

BLOCK PARTY REQUEST

Block Parties which require the closing of a street within the City of Oshkosh are considered a Special Event under the City's Special Event Ordinance and require Council approval for the event and closing of the street.

In recognition that block parties, such as those described above, provide social interaction among block residents, generally affect only those residents within the immediate area of the street closure and can help strengthen a neighborhood; and that block parties are generally less complex than Special Events open to the community at large, the City has developed this application particular to block parties.

This form should only be used for residential neighborhood block parties and street closures related to elementary schools for events such as bicycle rodeos or school carnivals. If your event does not meet this definition or any of the requirements below, you may apply for a special event permit using the special events application form available from the City's website or City Clerk's office.

Please complete this form and return it to the City Clerk at least 45 days prior to your proposed Block Party event.

When completing this form, please keep in mind that the Council has previously indicated that closing of a street for a block party should be done at times and in such a manner as to minimize any adverse impact upon any of the street's residents. The timeframe for the street closure should generally fall sometime between 9:00 a.m. and 10:00 p.m.

There should be no sales of food or sale of beverages at a block party and no tents or other structures should be placed within the right-of-way (the street or terrace areas).

The police department will coordinate barricade delivery. However, you will be responsible for set-up and take-down of the barricades at the beginning and end of your block party event.

Your application will be reviewed by city staff and any concerns or issues will be brought to your attention. After that review, your application will be forwarded to the City Council. The City Clerk will notify you of the Council's action.

**BLOCK PARTY REQUEST FORM –
TO BE RETURNED TO CITY CLERK**

Street to be closed: _____ between _____
and _____

Date: _____

Time requested for closure from _____ . m. to _____ . m.

Estimated Attendance: _____

Briefly describe any activities planned with the block party _____

Will there be amplified music or sound associated with the event?
Yes ___ No ___

Have all street residents been notified of this request: Yes ___ No ___

If No, who was not contacted and why? _____

Did any resident indicate an objection? Yes ___ No ___
If Yes, what was the nature of that objection? _____

Primary Contact: _____
Daytime Telephone: _____
Cell Phone: _____
Fax: _____
Email: _____

Address: _____
City: _____ State: _____ Zip Code: _____

SIGNATURE

The information contained in this application is true, correct, and complete to the best of my knowledge. If there are any changes to the proposed block party, I agree that I will promptly notify the City of Oshkosh of these changes and request approval of them.

(print name)

Date