



BLOCK PARTY
PERMIT APPLICATION

This application must be submitted to the City Administrators office no less than 7 days PRIOR to the date of the event.

1. EVENT INFORMATION:

APPLICANT NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

2. BLOCK PARTY INFORMATION:

DAY/DATE: _____

START TIME: _____ **END TIME:** _____

POTENTIAL RAIN DATE(S)/TIME(S): _____

The block party shall begin no later than 9:00 am and shall end no later than 11:00 pm the same day. Applications requesting multiple days for the same location will not be approved.

STREET ADDRESS OF BLOCK PARTY (Example: 200 block of 2nd Street NW): _____

Arterial or public roadways requested to be closed that adversely affect the flow of traffic or eliminate access to residences or business will not be approved.

DESCRIPTION OF LOCATION OF BARRICADES

(Example: Barricade on 2nd St. NW & 1st Ave. NE, Barricade on 2nd St. NW & 2nd Ave. NW): _____

Barricades/obstacles/displays must be placed in a manner to allow quick access by emergency response vehicles and personnel. The applicant is responsible for placing barricades as described in the application and removal of the barricades at the conclusion of the event. The Street Department will deliver the barricades to the applicant's residence the last business day prior to the event and will retrieve the barricades the first business day after the event. The applicant is responsible for any repair and/or replacement of any lost, stolen, or damage caused to the barricades, as well as any other equipment furnished by the City of Waverly.

ITEMS/DISPLAYS/ACTIVITIES PLANNED FOR PUBLIC ROADWAY:

No structures/displays/objects can be affixed to the public roadway that causes damage. The applicant will be responsible for repair and/or replacement of any damage done to the public roadway.

3. **SIZE OF EVENT:**
(estimated number of people to attend)
 LESS THAN 50 51-100 101+

4. **PERMIT FEE INCLUDED? (\$35)** YES NO

PLEASE NOTE:

- Block parties are intended to be an extension of personal property and meant to be neighborhood social events, not open to the general public. If a food vendor is hired for a block party, they must be parked on private property, hired as a caterer, and must not sell to the general public. Otherwise, the event becomes a Special Event, which requires a different permit process and insurance to be provided by the event promotor. Mobile Food Vendors may not sell City property, unless part of a Special Event and may only sell on private property after obtaining a permit from the City of Waverly.
- No more than one (1) city block may be closed per event and no more than two (2) events will be allowed per day.
- The applicant is responsible for cleaning up and removing all debris from the designated area upon the conclusion of the event.
- No admission fee may be charged or solicited to attend the block party.

SIGNATURES

The applicant must receive signatures from 90% of the adjoining property owners. Adjoining property owners are those that abut the section of public roadway to be closed.

SIGNATURE	PROPERTY ADDRESS
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I hereby certify that I am the responsible person for the block party planned in Waverly, Iowa. As the responsible person, I acknowledge that the City of Waverly is not responsible for any injuries that result on public property during this block party. I agree to hold the City of Waverly harmless from any damage and injuries that occur from this block party. I also acknowledge that it is my duty as the responsible party to notify all attendees of this party that the City of Waverly is not responsible or liable for any injuries or damage occurring to public property during this block party.

APPLICANT SIGNATURE: _____ **DATE:** _____

APPROVED BY CITY OF WAVERLY REPRESENTATIVES:

CHIEF OF POLICE: _____ **DATE:** _____

PUBLIC WORKS DIRECTOR: _____ **DATE:** _____

CITY ADMINISTRATOR: _____ **DATE:** _____

For Office Use Only
ROUTING:

Public Works Department ____
Police Department ____

File/Scan ____
Copy & Receipt to Applicant ____