CITY OF BALTIMORE DEPARTMENT OF TRANSPORTATION

Right-of-Way Services Division
Special Events and Street Vendors Section
Abel Wolman Municipal Building
200 Holliday Street, Counter 4, Baltimore, MD 21201

STEPHANIE RAWLINGS-BLAKE MAYOR

BLOCK PARTY APPLICATION

If you answer yes to all of the questions below you are a Block Party. If you answer no to any of the questions below please use the Special Events Application.

- Is this event meant for the residents of one block & their guests?   ☐ Yes   ☐ No
- Will attendance be less than 200 people?   ☐ Yes   ☐ No
- Is the event closed to the general public?   ☐ Yes   ☐ No
- Is the proposed block a local residential street?   ☐ Yes   ☐ No
- Is the block free of bus routes?   ☐ Yes   ☐ No
- Does the street closure exclude intersections?   ☐ Yes   ☐ No
- Will this event end before 9 p.m.?   ☐ Yes   ☐ No
- Will the event be <u>without</u> SALES of food?   ☐ Yes   ☐ No
- Will the event be <u>without</u> SALES of alcoholic beverages?   ☐ Yes   ☐ No

(All application fees are non-refundable)

☐ Application Fee $50 (8 or more weeks prior to event)
☐ Application Fee $65 (6-8 weeks prior to event)
☐ Application Fee $80 (4-6 weeks prior to event)

Block Party Applications must be submitted no less than 4 weeks prior to the day of the Block Party

Cross Street

BLOCK PARTY LOCATION:

The Block Party is to take place in the
_____ Block of _____ (N/S/W/E)

Block Party Street Name →

Street Name: _____ _____

Please add your street name, block and cross streets to this map, and the area to be closed. If this map doesn't match your street pattern, just draw on this map.

Cross Street

APPLICANT INFORMATION

The Block Party is at the request of:
(Check one)
☐ A Resident on the block   ☐ A Neighborhood Organization

If the request is from a neighborhood organization, which one?

_____

Applicant's Name: _____
(The applicant must be over 21 and a resident of the block to be used for the Block Party)

Address: _____

Home Phone: _____ Cell Phone:_____

Email address: _____

EVENT INFORMATION

Event Date: _____   Event Hours: From: _____   To:_____

Projected Attendance: _____

Activities to take place at the Block Party: _____

_____

ADDITIONAL SERVICES/PERMITS FOR BLOCK PARTY

Will there be food served at the Block Party?   ☐ **Yes**   ☐ **No**
If yes, the applicant is responsible for obtaining a <u>Temporary Food Service Facility License</u> from the Department of Health. It is recommended that the application be made 3 weeks prior to the event. The permits are reviewed by the Health Department's Bureau of Food Control and they may be contacted at 410-396-3787.

Will there be live entertainment, amplification or music?   ☐ **Yes**   ☐ **No**
If yes, the applicant must obtain a waiver by completing an <u>Application for Temporary Noise Exemption</u> with the Health Department at least 20 days prior to the event. A copy of this application is incorporated into the Block Party information. The Bureau of Ecology and Institutional Services provides this waiver and is located at 1001 East Fayette Street or fax to 410-396-5986. There is no fee for this permit.

<u>FIRE HYDRANTS MUST REMAIN FREE AND CLEAR FROM ANY OBSTRUCTION AT ALL TIMES.</u>

PUBLIC NOTIFICATION

- The Department of Transportation Special Events Permit Section website contains an interactive map which shows all of the special events and block parties that are happening in Baltimore. Displayed are the event name, date, start/end times, location, and other information.

- The No Parking signs issued by the Department of Transportation contain the permit ID number for reference, as well as the applicant's name, phone number and email address. All No Parking Signs must be posted at least 72 hours in advance of the block party.

If you have any questions, please contact the Special Events Office at 410-396-1916.