

## **Steps to securing an alcohol permit at the Fabulous Fifth Avenue Fair Sunday May 17th 2026**

### **1. Apply to Clearview Festival for your permit.**

When submitting an application to Clearview indicate you will be applying for a SLA License.

Here is a copy of the Mayor's Office (SAPO filing); this will serve as your "landlord" approval when filing with the [SLA.https://parkslopefifthavenuebid.com/wp-content/uploads/2026/04/SAPO-application-landlord-permission.pdf](https://parkslopefifthavenuebid.com/wp-content/uploads/2026/04/SAPO-application-landlord-permission.pdf)

2. Once the permit is received from Clearview, **send a letter (see below for a template), via certified mail to Community Board 6** containing the following:

- Fabulous Fifth Avenue Fair - Park Slope Fifth Avenue BID - Street Fair
- Name of Business, Name of contact, Address, email
- Dean to 15th Streets on 5th Avenue, Park Slope
- Sunday May 17th 10am to 6pm
- Type of permit: Temporary One Day Alcohol Event Permit

### **3. Apply for the SLA license with this link**

[https://www.businessexpress.ny.gov/app/answers/cms/a\\_id/2922](https://www.businessexpress.ny.gov/app/answers/cms/a_id/2922)

4. **Email Clearview** a copy of the SLA permit when received. [info@clearviewfestival.com](mailto:info@clearviewfestival.com)

5. Don't forget to send a **certificate of insurance** with Clearview additionally insured. Example here <https://parkslopefifthavenuebid.com/wp-content/uploads/2025/10/SAMPLE-COI-1.pdf>

**Have questions? Be in touch with Clearview and they can help guide you through:**  
[info@clearviewfestival.com](mailto:info@clearviewfestival.com)

## Template: Letter to Community Board 6

Name and Address

Date

Dear Community Board 6,

This letter serves as Municipal Notice that **(name of business)** will be applying to the New York State Liquor Authority for a Temporary Beer, Wine & Cider Permit in connection with the following event:

Event Name: Fabulous Fifth Avenue Fair

Location: Dean to 15th Street

Date: Sunday May 17th 10am to 6pm

Type of Event: Street Fair

Alcohol Service: Beer, wine, and cider to be served in a designated area in compliance with all applicable regulations.

Please let us know if you have any questions or require additional information. We would appreciate a brief acknowledgment of receipt of this notice for our records.

Thank you for your time and consideration.

Best regards,

Full Name

Your Business/Organization

Phone Number

Email Address