

CITY OF WOOSTER BLOCK PARTY PERMIT

(RESIDENTIAL AREA ONLY)

APPLICATION MUST BE RECEIVED 10 BUSINESS DAYS BEFORE THE DATE OF THE EVENT

Return Permit Application to:

Wooster Community Center

c/o Ashley Brillhart

241 S Bever St

Wooster, OH 44691

Phone (330)263-5207 Email abrillhart@woosteroh.com

Date Submitted: _____

Permission is requested to close off (Name of Street) _____

From Intersection of _____ to Intersection of _____

Date of Event: _____ Rain Date: _____

Time of Event: _____ AM/PM to _____ AM/PM

Party Regulations: It is agreed that the block party participants will comply with the following responsibilities of sponsoring a block party:

1. The party will be conducted in a manner which does not disturb nonparticipating residents or businesses.
2. **No liquor will be consumed on city streets**
3. All fire hydrants must be easily accessible to the Fire Department – a 20' fire lane must be maintained for the duration of the block party
4. Proper care will be taken of City property
5. No structures will be placed in the street (booths, tables or other furniture and equipment which cannot be easily moved)
6. Block parties must end by no later than **10:00PM** on **any day** for safety precautions due to limited sight
7. Block parties must include other residents living on the block. **NO PERSONAL PARTIES!**
8. Everyone on the street, even if they are not included in the event, must be notified of the event
9. The street must be cleared of all debris at the conclusion of the party
10. All federal, state and local laws will be followed
11. All City of Wooster Block Party Policies and Procedures not listed above will be followed (located on the back of the permit)
12. If any of these regulations and policies are not followed during an event, the City of Wooster reserves the right to revoke any future permits submitted by the applicant

The City of Wooster Police Department has the authority to shut down the party if repeated complaints are received for inappropriate activity or unnecessary noise on the part of the participants. **All affected residents must be notified of the Block Party.**

Applicant (Name): _____

Address of Applicant: _____

Phone #: _____ Email: _____

I, the applicant, by submitting this permit, agree to be submitted to a background check by the City of Wooster. I understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed event will be issued a permit by the City of Wooster and the Wooster Recreation Department. I further accept responsibility to hold free and harmless the City of Wooster, Wooster Recreation Department, Mainstreet Wooster and the Wooster Area Chamber of Commerce and to meet all departmental fees, and details for any contract services required to make the proposed event safe and successful. By signing this application, I agree, for myself and/or on behalf of my organization, to indemnify and hold harmless the city of Wooster, its agents and employees, from the claims of third parties for injury to persons and property. I further agree to pay for all fees or services that may be required of me or my organization that are required by the city of Wooster in connection with the proposed event. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before a permit is issued is the sole responsibility of the applicant.

Applicant's Signature _____ Date _____

\$100 Fee

OFFICE USE ONLY	
Payment Amount:	_____
Payment Type:	Visa Mastercard Discover Check Cash

Revised August 3rd, 2011

Block Party Policy

Philosophy: To encourage neighborhood interaction and communication, the City of Wooster will allow the closing of public streets for private residential neighborhood events such as block parties.

When a residential neighborhood requests the closing of a street for a private event, the following rules shall apply:

1. A designated adult shall request the closing on an application developed and maintained by the Director of Administration or his/her designated representative. The form shall contain the following:
 - a. The name, address and phone number of the adult responsible
 - b. The date and times the street will be closed
 - c. A statement indemnifying the City and holding it harmless from all liability caused by the closing and use of the street for the event
 - d. A statement of agreement to all of the following City of Wooster Block Party policies:
 - The applicant of the Block Party permit may be submitted to a background check.
 - A Block Party will end no later than 10pm. Block Party permits will not be approved if the event is in operation between the hours of 10pm and 7am.
 - Barricades will be dropped off by Public Properties Maintenance Department workers before 3pm on the day of the event and will be picked up before 3pm the following day. If the event occurs on a Saturday, Sunday or Federal Holiday (occurring on a Monday), barricades will be dropped off on before 3pm on the Friday prior to the event and will be picked up on the next working day after the event.
 - Proper care will be taken of City owned barricades.
 - Barricades must be able to be moved within 30 seconds for emergency vehicles to access street and barricades will be immediately removed upon request of any authorized officer or employee of the City.
 - The applicant of the Block Party permit will be responsible for ensuring that the street has been thoroughly cleaned after the event.
 - No structures will be placed in the street. Booths, tables or other furniture and equipment which cannot be quickly moved must be located in front lawns or the tree lawn. There must be a clear lane at least 20 feet wide at all times in case a fire truck must have access to the area.
 - Fire hydrants shall not be blocked at any time by vehicles, tables, decoration, etc.
 - A Block Party involves other residents living on the block and is not a personal party.
 - The applicant will reimburse the City for the cost of replacement of any barricade broken or stolen as a result of the event.
 - Everyone on the street, even if they are not included in the event must be notified of the event. If anyone on the street objects because the closing will eliminate direct access to their property, permission for the closing shall be denied. If the closing of one street prevents access to another street, the residents of that street must also be notified and must also agree to the closing.
 - All federal, state and local laws will apply (no alcohol on public streets and sidewalks)
2. **The Application shall be made no later than 10 business days before the proposed street closure.**
3. Each application must be accompanied by a \$100 Fee at the time of submittal. This fee will only be refunded if the permit is not approved. If the permit is approved and any of the rules above are broken, the fee is non-refundable.
4. Each application submitted shall be referred to the Director of Administration, Police Chief, Fire Chief, Public Properties Maintenance Manager, City Engineer and any other City department that the Director of Administration deems advisable. If approved, the form will be distributed to:
 - Waste Management
 - Post Office
 - Health Department
 - Chamber of Commerce
 - Main Street Wooster
 - City Offices
5. Permit approval or denial will be communicated with the applicant via email or postal mail at least 5 business days before the event.
6. No permit shall be granted when the closure would result in denying prompt access to an area or location by emergency vehicles.
7. At no time shall an arterial street be closed for private residential neighborhood events. The following definition shall be used for an arterial street:

“Arterial street means any United States or State numbered route, controlled access highway or other major radial or circumferential street or highway designated by local authorities within their respective jurisdictions as part of a major arterial system of streets or highways.” Wooster Codified Ordinance 301.42 (b)

In addition, the Mayor, Director of Administration, Police Chief, Fire Chief, Public Properties Maintenance Manger or the City Engineer may deny the closing of any other street in the City for any reason, depending on conditions existing at the time of the request.