will there be any bus routes affected by the Street Activity? If so, please describe.

Difficulties encountered during the event?

PROCEEDS FROM THE EVENT

Submit copy of the final income summary statement filed with the Mayor's Street Activity Permit Office.

DESCRIPTION	Estimated	Actual Amount
Gross Revenues (fees from vendors, etc.)	\$	\$
Production Expenses (Sanitation, Ads, etc.)	\$	\$
Net Revenues (Gross less Expenses)	\$	\$
Event Manager's Earnings	\$	\$
Event Manager's Percentage	%	%
Street Activity Permit Fee (20% of Gross)	\$	\$
Sponsoring Organization's Earnings	\$	\$
Sponsoring Organization's Percentage	%	%
Guaranteed Minimum to the Sponsoring Organization	\$	\$

NOTE: All Sponsors and/or Event Managers are required to complete this form within 60 days of the street activity. Failure to do so will be taken into account when approving future events.

Please use this extra space to answer any questions.