



CITY OF CLEVELAND
Mayor Justin M. Bibb

Office of Special Events
Department of Public Works
500 Lakeside Ave
Cleveland, Ohio 44114
Office: 216-664-2484
specialevents@clevelandohio.gov

Block Party Permit Application

“Block Party” means the closing of one or more residential street between intersections to conduct a neighborhood gathering, or picnic for residents; other than for a parade, special event or commercial activity.

Block Party Permits are issued to residents of the City of Cleveland who would like to close a residential street they live on for a neighborhood gathering or picnic.

If equipment (i.e. Bounce Houses, Tents, Tables or Chairs) is placed in the residential street, a Street Obstruction Permit must be obtained and requires the evidence of a public liability insurance policy issued by an insurer authorized to transact business in Ohio, in an amount not less than one million dollars (\$1,000,000.00), listing the City of Cleveland as an additional insured.

Rules and Regulations:

1. The Block Party applicant must reside on the block and is responsible for the event – including setup and take-down of the barricades as described in the permit; cleanup of the public right-of way following the event; and maintaining a clear lane for emergency vehicles.
2. No permits will be issued for Main or Secondary Main Streets; or if the street is a route for Greater Cleveland Rapid Transit Authority (RTA). Intersections cannot be blocked.
3. Block Party activity shall be limited to occur between Dawn and Dusk.
4. Residents who live within the blocked area cannot be refused entrance to, or exit from their homes.
5. Applicant must provide two personal vehicles at each street closure to serve as hard barricades. Drivers for personal vehicles must be available to move them, in the event an emergency vehicle needs to enter the street.
6. Alcohol is prohibited on public property (i.e. street, tree lawn, and sidewalk).
7. Completed applications with the Councilperson’s signature and a \$20.00 money order must be submitted to the Special Events office, 14 business days prior to the event. This will allow enough time for the review and approval process by the Department of Public Works, and the Cleveland Division of Police.

If you have any questions, please contact the Office of Special Events at (216) 664-2484.



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Office of Special Event – Department of Public Works
BLOCK PARTY PERMIT APPLICATION
(Please type or print in black ink; this form will be reproduced)

Submit completed application including Councilperson’s signature to the **Office of Special Events (500 Lakeside Ave, Cleveland, OH 44114)**; with a \$20.00 money order (no checks/cash/credit cards) payable to the City of Cleveland. Application must be received 14 business days prior to event and may take up to 10 business days to process. If approved, permit will be emailed or it can be picked up at the above address. If not approved, you will be informed within 10 business days.

Application is hereby made to the Director of Public Works for a permit to close a residential street for the purpose of conducting a neighborhood gathering or picnic for the residents. Applicant is responsible for providing all necessary barricades to assure the safety and protection of everyone within the permitted area, two personal vehicles at each closure can be used as barricades. Drivers for personal vehicles must be available to move them, in the event an emergency vehicle needs to enter the street. Failure to comply w/this order may result in forfeit of permit. It is further understood, if food and/or merchandise of any kind is sold, additional City of Cleveland permitting will apply.

APPLICATION DATE	ACTIVITY DATE	ACTIVITY START AND END TIMES	NUMBER OF ATTENDEES	TYPE/PURPOSE OF ACTIVITY	
APPLICANT NAME		NAME OF BLOCK CLUB OR ORGANIZATION (if applies)		NON-PROFIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				FOOD AND/OR MERCHANDISE SALES? <input type="checkbox"/> *YES <input type="checkbox"/> NO *If yes, additional City of Cleveland permitting will apply.	
STREET ADDRESS			CITY	STATE	ZIP
EMAIL ADDRESS			MOBILE PHONE		
LIST NAME OF RESIDENTIAL STREET TO BE CLOSED FOR ACTIVITY (Example: E. 82 nd Street from Cedar Ave to Golden Ave)			LIST START AND END TIMES THE RESIDENTIAL STREET WILL BE CLOSED		
LIST ONSITE CONTACT(S) DURING THE ACTIVITY (If different from Applicant)			LIST MOBILE PHONE FOR ONSITE CONTACT(S) (If different from Applicant)		

APPLICANT NAME		APPLICANT SIGNATURE (REQUIRED) X	DATE SIGNED
COUNCIL PERSON NAME	WARD	COUNCILPERSON SIGNATURE (REQUIRED) X	DATE SIGNED

FOR CITY USE ONLY
do not write in the area below

Date Received from City Council:	Date Sent to Cleveland Division of Police:
COMMANDER, DISTRICT STATION – CLEVELAND DIVISION OF POLICE SIGNATURE X	DATE SIGNED
COMMISSIONER, BUREAU OF TRAFFIC UNIT – CLEVELAND DIVISION OF POLICE SIGNATURE X	DATE SIGNED
MANAGER, OFFICE OF SPECIAL EVENTS SIGNATURE X	DATE SIGNED
DIRECTOR, PUBLIC WORKS SIGNATURE X	DATE SIGNED