

City of New York Parks & Recreation  
Special Event Permit Application



Michael R. Bloomberg, Mayor  
Adrian Benepe, Commissioner

CSG  
Green Market  
Location  
10/23/07

STATE AGENCY

DATE OF EVENT 10/23/07

PERMIT NUMBER

574050105

APPLICANT INFORMATION

Applicant: Conservation Services Group for NYSEDA (state agency)

Name: Linda Russ, 447 Kanner Rd Albany, NY 12205  
E-MAIL ADDRESS: lindaruss@csgrp.com

Address: 447 Kanner Rd Albany, NY 12205  
Telephone Number: 518-862-1090

Date of Application: 8/18/07 Borough: Bk (Mn) Qs SI (circle one) Sponsor

Organization: on behalf of New York State Energy Research and Development Authority (NYSEDA) Telephone Number: 518-862-1090

Names, Addresses, and Telephone Numbers of Two Organization Officers Besides Applicant (if applicable)

1. CSG, M: nk Dyer, 508-836-9500 (Sr VP)

2. CSG, W: arden Reindot, 508-836-9500 (CFO)

List any previous Park events organized by applicant/organization (include locations and dates)

n/a

EVENT INFORMATION

Type of Event: Press Event AND CUSTOMER EDUCATION / DATE OF EVENT: 10/23/07

Name of Park: UNION SQUARE PARK Location in Park: GREEN MARKET LOCATION

(If appropriate) Start Location: GREEN MARKET Finish Location: GREEN MARKET

Route through Park: n/a

Number of Participants: 30 approximate Number of Spectators: 50 pass by customer

Set-Up Begins: 6:20 am Clean-Up Ends: 10 pm

Time Event Begins: 8:00 am Time Event Ends: 8 pm / maybe sooner

\* Will participants or spectators be charged? YES (NO) If so, how much?

\* Will there be vendors at the event? YES (NO) If so, what is the vendor permit fee?

\* Will there be merchandise available for sale? YES (NO) If so, provide a list of items and prices.

If the answer to any of the above questions is yes, please see section 2-08 (l) on reverse and contact Parks' revenue division at 212-360-1397 to apply for a Temporary Use Authorization vending permit.

Describe in detail activities planned. List all items to be distributed. (Sale or distribution of food, products, promotional material, celebrities, speeches, cartoons, etc.) Press event and educational table top display on energy efficient lighting as part of national and state Change A Light Campaign

Will the event be advertised? YES (NO) If so, describe advertising plan including dates and media outlets.

Press releases regarding event will be distributed prior to event

Will any pamphlets, handouts, or advertising matter of any kind be distributed at the event? YES: Brochures

Do you plan to drive vehicles onto Parkland (vehicle permits are required as per section 2-08 (n) on reverse) YES (NO)

EPA BUS (See attached)

Will you need water or electrical connections? (See section 2-08 (o) on reverse) YES (NO)

Have you made any provision for on-site medical services? n/a YES (NO)

Have you made any provision for on-site security? YES (NO)

Do you have insurance? EASTERN INSURANCE GROUP / AMERICAN HOME INS. YES (NO)

If so, with whom? (See section 2-08 (q) on reverse)

Do you plan to have amplified sound at your event? (See section 1-05 (d) on reverse) YES (NO)

A permit from the local police precinct is required for all amplified sound.

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, and to the Rules & Regulations of the City of New York Parks & Recreation. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by Parks.

Linda Russ  
SIGNATURE OF APPLICANT

THIS FORM IS NOT A PERMIT  
THERE IS A \$25 NON-REFUNDABLE ADMINISTRATIVE PROCESSING FEE  
CHECKS OR MONEY ORDERS SHALL BE PAYABLE TO:  
CITY OF NEW YORK/PARKS & RECREATION

Liza.gonzalez@csgrp.com