

EVENT NAME:

EVENT DATE:



**BLOCK PARTY – NOT GATED,
NO ADMISSION FEE**



(A Block Party means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk, or alley) on a specified date at a specified time and place when such is confined to a designated area and when such is to occur only at a time between the hours permitted by Code – Chapter 28.)

AREAS REQUESTED

1. Specify the type of block party you have planned (i.e., a neighborhood gathering, yard sale, other. If other, please provide additional details regarding the event.

2. What, if any, portion of the event occurs on city right-of-way? Please list all streets, sidewalks or alleys affected.

3. What, if any, portion of the event occurs on a city park? Please list the name of the park you wish to use and include shelter numbers, if applicable.

4. What, if any, portion of the event occurs on private property? Please list the addresses of the private property sites you intend to use and include a brief description, along with the owners' names and addresses for each site. (Attach an affidavit of authorization to use said property from each property owner affected and label ITEM #BP 4.)

5. Provide the date(s) and time frames for event set up (start to finish).

6. Provide the date(s) and time frames for the event operating hours (start to finish).

7. Provide the date(s) and time frames for the clean up/break down operations (start to finish).

BLOCK PARTY DETAILS

8. Describe the specific location of vendors, activity areas, entertainment areas, and wet zones set up for the event.

9. Please attach a detailed performance schedule for the event, if applicable. If not, please state N/A in the box below. If attaching a schedule, please label ITEM #BP-9.

10. Please attach a list including the name, size, type of product sold for each vendor, if applicable. If not, please state N/A in the box below. If attaching a schedule, please label ITEM #BP-10.

11. Describe your plan for disabled participation, parking, and viewing.

12. Any special arrangements for Media Access? If "Yes," please describe the locations you plan to use.

13. Are you requesting that any portion of the event site have zoning approval for Temporary Alcoholic Beverage Sales? If "Yes," please describe the specific area, fencing material and dimensions of same, and point of sales locations. Attach a separate sheet if necessary and label ITEM #BP-13.