



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](mailto: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)

(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.

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to vehicular traffic during the time of the party:

| Name (Printed) & Signature | Address |
|----------------------------|---------|
| 15. _____                  | _____   |
| 16. _____                  | _____   |
| 17. _____                  | _____   |
| 18. _____                  | _____   |
| 19. _____                  | _____   |
| 20. _____                  | _____   |
| 21. _____                  | _____   |
| 22. _____                  | _____   |
| 23. _____                  | _____   |
| 24. _____                  | _____   |
| 25. _____                  | _____   |
| 26. _____                  | _____   |
| 27. _____                  | _____   |
| 28. _____                  | _____   |
| 29. _____                  | _____   |
| 30. _____                  | _____   |
| 31. _____                  | _____   |
| 32. _____                  | _____   |

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