

**CITY OF BALTIMORE  
DEPARTMENT OF TRANSPORTATION**



**Right of Way Services Division  
Special Events and Street Vendors Section  
The Councilman Harry S. Cummings Building  
401 East Fayette Street, Lobby  
Baltimore, MD 21202**



**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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Will attendance be less than 200 people?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Is the event closed to the general public?                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Is the proposed block a local residential street?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Is the block free of bus routes?                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Does the street closure exclude intersections?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Will this event end before 9 p.m.?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Will the event be <u>without</u> SALES of food?                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Will the event be <u>without</u> SALES of alcoholic beverages?     | <input type="checkbox"/> Yes | <input type="checkbox"/> 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)

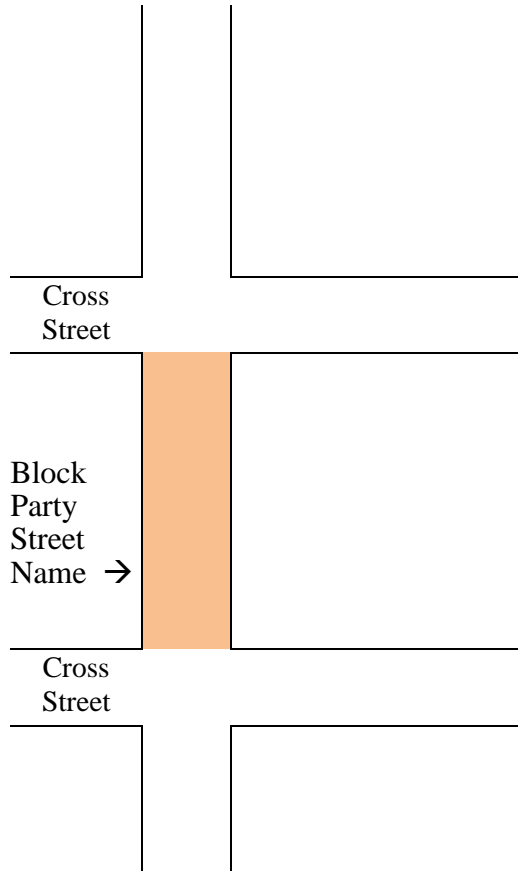
*\*Block Party Applications must be submitted no less than 4 weeks prior to the day of the Block Party*

**BLOCK PARTY LOCATION:**

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

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.*



**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 Temporary Food Service Facility License 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 Application for Temporary Noise Exemption 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.*

FIRE HYDRANTS MUST REMAIN FREE AND CLEAR FROM ANY OBSTRUCTION AT ALL TIMES.

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.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICIAL USE ONLY

Application Acceptance Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Post Number: \_\_\_\_\_ District: \_\_\_\_\_

Copy of Identification

