



# CITY OF MILFORD

## GENERAL GUIDELINES AND REQUIREMENTS FOR A NEIGHBORHOOD BLOCK PARTY

Please note: A Block Party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance, where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; if necessary, will not exceed six (6) hours; where the use of Kybos/Porta Potties is not necessary; and where no other City permits are needed (i.e.: Tent, Building, Electrical, Bulk Water, etc.)

- Completion of the City's Block Party Application and submission of the application must be made to the City Hall at least thirty (30) days prior to the event.
- The application must include a map of the specific area to be used and blocked off. NOTE: Except for very limited circumstances, the City will require that a street closing be from cross intersection to cross intersection so that no traffic can turn onto a closed street.
- The applicant must comply with all federal, state, county and City laws. Any dunk tank, recreational inflatable item, semi-permanent exhibit or any other item of any kind that may prevent or limit the access of public safety vehicle shall be prohibited from being placed in the street or right-of-way.
- The City can provide barricades for Block Parties; however, the applicant must assume any costs associated with the damage for barricades.
- A majority of the residents within the enclosed area, including any listing agent with a home for sale within the area, must be in favor of and/or approve the request. NOTE: Approvals must be in writing with the attached petition.
- Finally, the City expects that the barricades will be removed from the roadway or street immediately following the event and the area shall be cleared of all trash and debris.
- Return the Application, Petition and Map to:

The City of Milford  
745 Center Street, Suite 218  
Milford, OH 45150



## BLOCK PARTY APPLICATION

Please complete and submit this form to City Hall **at least 30 days prior** to the proposed event.

LOCATION OF BLOCK PARTY \_\_\_\_\_

DATE OF BLOCK PARTY \_\_\_\_\_

Block Party starting time \_\_\_\_\_ Ending time \_\_\_\_\_

Street closing time \_\_\_\_\_ Street opening time \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

Address \_\_\_\_\_

Phone Day \_\_\_\_\_ Evening \_\_\_\_\_

OTHER SAFETY PLANS OR INFORMATION THAT MIGHT BE USEFUL FOR CITY STAFF:

\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_

*Please read the following and sign under 'Applicant Name' and date the signature. Return the form to City Hall along with a **map of your street** illustrating the placement of barricades and a **Signature Petition** complete with neighbor's signatures.*

I have been advised of the requirements for the conduct of a Block Party in the City of Milford and I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Block Party Permit can be canceled by the City at any time including at the start of or during the event.

In accordance with City Ordinance 529.07, no alcoholic beverages are permitted in the public street. Access by emergency vehicles must be provided. I further understand my responsibility to complete clean the street of any debris or litter after the event.

In the event that an organization is the applicant, I hereby certify I have the legal authority to represent the applicant and/or the participants, and I have read the above requirements, understand the provisions, and freely and voluntarily sign it.

It is further understood the City of Milford reserves the authority to grant or deny permission for this event.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager/Asst. Manager

\_\_\_\_\_  
Date

