



# Express Permit for Neighborhood Block Parties

Please return this form to City Hall at least 10 business days prior to the event date.

Thank you for planning a block party for your neighborhood! This application is designed to expedite the event permit process for neighborhood block parties. This Permit Application may only be used if all of the following conditions are met. If unable to meet all of the below conditions, please complete a Cedar Falls Public Event Permit.

- The block party will not exceed three hours.
- No admission fee or payment will be charged to attend the event.
- No food and beverages will be sold at the event.
- No inflatables, amusement rides or devices will be placed on public property (streets, city right-of-way).
- No more than one city block will be barricaded / closed off to through traffic.
- No large tents or canopies requiring city inspection will be used.
- No city parks or recreational trails will be reserved / used for the event.
- No stages or platforms will be used, and electrical connections will not be required.
- No fireworks or pyrotechnics will be used.
- No special garbage collection plans or portable toilets will be required.

## ACKNOWLEDGMENT OF APPLICANT AND AGREEMENT

I acknowledge and agree to the above provisions, and I will supervise block party activities to ensure compliance with the law and all City conditions and agree to be the contact person for this event. I also have addressed any concerns with residents who would be affected by a street closure or other impacts of this proposed block party. I acknowledge that the City may cancel the Express Permit at any time if a violation of the law occurs or City conditions are not met.

_____	_____	_____
Printed Name of Applicant	Signature of Applicant	Date Submitted

Applicant Phone: \_\_\_\_\_ Applicant E-mail: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Neighborhood Name (if applicable): \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Set Up Time Begin: \_\_\_\_\_ Set Up Time End: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

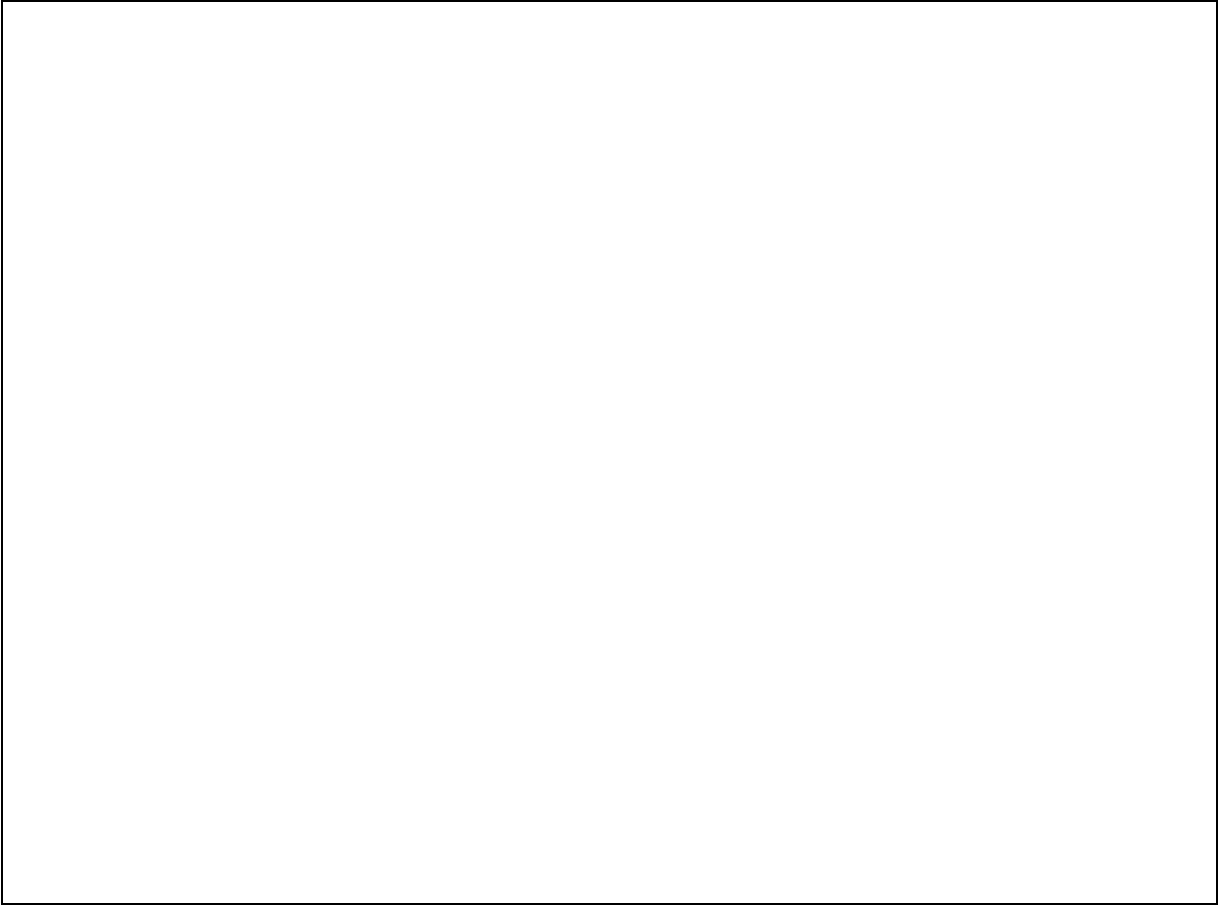
Tear Down Time Begin: \_\_\_\_\_ Tear Down Time End: \_\_\_\_\_

Signs/Barricades to be Placed in Street or City Right of Way: Y N

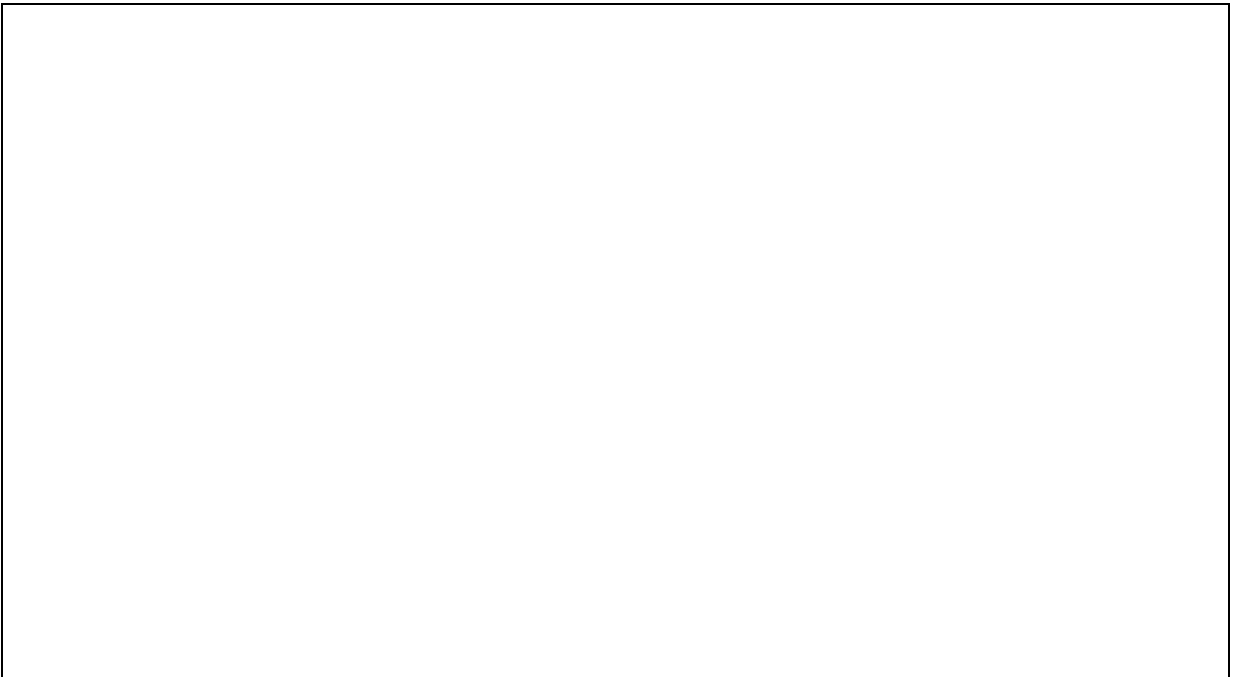
If Yes, Description of Signage/Barricades (\$25 Barricade fee will apply):

\_\_\_\_\_

**Site Plan Sketch (include signage, street closure, and if a parade, the assembly area, route, and end point)**



**Additional Applicant Notes or Comments:**



**Please return this form to City Hall – 220 Clay Street, Cedar Falls, IA 50613  
or fax to 319-268-5126 or e-mail to [licensing@cedarfalls.com](mailto:licensing@cedarfalls.com)**