



<i>For Office Use Only</i>	
PERMIT NUMBER _____	EXPIRES _____
PERMIT FEE <u>\$25.00</u>	FEE WAIVED _____

Block Party Permit Application

- **This permit is for closing a portion of a street to host a neighborhood block party in the City of Westfield. It is not a request for the presence of police or fire vehicles.**
- Submitted applications will be reviewed by Public Safety and Public Works personnel.
- If approved, you will be notified by phone or email. The street may be blocked, on the designated/permitted date and times only.
- Neighbors in contiguous blocks have the right to access, and quiet enjoyment of their property. The city will investigate any reports received as to excessive noise, disruptive or offensive behavior, failure to allow a resident or person having business on a closed street from entering, etc. If you intend to have live or recorded music, please add to the description below. You may apply for a noise ordinance exemption which must be approved by the City.
- Permit fee is \$25.00. **Cash or check payments only.** No credit cards accepted at this time. An additional \$25 will be required for barricade requests. Please state in the location description below if you will need barricades. Feel free to call (317) 385-7371 with any questions.

Application Date _____ Requested Block Party Date _____

Start Time _____ End Time _____

Address _____ Subdivision _____

Email address _____ Phone Number _____

LOCATION: Please describe the section of street you would like closed from house number to house number.

TERMS AND CONDITIONS FOR BLOCK PARTY PERMIT

1. It is understood that any permit by virtue of this request is revocable at the pleasure of the City of Westfield and that the same shall be voided if the following terms and conditions are not fulfilled by the Permittee. The Permittee hereby agrees to observe all requirements of the Encroachment Standard Ordinance and comply with the conditions set forth by the MUTCD Rulings and Revisions.
2. The Permittee shall hold harmless and indemnify the City of Westfield from, for and against any claim of any person in tort, contract or otherwise arising out of the act or omissions of the Permittee, their agents, representatives, servants, contractors and the latter's subcontractors, whenever such acts or omissions or any rights or performance or exercise thereof of the Permittee arise under this permit from alteration, modernization, replacement, operation, maintenance, change or removal of any part or portion of the public right-of-way, or facility thereof.
3. Applications are due at least seven days prior to the day of the proposed party.
4. No more than one city block may be temporarily closed.
5. There must be immediate access for all emergency vehicles as well as access for drivers of vehicles having business or whose residences are within the closed area.
6. Barricades and signs must be placed at each end of the block, warning vehicles of the street closure.
7. Applicants will clean up the street and remove debris left as a result of the party.
8. The applicant named requests permission to encroach on the following public right-of-way, street, sidewalk, alley or other public space at the location described below.
9. Applicant shall submit one original application either in person or by email.
10. No verbal transmissions will be accepted.

I have read the guidelines for block parties and agree to comply with them. In addition, I agree to hold harmless the City of Westfield, Indiana, its council members, officers, employees and agents from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such temporary street closure and the activities permitted in connection herewith. I understand that if I fail to comply, the permit will be withdrawn and the street will be opened to traffic.

Signature of Applicant _____

Printed Name _____ **Date** _____

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Traffic Control Personnel: YES NO Uniform Police: YES NO Number of Personnel Necessary: _____

Barricades to be used? YES NO

Public Works Director / or his representative

Date Approved

Police Chief / or his representative

Date Approved

Fire Chief / or his representative

Date Approved