



City of Warren

Permit for Organized Block Party Application Information

Rules and Regulations for a Block Party

The City of Warren Actively supports and encourages safe neighborhood block parties. A block party is for a community purpose and is not for the purpose of advertising any products, goods, or events, and is not designated to be held for private profit. A block party is limited to a maximum of one city block in length. More than one city block is considered a “Special Event”.

The permit application for an organized block party or neighborhood event must be completed in full and submitted to the City of Warren for approval at least thirty (30) days prior to the scheduled event. Each request for a block party permit will be reviewed on a case by case basis. There shall be a designated “Block Party Coordinator” who will be in charge of collecting signatures, notifying neighbors and working as a liaison with the City of Warren. Applications will be considered on a first come first serve basis. Upon approval, you will be informed by mail and a signed copy of the permit will be mailed to you.

Block Parties shall only be permitted between the hours of 10:00 am and 10:00 pm. The original petition sheet must be filled out properly and accompany the application. A block party requires 100% approval of the residents on the block. All residents of the block must be notified of the date and time of the event. Only one signature per address will be accepted.

- ❖ No parking or standing is permitted across the ends of the street. Only barricades provided by the City of Warren may be used to close off the street, allowing easy access for emergency vehicles.
 - ❖ Once the block party commences no vehicular traffic is permitted on the street (including the residents, the D.J. or other entertainment providers, caterers etc.).
 - ❖ The street will re-open at 10:00 pm. All music (D.J. or entertainment provider) must be shut off and cleared from the street by 10:00 pm.
 - ❖ Fireworks or explosives of any kind will not be permitted at the event. No fires, except those contained in BBQ Grills are permitted.
 - ❖ Participants must be responsive to noise complaints. Repeat noise complains may result in the termination of the event.
 - ❖ In order to maintain access for Emergency Vehicles nothing can be placed in the street that cannot be immediately removed.
 - ❖ No stakes may be driven into the roadway to secure a tent or other object.
 - ❖ Barricades will remain in place for the duration of the party.
 - ❖ Do not hang banners, signs, decorations, etc., on barricades.
 - ❖ Ensure that at least three (3) feet clearance from obstructions is provided around all fire hydrants.
 - ❖ No permanent markings drawn or painted onto street or sidewalk areas are permitted.
 - ❖ All participants shall comply with city ordinances and state laws governing noise and alcohol consumption.
 - ❖ Please check the current fee schedule for any appropriate fees that may apply.
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- ❖ Upon completion of this application please return it to the Department of Public Works.

Neighbor Notification

Communication with neighbors is essential to the success of the block party. Every resident impacted by the street closure must be notified and sign the application indicating whether or not they are in favor of the party and street closure. Include all of the party details and outline the City's Guidelines and Policies in the invitation so everyone knows what to expect. Encourage feedback and provide a phone number with a point of contact. Be considerate and prepared to compromise on logistics to accommodate neighbors who may have other plans for that day, i.e. garage sale, moving day, etc. Those who choose not to attend can park vehicles outside of the barricades along intersecting streets in approved locations. Post signs a day or two before the party to remind everyone that the street will be closed.

The City of Warren will not mediate disagreements between neighbors about the street closure nor any aspect of the party. The permit application must include signatures from at least one responsible resident from each household affected by the street closure. There must be agreement from 100% of the neighbors about the street closure. Complaints about the block party may result in revocation/cancellation of the permit and may jeopardize future requests.

After the Party

The Block Party Representative is responsible for cleaning up and restoring the public right of way after the party ceases. This shall be done prior to the removal of barricades and the street is reopened. The end time indicated on the permit is the time the street is to be reopened. Not the time the party ends. Failure to clean up after any block party may result in denial of future block party permits.

Any city owned property must be restored to its original condition after the party. No litter or garbage is to remain in the street. Failure to clean up can result in future block parties being denied.



City of Warren

Permit for Organized Block Party Application

Application will not be accepted unless clearly printed or typed.

Last:	First:	
Address:		
Home Phone Number:	Day Time Phone Number:	
Location of Event: (Street to be closed):		
Intersections:		
Date of Event:		
Time of Event:	Beginning	Ending
Must be between 10 am and 10 pm		
<p>I am hereby applying for a Block Party Permit and agree to be the designated "Block Party Coordinator" who will be in charge of collecting signatures, notifying neighbors, and to work as a liaison with the City of Warren.</p> <p>I understand that a Block Party can only take place between the hours of 10:00 am and 10:00 pm. I further understand that I must have 100% approval and signatures of residents who live on the block in order to be granted a block party permit.</p> <p>I understand that ALL RESIDENTS of the block must be notified of the day and time of the event. The Event Coordinator will also make sure that the streets are free and clear of all garbage and debris prior to opening the street.</p> <p>I have read the attached rules and regulations and agree to abide by them. This permit may be revoked or even terminated by the City Manager or Designee, Police Department or Fire Department for any reason with or without cause.</p> <p>All events shall be conducted in accordance with state and local law.</p>		

Signature of Coordinator: _____

Date: _____

For Official Use Only			
Approval			
Fire Chief:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:
Police Chief:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:
DPW Director:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:
City Manager:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date:

