

**GENERAL GUIDELINES AND REQUIREMENTS
FOR A NEIGHBORHOOD BLOCK PARTY**

Completion of the City's Block Party Application and submission of the application must be made to the City Clerk's Office at least **7 days prior** to the event. NOTE: A Block Party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; alcoholic beverages are not sold; where the use of Kybos/Porta Potties is not necessary; and where no other city permits are needed. A street closure permit is required when the event involves a major collector street. They are listed as follows: North Avenue, Main Street, Lakewood Drive, Wakonda Drive, Wright Road, and Cherry Street/Parkway, Lexington Drive, Colonial Parkway, and Colonial Circle, or as amended.

Neighborhood block parties are limited to six (6) hours; between the hours of 10 A.M. and 11 P.M.

The applicant must comply with all federal, state, county, and city laws, ordinances and regulations including all regulations adopted and established by the City,

The application must include the completed signatures petition.

The City can provide barricades for Block Parties if available. Arrangements must be made with the Community Services Department for pickup and return.

Cleanup: Event sponsors are responsible for the collection and cleanup of trash from the event. Groups who leave the street in a condition that requires clean up will be charged for the cost of cleanup.

I understand that if all requirements are not met the event can be cancelled by the City at any time including at the start of or during the event.

In the event that an organization is the applicant, I hereby certify that I have the legal authority to represent the applicant and/or the participants, and I have read the above requirement, understand the provisions, and freely and voluntarily sign it. It is further understood the Norwalk City Council has the authority to grant or deny permission for this event.

Applicant Signature

Date

City Council Approval (date): _____

Acknowledgement

City Clerk: _____

Fire Chief: _____

Director of Community Services: _____

Police Chief: _____

City Administrator: _____

