CITY OF RENO SPECIAL EVENT PERMIT APPLICATION RESIDENTIAL BLOCK PARTY

- Prior to applying for a permit to close your residential street for a block party, you must notify all of your neighbors
 of your intent to close the street, reason and hours the street will be closed. Proof of this notification may be
 required.
- You are required to place orange traffic cones identifying the closure in a manner so that emergency vehicles and your neighbors may enter or leave the closed area.
- You will be responsible for picking up and returning the orange cones needed for your street closure. The special events office will notify you of the location and times to pick up and return the equipment.
- Temporary structures (tents, canopies, bounce houses, etc.) may not be placed on public property. Tents and canopies on private property may require a permit from the Fire Department.
- Liability insurance in the amount of \$1,000,000.00 is required to use public property for a special event. You may add the block party to your homeowner's policy and provide proof of insurance.

Fill out completely and mail or fax to:	For assistance contact Alexis Hill:		
Special Events Program Manager		326-6697	
PO Box 1900		hilla@reno.gov	
Reno, NV 89505	Fax:	334-2097	
Event Title:		Event Date:	
Event Location:	Hours: Date of Application:		
Event Permit Applicant (Company name if appli	cable):		
Contact:		Home Phone:	
Work Phone:		Cell Phone:	
Email Address:	_		
Home Address:	City	State	Zip
Business Address:	City	State	Zip
Event Description : (use the space below to give a	an overview of y	our event and related a	ictivities)
Street Closures: (please list all streets you wish to	o close with the	following information)	
Street to be closed (include all points		Date of closure	Time of closure
Insurance: (please list the company and agent wi place on public property, you must provide an in officers, agents and employees as additional insu	nsurance certific	cate for general liability	naming the city of Reno, its
Name Agent/Company			
Address	City		State Zip
Approved Not Approved Applica	int Signature		