



GENERAL GUIDELINES FOR OUTDOOR DINING

- The daily fee for a new concession shall be calculated by multiplying the total square footage of the proposed concession area within the park by \$0.05 per square foot.
- The daily fee for an existing concession shall be calculated by multiplying the total square footage of the expanded area of the concession by \$0.05 per square foot; provided, however, that the fee for any existing concession that is required by a provision of the concession agreement to make percentage fee payments shall instead be calculated pursuant to such provision.
- Seating in temporary new or expanded concessions is limited to 6 people per table or less.
- All proposed seating must be in existing hardscaped areas.
- Tables for seating must be spaced at least 6 feet apart.
- Hours of operation are limited to the opening hours for the park.
- The operator of the concession is responsible for maintenance and clean-up of the concession area and the area surrounding the concession area up to 50 feet.
- Seating within the concession areas must be open to the general public, except areas where alcohol is served may be restricted in accordance with the concession agreement.
- Alcohol service is permitted, subject to review and approval by the Department of Parks and Recreation (“Parks”), for outdoor dining areas, provided the establishment has a valid permit from the New York State Liquor Authority, and complies with any and all applicable laws and regulatory guidance
- A new concession must provide a restroom plan for members of the public and employees, to be reviewed and approved by Parks and the Department of Health and Mental Hygiene (“DOHMH”). If such approved plan requires the concession to provide one or more port-o-sans, at least one such port-o-san must be accessible to people with disabilities.
- Concessionaires must comply with all applicable guidance for food service, including the [New York State Department of Health’s Interim Guidance for Food Service during the COVID-19 Emergency](#), which may be updated from time to time.

PROCEDURE AND EVALUATION CRITERIA

- The procedures below govern the application and granting of temporary new concessions and temporary expanded concessions pursuant to Emergency Executive Order No. 139, dated August 11, 2020. Any requirement set forth in any provision of the Charter, Administrative Code of the City of New York, or Rules of the City of New York included in section 2(d) of Emergency Executive Order No. 139 shall not apply unless otherwise imposed by such order or the procedures below.
- Proposers should submit proposals for a temporary new concession or temporary expansion of an existing concession to NYC Parks, via email, to concessions@parks.nyc.gov.
- Parks will evaluate proposals based upon:
 - i. Planned operations.
- Proposers should submit a detailed operational plan for the entire concession area. All plans, schedules, services, menu items, merchandise, prices and rates, and hours of operation are subject to Parks’ prior written approval. The proposal must indicate whether the proposer intends to serve alcohol. Any proposal for a new concession shall also include a restroom plan for employees and members of the public.



NYC Parks

- Proposers should submit an estimated number of full-time and seasonal employees and the positions these employees will fill.
- Proposers should identify all business principals, and should submit any references..
- At Parks' request, a proposer shall submit any documentation or information Parks determines is necessary to evaluate the proposal. Failure to provide such documentation or information will result in rejection of the proposal.

ii. Operating experience.

- Proposers should submit a resume or detailed description of the proposer's professional qualifications, demonstrating extensive experience in the industry, including any work with City agencies, and/or access to individuals and/or firms with such expertise. Include the names and addresses of all corporate officers of the entity submitting the proposal. If any principal owner and/or officer of the submitting entity is currently or has been a principal officer of another entity or entities within the last five (5) years, that entity or entities (including applicable tax identification numbers) should be identified as well.
- Parks will reject any proposal that (i) is not found to further a proper park purpose as determined by the Commissioner, (ii) unreasonably interferes with the use of all or part of the park by members of the public for recreational purposes as determined by the Commissioner, (iii) is submitted by a proposer that Parks determines lacks the capability to perform fully under the concession agreement or lacks responsibility, (iv) is submitted by a proposer that fails to provide, in response to Parks' request, documentation or information necessary to evaluate the proposal, as described above, or (v) does not otherwise meet the requirements set forth in Emergency Executive Order No. 139.