



City of New York  
Parks & Recreation

The Arsenal  
Central Park  
New York, New York 10021

Adrian Benepe  
Commissioner

December 18, 2009

Ms. Nanci Callahan  
West Side Cultural Center  
136 West 70<sup>th</sup> Street, Suite 1  
New York, NY 10023

Dear Ms. Callahan:

On October 4<sup>th</sup>, 2009, you held the West Side Cultural Center's "Ecofest" in Central Park. This activity was held without proper authorization, as you did not have an official Parks Special Events permit. We were unable to give you such a permit for several reasons:

- You submitted a vehicle list to me via email at 6:59 pm on the October 3<sup>rd</sup>, 2009, the evening before the event.
- You failed to obtain the appropriate New York City Health Department permit for two of your vendors.
- You did not give me the details necessary to assess a site fee according to our concession fee schedule or to draw up a final license agreement (specifically, details on your display vehicles, as well as the specific square footage of tents).

The event which, by my calculation, had over 50 booths, was inappropriate for the Dead Road of Central Park due to its size and scope. There were numerous vendors who were selling product or food (we require a Temporary Use Authorization, or TUA, for vending in a New York City Park). Without a complete list of vendors we were unable to determine the extent of the sales on site and thus unable to even begin to issue a TUA. Moreover, there were numerous booths that were providing commercial sampling. In addition the number of vehicles that entered the park (by my estimation over 30) far exceeded our normal allowance, and several entered without an escort.

As we explained at both of our site visits, your event requires a site fee pursuant to Parks rules. Contrary to the letter that you wrote to Commissioner Benepe on October 19, 2009, the agency did not waive the site fee, indeed Parks is not able to waive fees. In fact, I not only mentioned the need for a site fee at our site visits on June 9<sup>th</sup>, 2009 and October, 29<sup>th</sup>, 2009, but I mentioned it in subsequent conversations and emails, including my email on Friday, October 2<sup>nd</sup>, 2009. Based on our concession fee schedule, section 2-10 of the official Parks rules, you should have paid a \$56,500 fee (as I stated, I was unable to assess a site fee prior to the event based on the lack of detail in the information you provided).

Please send us a site fee in the form of certified check made out to New York City Department of Parks & Recreation in the amount of \$56,500, and we will then, after the fact, formally issue your 2009 permit. Without resolving this matter we may not be able to issue a Parks permit in the future.

Sincerely,

Emily Chase  
Chief, Citywide Special Events