



BLOCK PARTY PERMIT APPLICATION

Block party permits are for neighborhood parties to shut down a City street for use during the event. Please return the completed application to the City Clerk's Office (749 Main Street) or by email to MeredythM@LouisvilleCO.gov. Should you have questions, please contact the City Clerk's Office at 303.335.4536.

APPLICANT INFORMATION:

Name: _____ Cell Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code _____

EVENT DESCRIPTION: _____

DAY & DATE OF EVENT: _____

PROPOSED CLOSURE AREA: _____

PROPOSED CLOSURE TIME (INCLUDING SET-UP & BREAKDOWN) _____ AM/PM _____ AM/PM

PROPOSED EVENT START TIME AND FINISH TIME: _____ AM/PM _____ AM/PM

ESTIMATED NUMBER OF PARTICIPANTS AT THE EVENT: _____

WILL YOU BE HAVING A FOOD TRUCK? Yes _____ No _____

Food trucks may serve only party attendees (not the general public) and must be parked within the street closure area approved by this permit.

WILL LIVE MUSIC BE PROVIDED? Yes _____ No _____

If live music is to be played in a residentially zoned area, a permit is required (\$20.00 permit fee). Please contact the Deputy City Clerk (303.335.4574 or CarolH@LouisvilleCO.gov) for the application.

Are any fees, charges, or other donations to be received for the event? If so, how are the funds to be used? _____

Required attachments:

- Signed Application Form _____ Attached
- A map showing the proposed street closure _____ Attached
- Are you requesting to use City of Louisville barricades? _____ yes _____ no
The City offers barricades on a limited basis for block parties. Barricades are delivered the last working day prior to the event and picked up the first working day after, generally Friday and Monday for weekend events. The applicant is responsible for the placement, monitoring, and maintenance of the barricades during the event, the removal of the barricades from the street following the event, and the safety of the barricades while they are in your possession.
 Barricade delivery address and phone number: _____
- A petition form showing the approval of those affected by the closure. _____ Attached

BLOCK PARTY DATE AND LOCATION: _____

Conditions:

- The applicant agrees to comply with all of the terms, conditions, and stipulations of this permit, all ordinances of the City, and all other applicable laws, and understands that failure to comply will result in immediate revocation of this permit. Final conditions will be sent to the applicant with the approved permit.
- The City has no liability for bodily injury or property damage arising from this event. Any liability arising from the event shall be the sole responsibility of the applicant and participants. The City's insurance does not cover the applicant. The Applicant agrees to comply with all of the terms, conditions and stipulations of this permit, all ordinances of the City, other applicable laws and understands that failure to comply will result in immediate revocation of this permit.
- Adequate crowd control, including ingress and egress control, noise control, restroom facilities, space for anticipated number of participants, clean-up, and parking are all the responsibility of the applicant.
- Events sponsors who hold an event without a permit will not be eligible for a permit again for 12 months.
- Failure to clean up from an event as required in the permit will make the applicant/sponsor ineligible for a permit for 12 months.
- The City has the discretion to limit the number of events in one area (downtown, Community Park) to mitigate the impact on residents and property owners.

APPLICANT SIGNATURE

DATE

APPROVAL CONDITIONS

SPECIAL TERMS/CONDITIONS/STIPULATIONS: _____

This application is approved, subject to all terms, conditions, and stipulations stated above.

CITY CLERK

DATE

Staff Approvals:

Fire –
PD –
Ops –
PW –
Parks –

