

Milford Police

GENERAL GUIDELINES AND REQUIREMENTS NEIGHBORHOOD BLOCK PARTY

Please 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; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, will not exceed 6 hours; where the use of Kybos/Porta Potties is not necessary; and where no other City permits are needed (i.e.: Tent, Building, Electrical, Bulk Water, Sound, etc.).

- Completion of the City's Block Party Application and submission of the application must be made to the City Hall at least 30 days prior to the event.
- The application must include a map of the specific area to be used and blocked off. NOTE: Except for very limited circumstances, the City will require that a street closing be from cross intersection to cross intersection so that no traffic can turn onto a closed street.
- The applicant must comply with all federal, state, county, and City laws. Any dunk tank, recreational inflatable item, semi-permanent exhibit or any other item of any kind that may prevent or limit the access of public safety vehicles shall be prohibited from being placed in the street or right of way.
- The City can provide barricades for Block Parties; the applicant must assume any costs associated with the damage for barricades.
- A majority of the residents within the enclosed area, including any listing agent with a home for sale within the area, must be in favor of and/or approve the request. NOTE: Approvals must be in writing with the attached petition.
- Finally, the City expects that the barricades will be removed from the roadway or street immediately following the event and the area shall be cleared of all trash and debris.
- Return Application, Petition and Map to:

Milford Police Department
745 Center Street, Suite 100
Milford, OH 45150

BLOCK PARTY APPLICATION

Please complete and submit this form to the Police Department at **least 30 days prior** to the proposed event.

LOCATION OF BLOCK PARTY _____

DATE OF BLOCK PARTY: _____

Block Party Starting Time: _____ Ending Time: _____
Street Opening Time: _____ Street Closing Time _____

NAME OF CONTACT PERSON: _____

Address: _____

Phone: Day _____ Evening _____

OTHER SAFETY PLANS OR INFORMATION THAT MIGHT BE USEFUL FOR CITY STAFF:

ESTIMATED ATTENDANCE: _____

*Please read the following and sign under Applicant Name and date the signature. Return the form to the Police Department along with a **map of your street** illustrating the placement of barricades and a **Signature Petition** complete with neighbors' signatures.*

I have been advised of the requirements for the conduct of a Block Party in City of Milford and I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Block Party Permit can be canceled by the City at any time including at the start of or during the event.

In accordance with City Ordinance 529.07, no alcoholic beverages are permitted in the public street. Access by emergency vehicles must be provided. I further understand my responsibility to completely clean the street of any debris or litter after the event.

In the event that an organization is the applicant, I hereby certify 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 City of Milford reserves the authority to grant or deny permission for this event.

Applicant's Signature

Date

