



## **BLOCK PARTY APPLICATION INSTRUCTIONS**

**Mailing Address:** Special Events, Film & Tourism  
P.O. Box 1027  
Savannah, GA 31402

**Physical Address:** Special Events, Film & Tourism  
1 Waring Drive  
Savannah, GA 31404

**Phone:** (912) 351-3837 **Fax:** (912) 525-1547

**Email Address:** [icoleman@savannahga.gov](mailto:icoleman@savannahga.gov)

**FEES:** Application Fee (non-refundable) - \$50.00

Cashier's Check or Money Order must be made **payable to "City of Savannah"**. Application fee must accompany your application, or it will not be accepted.

### **Security Deposit for Barricades:**

- Barricades are provided by Traffic Engineering Department.
- Additional \$50.00 check is required for each two sets of barricades.
- Payment due prior to pick up.
- Barricades are available on the business day before the event.
- The check will be refunded if the barricades are returned intact within two weeks.
- **CASH CANNOT BE ACCEPTED.**

**Barricades Pickup:** Traffic Engineering Department  
1100 West Gwinnett Street  
Savannah, GA 31415  
(912)651-6600

### **Line by Line Instructions for Block Party Permit INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**1. Name of Person/Organization:**

If you do not have an organization name, please PRINT or TYPE the type of event, such as "Family Reunion", "Birthday Party", etc.

**2. Street Address of Person/Organization:**

PRINT or TYPE the mailing address of your organization, or "not applicable".

**3. Name of Person/Representative:**

PRINT or TYPE the full name of the adult responsible for the details and decisions concerning the event.

**4. Street Address of Representative:**

PRINT or TYPE the mailing address where the representative resides.

**5. Phone number of representative:**

PRINT or TYPE the daytime phone number where the representative can be reached.

**6. Email Address:**

**Event Plan:**

- I. The anticipated number of persons participating:**  
PRINT or TYPE the number of people expected to be in attendance at your event.
- II. The date or dates:**  
PRINT or TYPE the planned date(s) for your event; remember to provide a “rain date” if you anticipate a need to reschedule due to weather. Application fees are *not refundable*.
- III. The hours of each day the event will be conducted**  
PRINT or TYPE the start time and end time proposed for the event, including time required for set-up and tear-down.
- IV. The exact location (Location/Route)**  
PRINT or TYPE the street address or block of the location where the event will take place, such as “Main Street, between 1<sup>st</sup> Street. & 2<sup>nd</sup> Street.”
- V. Event will consist of...:**  
PRINT or TYPE a general description of the planned activities.
- VI. Will sound amplification equipment be employed?**  
You must check a box for “yes” or “no” or your application will not be accepted. Sound amplification is anything that will produce sound to include radios, microphones, or musical instruments. If any of these are proposed, you will need to indicate the type of sound. Upon approval of event, please call 351-3837 to make arrangements for a Sound Permit. Please refer to City Ordinance Section 9-2036. Regulation of sound equipment and sound-amplifying equipment for additional information
- VII. Will alcoholic beverages be dispensed or sold?**  
You must check a box for “yes” or “no” or your application will not be accepted. If yes, applicant must obtain a Temporary Alcohol Event Permit from the City of Savannah Revenue Department Business and Alcohol Regulations Division at 912-651-6450, Monday – Friday 8:15 am – 5:00 pm.
- VIII. Are Sales or vendors being planned?**  
You must check a box for “yes” or “no” or your application will not be accepted.
- IX. Is the use of tents planned?**  
You must check a box for “yes” or “no” or your application will not be accepted.
- X. Will portable toilets be used?**  
You must check a box for “yes” or “no” or your application will not be accepted.
- XI. Will dumpsters be used?**  
You must check a box for “yes” or “no” or your application will not be accepted. You must contact the City of Savannah Sanitation Department at 912-651-6579 to obtain dumpster.
- XII. Is electricity needed?** Not applicable for block parties.
- XIII. Will sign or pennants be hung outside?**  
You must check a box for “yes” or “no” or your application will not be accepted.

**XIV. Will artificial lighting be employed?**

You must check a box for “yes” or “no” or your application will not be accepted.

**XV. Will temporary static structures be employed?** A “temporary static structure” refers to such items that might be set up in the street, such as tables, chairs, inflatable bouncers or other amusement equipment. You will need to describe how you plan to set these up. Please provide a drawing. A minimum of 20 feet of roadway **MUST** remain clear for emergency vehicles.

**XVI. Will vehicles be employed?**

You must check a box for “yes” or “no” or your application will not be accepted. If yes, provide a description of each vehicle that will be used and how it will be used.

**XVII. Will an off-duty officer(s) be required?**

Most block parties do not require an off-duty officer. If you request an officer for your event, or have a large enough group of people attending your event, then you will have to make arrangements to pay an off-duty officer. Please contact Savannah Police Department Outside Employment Office at (912) 525-2420, (912) 525-3100 Ext 1622 or [Outsideemployoffice@savannahga.gov](mailto:Outsideemployoffice@savannahga.gov)

**XVIII. Provide safety and welfare.**

Provisions for safety and welfare required must include continuous adult supervision of children or minors; the adults should be noted here as responsible for their own safety.

**XIX. Provide plan for health and sanitation.**

Public health and sanitation is *required* for any event lasting longer than two hours and any event where food will be served. It can be a restroom (with running hot water and soap) inside a home or church, but this must be noted here.

**XX. Provide event impact to streets, alley or sidewalks.**

If you plan to close any street, alley, or sidewalk, answer YES to this question. Then PRINT or TYPE exact details, such as “Main Street, between 1<sup>st</sup> St. and 2<sup>nd</sup> St.”, or “the sidewalk on the north side of Main Street, between 1<sup>st</sup> St. and 2<sup>nd</sup> St.”

**Review your application for completeness**, then submit it along with your application fee, and the signatures of all of the residents and business managers within the block proposed to be closed **AT LEAST TWO WEEKS (10 business days) in advance of your event.**

## **Supplemental Signature Form**

- Please have all residents/business that will be affected by the closure of the street sign the attached form.
- Please include every property that touches the block to be closed, even if the door faces another street.
- Signatures will be checked to ensure that EVERY occupied address has agreed to the street closure.
- If a building or unit is empty, be sure to PRINT the full street address, and then print the word “vacant” in the signature block.
- If the building has multiple units, you also must contact a property manager or owner who will agree to sign the form and accept the responsibility to notify every tenant; otherwise you must personally contact each one.
- If a resident is not at home when signatures are obtained and this is an ANNUAL event that is consistently held at the same time of year and in the same location, a flyer indicating the event plan and providing a contact number of 351-3837 for questions or concerns may be left at the address.
- Please write on the signature line next to the address “Flyer Left”. Attach a copy of the flyer to the application. Flyers are not sufficient for business addresses.