



CITY OF
TALLAHASSEE

Road Closure Application

Email to
Raphie.Barreto@talgov.com

A. General Information

Date of Request:		
Date of Event:		
Name of Event:		
Exact Location of Event:		
Event Start Time:	Event End Time:	
Set Up Time:	Tear Down Time:	
Name of Applying Organization:		
Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Phone (Alt):	
Web Site:		
Email Address:		
Federal Employer ID # (FEIN):		
Tax Exemption Certificate #:		

B. Event Information

On-Site Event Coordinator Name:	
Day of Event Phone (preferably cell phone):	
Describe what roads need to be closed:	
Describe the type of event that will be taking place on closed roadways:	
Anticipated Attendance:	Open to Public:
Does event involve sale or distribution of alcohol?	
Does event involve live music?	
Does event involve a moving route (parade)? If yes, please attach a map of your proposed route with direction of travel, and provide a written narrative to explain.	

C. Processing

All applications must be submitted for review no less than 30 days prior to the date of the event to be held. Applications turned in with less than 30 days processing time will not be approved. TPD will attempt to staff every request but staffing cannot be guaranteed. If the required TPD staffing is not secured two weeks before the event, the requestor will be given the option to cancel or modify the event to account for the available TPD staffing.

D. Fees

\$25 Application Fee. Barricade Fee: \$20/Barricade/Day. Cost Estimates will be provided prior to your event.

E. Bounce House Policy

Bounce houses are not permitted on City property. Other types of inflatables will be considered on a case by case basis. Please contact event staff to further discuss inflatables on City property.