



# NEIGHBORHOOD BLOCK PARTY

(Block / Street Closure)

PERMIT APPLICATION POLICY

FEE \$40

**APPLICANT'S INFORMATION:**

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>PHONE:</b>	
<b>EMAIL:</b>	

**DESCRIPTION OF EVENT:** \_\_\_\_\_

**EXACT LOCATION OF EVENT:** \_\_\_\_\_

**PROPOSED DATE & TIME:** \_\_\_\_\_

**30-DAY NOTICE REQUIRED**

**MUST OCCUR BETWEEN 10am-10pm Sun-Th / 10am-11:59pm Fri & Sat**  
**July 3<sup>rd</sup> & July 4<sup>th</sup> CAN OCCUR BETWEEN 10am-11:59pm**

**HOLD HARMLESS AGREEMENT**

The applicant, in consideration of the permit being granted, agrees to hold harmless the City of Waverly and its officers and employees from all claims, demands, suits, actions, payments, liability, and judgements, because of bodily injury or property damage caused by an accident arising out of the private use of the street.

The applicant, in further consideration of the permit being granted, agrees to reimburse the City of Waverly for all damage to or loss of City Property in their possession or in their control under this permit. The applicant acknowledges they can be charged for cleanup expenses by the City of Waverly. The applicant further agrees to immediately report to the City of Waverly any visible or potential damage to the City Property, which may have occurred during the neighborhood block party event or cleanup actions thereafter.

I, the applicant, also certify that I have contacted all residents affected by this street closure and have informed them of my intentions.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\*FOR OFFICE USE ONLY\***

APPROVAL SIGNATURES:

\_\_\_\_\_  
 (PUBLIC WORKS DIRECTOR) (DATE) (CITY CLERK) (DATE)

FIRE CHIEF NOTIFIED ON \_\_\_\_\_ VIA EMAIL. LSO NOTIFIED ON \_\_\_\_\_ VIA EMAIL  
 (DATE) (DATE)

CITY COUNCIL APPROVAL DATE (IF REQUIRED) \_\_\_\_\_



## CITY OF WAVERLY NEIGHBORHOOD BLOCK PARTY RULES & REGULATIONS

**PURPOSE / USE:** The requested use is for a community purpose and is not for the purpose of advertising and products, goods, or events and is not designated to be held for private profit.

**LOCATIONS:** Neighborhood block parties must be located within residential zoned areas.

Neighborhood block parties will only be approved on local residential streets. Arterials, collectors, or other roadways necessary for traffic safety cannot be blocked off.

**LIMITS:** Each neighborhood block party permit shall be limited to a maximum of one block in length or to the nearest two roadway intersections where no cross streets exist. Barricade placements shall be at the street intersections and mid-street closures may be allowed with additional signage of "Road Closed Ahead".

**HOURS OF PARTY:** Starting no earlier than 10:00 a.m. and ending no later than 10:00 p.m. on weekdays, except on holidays or weekends, when it shall end no later than 11:59 p.m.

**FEE:** \$40.00, non-refundable, payable when the application is filed, which helps defray the associated cost of administrative service and barricades delivery and pickup. Non-returned or broken barricades will result in \$20.00 per barricade / traffic control device charge.

**RESIDENTIAL SURVEY:** Prior to filling out an application for a neighborhood block party, all affected residents adjoining the requested street closure **MUST** be contacted prior to the event and surveyed for approvals. (100% approval of the adjacent residents is not required for the granting of the permit, however, 100% of the adjacent residents must be notified. Approvals may be used to modify or adjust the conditions, date, and times applied for.)

**APPLICATION TIME:** Return completed application and residential survey to the City of Waverly **AT LEAST 30 DAYS IN ADVANCE** of said neighborhood block party.

**RESPONSIBILITY:** The applicant, in consideration of the permit being granted, agrees to hold harmless the City of Waverly and its employees from all claims, demands, suits, actions, payments, liability, and judgements, because of bodily injury or property damage caused by an accident arising out of the private use of the street.

The applicant, in further consideration of the permit being granted, agrees to reimburse the City of Waverly for all damage to or loss of City Property in their possession or in their control under this permit. The applicant agrees to clean the permitted area of all paper products, glass, plastic, trash, and debris following the end of the neighborhood block party event. If the applicant does not do so, the applicant acknowledges they can be charged for cleanup expenses by the City of Waverly. The applicant further agrees to immediately report to the City of Waverly any visible or potential damage to the City Property which may have occurred during the neighborhood block party event or cleanup actions thereafter.

**BARRICADES:** The City will deliver barricades and/or traffic control devices to the applicant's address prior to the neighborhood block party. Applicant shall be responsible to set out and remove all barricades and/or traffic control devices in accordance with the location and time specified on the permit. The City will then pick up the barricades and/or traffic control devices only from the applicant's listed address. Barricades and/or traffic control devices will normally be delivered on day prior to the event and picked up the day after the event. If the neighborhood block party is scheduled during a weekend, barricades and/or traffic control devices will be delivered the Friday before and picked up the following Monday. The City reserves the right to limit quantities and adjust delivery and pickup times during emergencies, holidays and times of high demand. *(No objects other than the City provided barricades will be used to close the street to ensure emergency vehicles can traverse to street. No tables, chairs, pools, coolers, grills, etc. should be blocking the street for this same reason.)*

**NOTIFICATION:** The City will notify you by phone or by email upon approval or denial of the application. Upon approval, the City will make necessary arrangements for barricade and/or traffic control device deliveries and notifications of street closures will be submitted to Waverly Fire & Rescue and the Sheriff's Office.

Should you have any other questions concerning this permit request, please contact the City of Waverly, 14130 Lancashire Street at (402) 786-2312 between the hours of 8 a.m. to 4:30 p.m. M-F.