

## Neighborhood Street Closure/Block Party Application

**Application and payment of fees for this permit must be made at least 30 days prior to your event. Permit fee is \$50.00. Checks should be made payable to the City of Greensboro.**

**\*\*All other requests for special events should be made using the Special Event Application\*\***

**Event Name/Reason for Street Closure:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Inclement Weather/Rain Date(s):** \_\_\_\_\_

**Streets Requested to be Closed:**

**A. Name of street to be closed:** \_\_\_\_\_

Beginning Point/intersection: \_\_\_\_\_

Ending Point/Intersection: \_\_\_\_\_

Start Date of closure: \_\_\_\_\_ Beginning Time: \_\_\_\_\_

End Date of closure: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**B. Name of street to be closed:** \_\_\_\_\_

Beginning Point/intersection: \_\_\_\_\_

Ending Point/Intersection: \_\_\_\_\_

Start Date of closure: \_\_\_\_\_ Beginning Time: \_\_\_\_\_

End Date of closure: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Street Closure Guidelines:**

- Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Permit.
- Closure Set-Up: Executing the street closure must be done by Law Enforcement Officers only.
- Fire Lane: 20' Wide Fire-Lane must be maintained throughout all street closures
- Vendors: All vendors should be contained within street closure, not on sidewalks.
- Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout closure.

**Notification:** Event Producer must utilize the attached notification form to inform any businesses or residences of the event details at least 15 days prior to the event and once your event has been approved. Proof of notification form distribution will be required.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RETURN COMPLETED APPLICATION TO:**

Kendrick Mayes, City Special Events Coordinator  
Greensboro Parks and Recreation Department, Special Events Office  
Cultural Arts Center, 200 North Davie Street. Box 2  
Greensboro, NC 27401

**Event Notification Form**

This letter is to inform you of a Special Event that will have an effect on your street. This Special Event is being granted a permit and will be a community-wide function. We would also like to invite you to take part in the event. Please see the below for the event details.

**Event Details:**

Event Day/s: \_\_\_\_\_

Event Hours: \_\_\_\_\_

**Event Description:**

\_\_\_\_\_  
\_\_\_\_\_

**Street Closures involved with Event:**

A) Street: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Times: Initially Closed: \_\_\_\_\_ Opened Back Up: \_\_\_\_\_

B) Street: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Times: Initially Closed: \_\_\_\_\_ Opened Back Up: \_\_\_\_\_

C) Street: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Times: Initially Closed: \_\_\_\_\_ Opened Back Up: \_\_\_\_\_

**Parking Areas involved with Event:**

Will On-Street Parking be affected?       Yes       No

Planned Parking Areas:

Patrons Attending Event: \_\_\_\_\_

Workers/Vendors for Event: \_\_\_\_\_

**Event Producer Contact Information:** Please contact event producer with problems or concerns.

Name: \_\_\_\_\_ On-Site Contact Number: \_\_\_\_\_

Event Website: \_\_\_\_\_

## Special Event Release of Liability Waiver

I, (please print name) \_\_\_\_\_, representing

(organization) \_\_\_\_\_ acknowledge that I

am not covered by any City of Greensboro insurance policy, that our organization agrees to hold the

City of Greensboro, its officers, its employees, and its agents harmless from any and all claims, losses,

damages, or claims or liability arising out of or proximately caused by the undersigned from any

activity, including the cost of the defense of claim and attorneys fees.

This the \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
(Applicant Signature)

**This form must be completed, signed and returned with the completed application.**