ENJOY DES MOINES’ NEIGHBORHOODS
HOST A BLOCK PARTY
Procedure for a Residential Street Event Closure

APPLY
Contact the Special Events Coordinator, City Hall, 400 Robert D. Ray Drive, Des Moines, IA 50309, 515-283-4037 or on the City web site at DSM.city/streetuse.

SUBMIT
• Completed Residential Event application, a diagram of requested closure, a copy of the notification to the neighbors, and required nonrefundable application fee (listed below) at least 30 days prior to the requested closure date to the Special Events Coordinator at StreetUse@dmgov.org, or you may fax it to 515-237-1300.

  o $25 fee, which includes all equipment, for events of six hours or less in duration, AND which end before sunset, AND are limited to one block in length.
  o $10 fee plus barricade/blinker/sign fees (see Equipment Use Fee Schedule below), for events of more than six hours in duration, OR which last beyond sunset, OR are more than one block in length (including intersecting alley), OR sponsored by a recognized City of Des Moines Neighborhood Association.

  o Late fee add:
    • $5 (nonrefundable) if received 14-30 days prior to event.
    • $10 (nonrefundable) if received less than 14 days before event.

• Make payment by check payable to the City of Des Moines or payment at City Hall by check, cash or Visa/MC debit/credit card.

INSURANCE
• Insurance coverage will be required of events with a large attendance as determined by the Special Events Coordinator. An insurance requirement packet can be obtained from the Special Events Coordinator. Any questions regarding these requirements should be directed to Special Events Coordinator at 515-283-4073.

REVIEW/ISSUE
• The Street Use Team will review applications. If approved, the permit will be issued by the City Manager’s Office and emailed to the applicant.

• The Public Works Department will deliver barricades/blinkers/signs 24-hours before the event and pick up the day after the event (excluding weekends and holidays when delivery is the day before and pick up the day after).

EQUIPMENT USE FEE SCHEDULE
• Traffic Barricades (delivered & picked up) $5 each
• Blinkers (required during hours of darkness) $5 each
• Signs $5

*This fee schedule may be updated periodically due to increased costs incurred by the City.