



License No.	_____
Date Issued	_____
Date Paid	_____
Receipt #	_____

BLOCK EVENT LICENSE APPLICATION

Section 12.21 Municipal Code

Fee: \$35.00

Applications shall be made not less than 15 working days in advance of the event to the City Clerk.

Before application is made to the Clerk's Office, a notice shall be distributed to abutting neighbors by the street closure for the block event. A copy of said notice shall be included with the application.

Applicant's Name: _____

Address: _____

_____ Phone: _____

Date of Event: _____

Duration of Event: _____

Portion of Street to be Closed: _____

_____ Police Department

_____ Fire Department

_____ Public Works

Stephanie Justmann, City Clerk

Date of Approval

Permit Number

I. Equipment

- A. Applicant for event permit is responsible for obtaining, erecting, removal and return of any required signs, barricades, equipment or supplies required for said event.
- B. All signs, barricades, supplies, and animal feces must be removed immediately following the event. Streets shall be returned to the same condition as prior to the event, to include sweeping, if necessary.
- C. Barricades, signs, equipment and street sweeping services may be obtained from any private contractor, or from City Public Works with a 10 day prior notice. All costs are to be borne by the applicant.
 1. Public Works sweeper will be charged out at the current rate plus the actual cost of labor.
 2. Persons borrowing equipment from the Department of Public Works are responsible for damaged or missing items.
- D. For all block events or street closings, lighted barricades will be required after dark.
- E. Adequate sanitary facilities must be provided.
- F. Adequate refuse and recycling containers must be provided.
- G. Structures or objects (bandstands, etc.) erected or provided for use in conjunction with the event for which the license is granted will be removed within 24 hours following the close of the event.
- H. The immediate area of the event, including adjacent streets and sidewalks, must be cleared of all trash and other refuse within 24 hours following the close of the event.

II. Distribution of Block Party Permit Application Copies.

- A. Immediately upon the receipt of an event application, the Clerk shall forward a copy to the following for comment prior to the issuance of a permit.
 1. Police Chief
 2. Fire Chief
 3. Director of Public Works
 4. Other departments as applicable, determined by nature of event.