City of Rochester, New York

Application for Block Party

Bureau of Communications • Office of Special Events • 30 Church St., 202A • Rochester, NY 14614-1287
585-428-6690 • fax: 585-428-7991

COMPLETE AND RETURN APPLICATION WITH SIGNED PETITION and BLOCK PARTY PERMIT.
$40 PROCESSING FEE and EQUIPMENT RENTAL FEE ARE DUE WITH THE APPLICATION.
(MINIMUM $28 FOR 4 BARRICADES)
AT LEAST 20 WORKING DAYS PRIOR TO EVENT

NAME of Event: _____Block Party DATE of Block Party: _____

PURPOSE of Event: _____

NAME of APPLICANT/RESPONSIBLE PERSON: _____

ADDRESS-CITY-STATE-ZIP (P O Box not acceptable): _____

EMAIL ADDRESS: _____

ADDRESS-CITY-STATE-ZIP (P O Box not acceptable):_____

PHONE: _____ CELLPHONE: _____ FAX: _____

Block Parties are organized and held by residents of a street as a social event. No attendance or participation fees are charged. However, food, goods, and services are often donated to support the event. If the block party attracts people from beyond the street, or if you are selling food, wares, etc., or are planning live entertainment, then the event is NOT considered to be a block party and you should complete the "Festival" application. Bounce houses are not allowed on City streets, sidewalks or any other City property.

(Street closings are from intersection to intersection. (Example: Meigs Street <u>from</u> Monroe Avenue <u>to</u> Pearl Street).

STREETS to be closed: _____ From: _____ To: _____

TIME of event: From: _____ AM/PM To: _____ AM/PM

ALL BLOCK PARTIES MUST END BY DUSK AND CANNOT BE LONGER THAN SIX (6) HOURS.

As a condition of permit approval, a signed petition and street closing permit MUST be attached to this application, with signatures of at least 60% of the residents/landowners on street being closed. You must also notify 100% of the residents/landowners where street is to be closed, one week prior to event. Residents will be allowed to enter and exit street as needed during the event.

ACTIVITIES planned: _____

ATTENDANCE Estimate: _____ **SET-up time:** _____ **TAKE-down time:** _____

CLEAN-UP Arrangements: _____

_____

EQUIPMENT REQUESTED – PAYMENT DUE WITH APPLICATION

All City equipment will be dropped off or picked up Monday - Friday, 8:00 a.m. thru 12:00 noon. Please place all cardboard barrels out on your regular refuse pick-up day. Also, barricades should be returned to the same place where they were dropped off on delivery for pick-up. Please call 428-6690 if not received by 12:30pm.

ITEM	QUANTITY	NAME/Address for Drop Off & Pick-up
Cardboard Barrels ($3.00 per unit)	_____	_____
Metal Barricades (length 8 feet, $7.00 per unit) (place 2 at each end of the street and return to location where they were dropped off for pick up Monday)	_____	_____ ***Applicant is responsible for any barricades lost or stolen ($110 ea.)***

POLICE SUPPORT SERVICES

All applications are reviewed by the Rochester Police Department for public safety concerns. Special attention will be requested.

<u>FOR OFFICE USE ONLY:</u>

Date Received: _____ Receipt No: _____ Fee Amount _____

RULES AND REGULATIONS

The Applicant:

1. **Is the event's responsible person and will be available on site for entire event.**
2. **Will perform all required maintenance and clean-up of entire site during and after event.**
3. **Is responsible for payment for costs related to event and any damages to area or equipment.**
4. **Must possess permit during event.**
5. **Is responsible for all the activities permitted hereunder which must be operated in conformity with all applicable laws and regulations including, but not limited to, all safety and health laws as may apply. Participants are to obey all traffic control devices and/or police commands.**
6. **Is responsible for security to protect the internal operations of said activities.**
7. **Must not advertise the event until approval to do so from the City of Rochester/Bureau of Communications.**

The Special Event Permit is not transferrable.

The City:

1. **Reserves the right to determine to whom permits are issued.**
2. **Reserves the right to determine if, and when, streets will be closed for an event.**
3. **Can cancel the permit if the permittee is in violation of the terms and conditions of permit.**
4. **Is NOT responsible for any sums of money expended by applicant in anticipation of the planned activity.**

Applicant hereby agrees to indemnify and hold harmless the City of Rochester, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder. The applicant shall, if requested, furnish Corporate surety or proof of insurance for such indemnity and in such amount as may be deemed requisite.

State of New York
County of Monroe ss:
City of Rochester

_____, being duly sworn, deposes and says that he/she is the true named applicant,
(print applicant name)
and that the statements in said application are true, and that I have read and understand the rules and regulations.

Signature of Applicant:_____

Subscribed and sworn to before me this _____ day of _____, 20____

_____Expires:_____
Commissioner of Deeds/ Notary Public