



Block Party Permit Application

PLEASE REFER TO THE BLOCK PARTY GUIDELINES AND INFORMATION BELOW BEFORE COMPLETING THE APPLICATION:

Application Deadline: This application, including a **\$50** fee, must be submitted at least **15** business days (Monday - Friday) before the event date. Late submissions will incur an additional **\$50** late fee and may be subject to rejection due to time limitations.

- **Eligibility:** The applicant must reside on the block to be closed.
- **Prohibited Activities:** No alcoholic beverages, grills, vendor/food & beverage sales, or inflatables (bouncers) are permitted on public streets. Must be on private property.
- **Security Deposit:** A **\$25** money order or cashier's check is required as a security deposit when barricades are picked up. If all barricades are returned in the same condition, the deposit will be refunded. If the barricades are damaged or not returned to the precinct, the deposit will not be refunded.
- **Barricades Pickup/Return:** Barricades must be picked up prior to the event date and returned within the next day (Monday - Friday). Barricades should be placed at the end of the street as noted in the application. No motor vehicles or other objects can be used as substitutes for barricades.
- **Responsibility:** The applicant is responsible for the transport, placement, and removal of barricades. Protecting barricades from damage and vandalism. Ensuring the area is clear of debris after the event.
- **Neighbor Approval:** The approval of neighbors on the block (including apartment complexes) is required. Each adult signing the petition must reside on the block. One signature per household.
- **Event Hours:** Block parties are allowed until 10 p.m. Amplified music must end 30 minutes prior to the event's conclusion.
- **Permits and Revocation:** Once approved, a block party permit will be issued to authorize the street closure. Permits are subject to revocation if the applicant does not comply with applicable laws, rules, or regulations.
- **Food carts and trucks are permitted in designated districts with conditions:** they must ensure six feet of walkway clearance or have written permission for private property use. They must be mobile, avoid loud equipment, not disrupt traffic or access, provide daily waste removal, sell only food/non-alcoholic beverages, and obtain all required licenses.

EMAIL COMPLETED FORMS TO: EVENTS@CITYOFFLINT.COM

FOR OFFICE USE ONLY: Date Received ____ / ____ / ____ Approved? Yes No



Block Party Permit Application

Organizer Information

Name _____

Street Address _____ City _____ State _____ Zip Code _____

Mobile Phone _____ Email _____

Which category best describes your event?

Block Party

A block is a community gathering where residents come together to celebrate an event. These events involve closing off a city street to vehicle traffic. The celebrations often feature music, games, dancing, and food.

Child Event

A child-focused event is designed for individuals under the age of 18. These events can include educational programs, birthday parties, and other recreational activities tailored to the interests and developmental needs of children.

Estimated Attendance _____ Event Date _____

Certificate of Insurance

A certificate of insurance is required to obtain a Special Event Permit. The certificate of liability insurance must show \$1,000,000.00 per occurrence. The City of Flint must be included as Additional Insured. It must also include the following statement: "The City of Flint, including all elected and appointed officials, employees, volunteers, boards, commissions and/or agents named as Additional Insured." One possible resource for obtaining event insurance is theeventhelper.com.

Certificate of insurance is included with the application.

Cleanup Plan

The organizer is required to submit a \$100 deposit for trash removal. If the organizer plans to dispose of trash from the event, a walk-through with City staff must be completed the day after the event for the deposit to be refunded.

I will collect and dispose of my own trash.



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Citizen Street Closure Petition

We, the undersigned citizens of Flint, respectfully petition the Mayor the City of Flint for the following street closure(s).

Name (printed)	Signature	Address	Phone

Special Event Permit Application Signature

By signing this form, you acknowledge you are submitting the completed Block Party Permit Application with the \$50 permit fee, \$100 trash removal deposit and certificate of Insurance. Approval of the application will be communicated to the event organizer following submission of all required documentation.

Authorized Signature _____ Date _____

Print Name _____ Title _____