



Neighborhood Block Party Application Instruction

Neighborhood Block Parties

The following Neighborhood Block Party Packet was developed to assist you, the Event Organizer, through the permit process. As the Event Organizer it is your responsibility to ensure that event participants are provided with a safe and enjoyable event. It is also your responsibility to make sure that the surrounding neighborhood is not unduly impacted. It is our goal to assist you in planning a safe and successful event.

A Street Use Permit is required by the City of Madison for any event or activity that takes place on city streets. This includes neighborhood block parties where a block or two in a residential area are closed for residents to have a gathering and activities in the street. No individual, group or organization shall be granted a Street Use Permit if there is any unpaid balance with the City of Madison for a previous event.

Application Procedure

Mail or Drop off Application and \$50 application fee at:

City of Madison
Clerk's Office
210 MLK Jr.
Blvd, Suite 103
Madison, WI
53703

Questions?
Call 266-6033

- Complete the attached Street Use Application and Signature Petition for Street Use Permit. Please note that the Signature Petition requires the signatures of at least 75% of all residential and/or non-residential units on the street(s) for which closure is requested..
- Submit the completed application, the signed and notarized petition, and the \$50 non-refundable application fee (payable to City Treasurer), at least 14 days prior to your block party, to the: **City Clerk Office / 210 MLK Jr. Blvd. Rm. 103 / Madison, WI 53703**
- The Application is reviewed by the Street Use Staff Team at a bi-weekly meeting. Neighborhood Block Party organizers are welcome to attend the meeting, although not required.
- If/when the application is approved, a street use permit will be issued to the Event Organizer. The Street Use Permit will list the date, time and location of the block party, as well as any conditions for the event.
- The Event Organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Contact Traffic Engineering Field Operations, 1120 Sayle Street, phone 266-4767, Mon-Fri 8:30a.m.-3:00p.m. to make arrangements. For weekend events, equipment pick will be on Fridays between 8:30a.m. -3:00p.m. and return same hours the following Monday. Please note that the Event Organizer will need a vehicle that can accommodate 12' long barricades. There is no charge for the first 8 barricades and/or first 4 signs. For every additional barricade or sign, there is a \$5 rental fee.

Waiver Explanation

At the bottom of the Street Use Application is a spot to waive the "21-day decision requirement." If an application is received more than 60 days before the event, the Street Use Staff Team may wait to review the application so that all the information and details of the event are current and complete. In these cases, we request that event organizers waive the 21-day requirement for a decision on the application. If you agree to this waiver, please check and initial the statement as indicated.

When a Block Party becomes a "Special Event"

A neighborhood block party may be reviewed as a "Special Event" if any of the following conditions are likely:

- Closing the street requested will impact traffic more than minimally
- Metro bus routes need to be re-routed
- If it is anticipated that attendance at the block party will exceed 100 or that a significant number of non-residents will attend the party,

A "Special Event" is subject to different guidelines and requirements than a neighborhood block party. For more information about Street Use Permits for Special Events, log on to the Madison Parks website at www.cityofmadison.com/parks.

Permit Number _____

City Clerk Use Only



Neighborhood Block Party Street Use Application

Event Organizer Information

Name of Group _____

Group Contact Name _____

Address _____

City/State/Zip _____

Work Phone _____ Home Phone _____ Cell Phone _____

Fax _____ E-mail _____

Event Information

Name of Event _____

Event Category Run/Walk Neighborhood Block Party Concert
 Festival Rally Other _____

Location Requested

Library Mall/Podium Capitol Square (fill in below) State Street (fill in below)

Neighborhood Streets (fill in below)

(Street names and Block #'s)

Date(s) of Event _____

Time of Event

Rain Date _____

Set-up _____

Event Starts _____

Event Ends _____

Take-down _____

Annual Event No Yes

Estimated Attendance _____ (Certificate of Insurance may be required.)

Parking Restrictions anticipated No Yes

Street Closure requested No Yes

Public Amplification

No Yes, hours _____ to _____
(not before 10 a.m. or after 11 p.m.)

Return the completed application and a \$50 non-refundable application fee to:

City Clerk Office, 210 MLK Jr. Blvd, Room 103, Madison, WI 53703

Questions? Call 266-6033

This permit is subject to all ordinances, statues and laws ap appropriate in addition to all rules and regulations detailed in the permit application instructions and guidelines. Falsification of information will result in forfeiture of up to \$200 per falsified item. The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. This permit is subject to all Municipal Ordinances as defined by the City of Madison, in addition to all rules and regulations governing the City's Parks Division. The applicant has read the Special Events Explanation packet. The applicant has attached all of the appropriate permit applications for this event.

_____ /We waive the 21-day decision requirement. _____ (please initial)

Signature _____

Date _____

