



City Clerk's Office
10 N. Division Street
Battle Creek, MI 49014
Phone: 269-966-3348
Fax: 269-966-3555

Email: city-clerk@battlecreekmi.gov

Application No. _____
Date Rec'd _____

BLOCK PARTY APPLICATION

A Block Party is a party where members of a single block congregate to observe a special event or simply for mutual solidarity and enjoyment. Private parties are not considered block parties.

The following rules govern the closure of a street for a Block Party

- A Permit must be requested no later than **thirty (30) days** in advance of the desired date. Only one (1) block may be closed for one (1) day. **No exceptions!**
- At least 51% of the residents on the block must be in favor of the party. **All residents of the block are invited.**
- All residents on the block must be contacted before the application is submitted.
- A list showing the neighbors' addresses along with the neighbors' signatures must be submitted.
- The applicant must be at least 18 years of age and be a resident of the block being closed.
- Time limits of the party: Begin any time during daylight hours after 8:00 AM. End and clear before sunset.
- Block Parties will not be permitted on major streets.
- No banners or signs placed on the barricades.
- Permits will be issued at the discretion of the City of Battle Creek Clerk's Office.
- The applicant automatically becomes Chairperson for the Block Party with the following responsibilities:
 - Placement and removal of the street closure devices (barricades) and the return of the equipment to the delivery site.
 - **To keep clear one traffic lane for emergency vehicles through the entire block.**
 - Monitoring and regulating noise resulting from the party.
 - Clearing of the area in case of an emergency.

Date of Block Party: _____, 20_____

Starting Time _____

Ending Time _____

Location of Block Party

_____ between

(Street or Road)

_____ and _____

(Street or Road)

Name of Applicant: _____ Phone: _____

Address: _____ Zip Code: _____

Email: _____ Would you prefer to have the permit emailed? Y or N ?

Will Inflatables (bouncy houses, slides, obstacle courses, etc.) be placed on public property? Y or N ?
(If Yes, Agreement for Use of Inflatables on City Property must be completed) (Insurance may also be required)

Please provide a description of your block party (type of event, activities, attendance numbers, etc.)

By my signature below, I accept this Agreement and acknowledge that all of the statements that I have made on this form are true and complete to the best of my knowledge, and that I will follow the Rules and Regulations of the Block Party Permit.

Date: _____

Signature: _____

Block Party Petition

Event Date: _____, 20_____
(day) (month/date) (year)

Event Time: from _____ to _____
(beginning time) (ending time)

Event Location: _____ between
(street to be blocked off)
and _____
(beginning cross street) (ending cross street)

**We, the undersigned, have been informed that _____
is/are organizing the block party described above. By signing we indicate our agreement
with this event and understand that the street given as the event location will be closed
to vehicular traffic during the time of the party:**

Name (Printed) & Signature

Address

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

If you have any concerns about the City of Battle Creek approving this block party request, or if you have questions about the block party permit process, please contact the City Clerk's Office at 269-966-3348.

Block Party Petition

We, the undersigned, have been informed that _____
is/are organizing the block party described above. By signing we indicate our agreement
with this event and understand that the street given as the event location will be closed
to vehicular traffic during the time of the party:

Name (Printed) & Signature

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

31. _____

32. _____

Address

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

31. _____

32. _____

If you have any concerns about the City of Battle Creek approving this block party request, or if you have questions about the block party permit process, please contact the City Clerk's Office at 269-966-3348.