1. Streets may be temporarily closed (max. 4 hour limit) only with the written permission of the City Manager or her authorized representative.

2. All block parties must end at sunset: 8:00pm during Spring & Summer, 6:00pm during Fall & Winter.

3. Such closing may begin no earlier and must end no later than the times specified in the temporary street closing permit.

4. Only standard traffic control barricades provided by the City of Decatur may be used to close a street to ordinary traffic. **Note: Delivery of barricades is not guaranteed if City sponsored special events require the use of barricades.**

5. No object (such as an automobile, outdoor furniture, etc.) may be placed in the street in such a manner as to hinder easy and quick access to the closed area by emergency vehicles.

6. Owners and tenants of properties within the closed area **may not** be denied access to their properties. Upon request, you must temporarily remove the barricades to allow such persons free ingress and egress.

7. The street may be marked with chalk or similar materials that are easily removed, but may not be marked with paint, masking tape, or other materials that are difficult to remove.

8. Use of any street for purposes other than ordinary vehicular and pedestrian traffic exposes the user to certain inherent risks. Some drivers are careless and may not see or may ignore the barricades used to establish closed areas. The City of Decatur cannot accept any responsibility for the safety of persons who use the street for non-travel purposes.

9. Though not required, you are encouraged to station an attendant near each barricade line as a precaution for warning of any oncoming vehicle as well as a service to those needing access to the closed area.

10. **Open container laws prohibit selling or serving alcoholic beverages at Block Party events.**

11. Private parties/events will not be permitted to block any city street.

12. A temporary street-closing permit may be revoked at any time, for any reason, without prior notice by the City Manager, her authorized representative, or any Decatur Police Officer or other public safety official.

13. All local and state ordinances must be observed. Any violations should be immediately reported to the Decatur Police at 404-373-6551.
Please submit the Block Party Permit Application 2 to 4 weeks prior to requested date

BLOCK PARTY PERMIT

Event Title:______________________________________________________________

1. Applicant's Name:_____________________________________________________
   Address:________________________________________________________________
   Phone (D):______________________ (E):_____________________
   Fax Number:____________________
   Email Address:__________________________

   Purpose of Event:________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   Responsible Person at Event:___________________________________________
   Phone (D):______________________ (E):_____________________

2. Location Requested:_____________________________________________________

3. Date(s) of Event:_______________________________________________________
   Total Number of Days:___________________________________________________
   Time of Event: Set-up and prepare:__________ to _____________
   Actual Event:______________ to _____________
   Clean-up/Close:______________ to _____________

4. Number of People Expected:_______ Youth_______ Adult__________

5. Number of Vehicles Expected:___________________________________________
   Parking Requirements:______________________________________________

6. List any streets you request to be closed:
   ___________________________________________________________________
7. Will sound amplification be used? ______ Yes ______ No

If yes, what type: ____________________________________________

8. A. Will food be served?_______ Yes _______ No

B. Will food be sold?_______ Yes _______ No
(If yes, for "B", obtain Permit from the DeKalb County Board of Health)

9. Open container laws prohibit selling or serving alcoholic beverages at Block Party events.

10. How will this event be publicized? ______________________________

11. How do you plan to remove refuse and garbage?_________________

Who is responsible for cleaning the event site?____________

How do you plan to separate recyclables from refuse and garbage?______________________________

12. Will additional trash receptacles be needed in the event area? How many and where?______________________________

13. What are the security and law enforcement protection needs for your event? If City of Decatur Police are needed, the cost is $30 an hour per officer, with a minimum of 3 hours per officer.______________________________

DATE ___________ SIGNATURE ________________________________

SUBMIT FORM TO BILLY WOODRUFF, DECATUR POLICE DEPARTMENT

City of Decatur
c/o Capt. Billy Woodruff
PO Box 220
Decatur, GA 30031

Email: billy.woodruff@decaturga.com