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**REQUEST FOR BLOCK PARTY - SPECIAL EVENT PERMIT APPLICATION**

(read instructions on reverse side before filling out the application)

Date of Application: \_\_\_\_\_

**EVENT INFORMATION**

On behalf of other residents on the street, I am requesting approval from the City to block (insert name of street) \_\_\_\_\_ to through vehicular traffic between (insert name of cross street) \_\_\_\_\_ and (insert name of cross street) \_\_\_\_\_ on (insert date) \_\_\_\_\_ for the purpose of conducting a block party.

The street will be closed from (insert start time) \_\_\_\_\_ am/pm to (insert end time) \_\_\_\_\_ am/pm.

The number of properties in the area to be blocked off is \_\_\_\_\_.

All residents or property owners on the block to be closed have been notified of the event by (insert name of responsible party) \_\_\_\_\_ and virtually all of those notified support this community building event.

Additional event details (any planned entertainment, number of expected participants, special conditions, etc.): \_\_\_\_\_  
\_\_\_\_\_

**CONTACT INFORMATION**

Printed name of person submitting this application: \_\_\_\_\_

Name of organization sponsoring the event if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



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**BLOCK PARTY  
APPLICATION INSTRUCTIONS, RULES, AND GUIDELINES**

1. The block party application request must be submitted to the Office of the City Administrator at least fifteen (15) business days prior to the proposed event date.
2. In addition to receiving the approvals of other residents/property owners on the block, the applicant is highly encouraged to notify all residents/property owners within one (1) block of the block closure to notify them of the event with information about the forms of entertainment and the number of expected participants.
3. The street shall be accessible to emergency vehicles at all times (anything placed in the road must be placed near the curb and not the center line).
4. Permits will terminate at midnight on the day of the event and any blockades will be removed and all people must be out of the street by this time unless the event is proposed to finish at an earlier time. The City will provide the applicant with blockades/cones that must be placed at both ends of the street to be closed.
5. This permit is subject to revocation at any time during its operation when five (5) or more complaints are received by City officials.
6. A processing fee of \$25 will be paid to the City at the time of application. At the same time, an additional \$50 refundable deposit will be paid that will be forfeitable upon breach of any of the conditions agreed hereto, failure to return blockades/cones, or for any damages caused by the event.
7. This request is for a block party that is open to all residents/property owners from the affected area and is not restricted for a particular class or group of individuals within the block.
8. City officials and staff ask that event organizers encourage all block party participants to be respectful of those neighbors who do not attend the event.
9. The person to whom this permit is granted is held responsible for any violation of the provisions herein.
10. Trash generated by the event must be collected and properly disposed. Any costs incurred by the City to dispose of trash that is not properly disposed will be assessed to the applicant.
11. Any temporary signage related to the event must be removed within twenty-four (24) hours after the conclusion of the event.
12. The City reserves the right to deny a request for any reason.



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**SIGNATURE OF APPLICANT AND HOLD HARMLESS STATEMENT**

The undersigned Applicant hereby agrees to hold harmless, defend, and indemnify Sunbury, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, attorney fees, expenses, damages judgements, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by Applicant or Applicant's subcontractors, or any person employed by Applicant or assisting Applicant in any capacity during the progress or arising or growing out of the event, whether by error, inadvertence, intentional act, negligence or otherwise.

I have read and agree to adhere to the provisions of the Block Party – Special Permit Application. I understand that failure to follow these provisions may result in the denial of future applications. I hereby attest to the truth and exactness of all information supplied on and with this application.

I assume full responsibility for any damages to public facilities and/or property that occur because of the requested use. Furthermore, I understand that Sunbury and its staff, will not be held liable for any injury or damage which may occur to me, my guests, and/or members if the above-named organization and our property during our requested use of the facility.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of Event**

Sunbury Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed application materials to: Office of the City Administrator, Events Committee Liaison, 9 E. Granville Street, Sunbury, Ohio 43074 or via email to Amber Swain at [aswain@sunburyohio.org](mailto:aswain@sunburyohio.org).



<b>For Internal Use Only:</b> <b>\$25 Processing Fee Received:</b> _____ <b>\$50 Refundable Deposit Received:</b> _____	
Police Department _____ Signature	Comments: _____ _____
Service Department _____ Signature	Comments: _____ _____
City Administrator _____ Signature	Comments: _____ _____

<b>Notices Sent by Administrative Staff</b>		
Council Events Committee _____ Date _____ Initials	BST&G Fire Department _____ Date _____ Initials	Emergency Management Services _____ Date _____ Initials
Comments _____ _____ _____		