

Instructions and Terms for Special Event Application

1. An application requesting a Parade or Block Party approval should be submitted to the City Manager's Office at least **14 days** before the date of the requested Parade or Block Party.
2. Block Parties will be approved if they are consistent with the following guidelines: National "Night Out" Events, Neighborhood Awareness Events, Neighborhood Crime-Watch Events, and Church Events.
3. Block Parties will not be approved for the following events: Birthday Parties, Family Reunions, and any other events that are not consistent with the previous mentioned guidelines.
4. Block Parties have a time limit of 3 hours and shall end no later than 10PM.
5. A map must be attached to the application requesting a Parade/Block Party, which should indicate the proposed location of the Parade/Block Party.