

**ADMINISTRATION GUIDELINES
FOR A
BLOCK PARTY ON SAGINAW CITY STREETS**

1. A \$30.00 non-refundable application processing fee is required upon return of application and \$25.00 damage deposit.
2. A \$25.00 damage will be refunded upon return of traffic control devices (i.e. barricade and traffic cones) to the Traffic Engineering Division by date requested.
3. Application to hold a block party must be made by a resident of the affected block on forms supplied by the Public Services office.
4. In the application, the applicant must agree to hold the City harmless from all damage claims arising out of the block party.
5. Applications must be submitted at least thirty (30) days prior to the proposed block party.
6. Evidence of insurance may be required based on the risks to the public and to participants.
7. In determining whether or not to issue a permit, the Public Services Director will consider whether the applicant has complied with City ordinance, regulations and permits in staging previous block parties or events.
8. **NO** block party will be approved on major City streets or trunklines or upon streets that are designated City bus routes. Events on major streets may be applied for under a Special Events application.
9. All residents and businesses in the affected block must be contacted by the applicant and a 51% majority must be in favor of the block party to secure a permit.
10. Block parties are permitted only between the hours of 10:00 a.m. and 8:00 p.m. All block parties shall be conducted in such a manner so as not to disturb non-participating residents.
11. The applicant must make access arrangements for businesses and residences on the street in addition to maintaining one traffic lane for emergency access and keeping all fire hydrants easily accessible.
12. No more than one block shall be closed for any one permitted block party unless approved by the City Engineer.
13. Block party requests are limited to one per applicant per year.
14. If the application is approved by the Public Services Director, a permit to hold the block party will be issued. The permit should be displayed on site.
15. The permit issued only for the date and time specified. No alternate dates or times are allowed for inclement weather or other conditions, unless specifically provided for in the permit.
16. **NO** alcoholic beverages will be consumed on City streets or in the public right-of-way.
17. **NO** sound amplifying equipment is permitted without specific prior approval of the City Council.
18. If a substantial traffic disruption is anticipated, the Public Services Director may require the applicant to publish a newspaper notice indicating the street to be closed and indicating alternative traffic routes. Publication of such notice shall be at the expense of the applicant.
19. Applicant shall be responsible for pick-up, placement and removal and return of traffic control devices (i.e. barricade and traffic cones) to Traffic Engineering by the date stated on the permit and will be held financially responsible for damage or unreturned items. Only traffic control devices approved by Traffic Engineering may be used.
20. Applicant is responsible for clearing all party debris immediately following party. Applicant will be charged if the City is required to clean up debris.

APPLICATION FOR BLOCK PARTY PERMIT

SP CODE _____

Name (Applicant) _____ Damaged Deposit Received: _____

Address _____

Phone Number of Applicant _____

Name (Contact Person if different than applicant) _____

Address _____ Phone Number of Contact _____

Day of Block Party _____ Date of Block Party _____

Time of Block Party _____ Estimated number of participants: _____

Location: (Street to be blocked off and between what two side streets) _____

Description of Block Party activities: _____

- Is there a limit on the number of participants? Yes No Limit: _____

Name of any sponsors other than applicant: _____

Identify plans for protecting participants from vehicular traffic: _____

Describe block to be closed (i.e. residential, business, mixed use, etc.): _____

- Are you using amplifying equipment? Yes No If yes, you must have prior approval from City Council.

Evidence of insurance may also be required based on the risks to the public and to participants.

Traffic Engineering services may be required for placement and pick up of barricades, traffic cones and other traffic control devices. All cost for street barricading, traffic detouring, etc. must be paid by the sponsor. The Public Services Office will advise you of the actual costs for your permit and/or services for your event (Cost estimate may differ after your block party). Submitting a Block Party Application does not guarantee that your block party will be approved.

A \$30.00 non-refundable application-processing fee is required upon return of the application. Approval letters from businesses losing vehicle access during the block party must be attached to this application.

The applicant hereby applies for a Block Party permit for the event described above. The applicant agrees to hold harmless, indemnify and defend the City of Saginaw, its officers and employees, from any liability, which may arise out of this event. The applicant agrees to comply with all City ordinances and regulations in connection with the event.

Copies to: Applicant

Traffic Engineering

Applicant's Signature

City of Saginaw

SPECIAL EVENT VENDORS



TO SPECIAL EVENT APPLICANT: Please furnish below information on the vendors for your event and anyone using a tent. All vendors are required to be licensed with the City of Saginaw. Anyone using a tent 120 square feet or larger must have a permit. (USE ADDITIONAL SHEET(S), IF NECESSARY)

DATE OF EVENT:	
EVENT NAME:	
EVENT COORDINATOR:	Phone(s):

TYPE OF VENDOR: (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		

TYPE OF VENDOR: (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		

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NOTE:

Certain procedures are required for each type of City vendor. A vendor application and copy of the ordinance outlining the requirements will be furnished to each vendor listed above, along with an application for tent permit(s), if applicable. Any questions should be directed to the City Clerk's Office, 1315 S. Washington, Saginaw, MI 48601 (989) 759-1480 (Monday-Friday 8:00 a.m. – 4:00 p.m.)