



SPECIAL EVENT / NEIGHBORHOOD ASSOCIATION BLOCK PARTY PERMIT APPLICATION

FORM
SPEV-APP
10/21

RECEIPT
CODES

Block Party
CI: \$50

Special Event
CI: \$200

Expedited
CG: \$150

Application

- Permit is valid only for the dates applied for.
 - Submit your non-refundable fee with your completed application.
 - Incomplete applications, or applications filed without the proper fee will be returned.
 - If filed within 30 days of the event, please **add an expedited processing fee of \$150.**
- Neighborhood Associations Block Party - \$50**

Applicant / Coordinator Information

Neighborhood Association Name or Event Name

Applicant / Coordinator Name

Applicant / Coordinator Address (please include zip code)

Email Address

Cell Phone Number

Neighborhood Association Block Party Information

Address or Location of Event - A map or diagram is also required. Please refer to the next page.

- **Does this event involve closing the street, sidewalk or impede any other public property?**

Yes No If yes, please complete the Street Closure Consent Form(s) signed by one occupant at least 50% of the residential and commercial properties who access their property from that street.

Maximum Number of People Expected Each Day

TOTAL DUE: \$ _____ **(CASH OR CHECK ONLY)**



SPECIAL EVENT / BLOCK PARTY PERMIT APPLICATION CONT'D

Street Closure Area Map

Please use the area below to draw a map of your neighborhood and indicate where you would like the street / alley blocked off. You may also attach a map and indicate those areas on there.

****IF THIS IS NOT COMPLETED, THE APPLICATION WILL NOT BE ACCEPTED****



All Other Types of Special Events Information

All Other Special Events Impeding the Normal Use of Public Property - \$200

• Does this event involve closing the street, sidewalk or impede any other public property?

Yes No If yes, please complete the Street Closure Consent Form(s) signed by one occupant at least 50% of the residential and commercial properties who access their property from that street.

• Is this related to a Temporary Extension of Premise Application?

Yes No If yes, please submit the [Temporary Premise Extension Application](#) with this one at the same time.

• Will there be alcohol available?

Yes No If yes, you may need a [Temporary Class B License](#). (Only certain entities apply)

• Will you be putting up any tents that are 400 sq. ft. or larger?

Yes No If yes, please contact the [Fire Department](#) and [submit a tent permit application](#).

• Will hot food be kept warm and served outside to the public?

Yes No If yes, please contact the [Health Department](#).

• Will electronic amplified sound be used outdoors?

Yes No

• Will there be live music/entertainment outside?

Yes No If yes, please submit a [Temporary Public Entertainment Permit application](#)**.

**A Temporary Public Entertainment Permit is required if:

1. If you do **not** hold a Public Entertainment Premises Permit OR
2. If you do hold a Public Entertainment Premises Permit but are having entertainment that is **not** approved under that license. (See the liquor license for the approved establishment)

SPECIAL EVENT / BLOCK PARTY DATE(S). Must be consecutive. If not, separate applications are required.

Dates & Times of Setup & Breakdown:

| | |
|----------------|------------------|
| Event Date(s): | Start/End Times: |
| Event Date(s): | Start/End Times: |



STREET CLOSURE CONSENT FORM

FORM
SPEV-APP
10/21

Street Closure Property Information

There are # _____ of residential properties on the closed portion of the street and # _____ of commercial properties. I certify that below are the signatures and addresses of 50% of the properties. (Attach additional sheets as necessary.)

Coordinator Signature:

Signatures - Only one (1) Signature Per Property:

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |



STREET CLOSURE CONSENT FORM ADDITIONAL, IF NEEDED

Signatures Continued - Only one (1) Signature Per Property:

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |



SPECIAL EVENT / BLOCK PARTY PERMIT APPLICATION

Terms & Conditions

Please initial each of the following items confirming your understanding:

The sponsor or at least one coordinator shall always be on the special event premises at all times that the special event is open for attendees.

The Police, Fire, or Public Works Departments may increase or decrease the staffing or equipment on the premises during the special event based on the actual number of attendees in order to protect the public health, safety, and welfare, and the city may charge the sponsor up to the direct costs of an increase in staffing or equipment under this paragraph.

A copy of the special event permit and any other applicable permit or license must be kept on the premises for the duration of the special event.

The coordinator shall always answer any calls to the mobile phone for the number listed on the application from a city official or employee during set up, clean up and during the event.

The sponsor and coordinator shall comply with all local, state, and federal laws. I understand that a law enforcement officer may close the event if:

1. the event causes such a disturbance of public order that it is reasonable to believe that the assembly will cause injury to persons or damage to property unless it is immediately dispersed;

2. there is no sponsor or coordinator on the premises; or

3. the sponsor or coordinator fails to correct noncompliance with a condition of a special event permit after advanced warning to the sponsor or coordinator and reasonable opportunity to comply with that condition.

All estimated fees shall be paid 7 or more days in advance of the event or the application will be denied or the expedited fee of \$200 is required. (Does not apply to neighborhood block parties where the initial \$50 fee covers the cost of the event).

If the total actual direct costs exceed the deposit for estimated charges, I shall pay the invoiced amount within 30 days after the invoice date or be charged 1% interest per month. Balance must be paid in full, no partial payments. Failure to timely pay the remaining balance may result in denial of future permits.

To the best of my knowledge and belief, all statements and answers in this application are complete and true. I understand that if I provide false or fraudulent information on this application, the application will be denied. complete and true. I understand that if I provide false or fraudulent information on this application, the application will be denied.

Applicant / Coordinator Signature

Date