



# City of Long Beach, NY

1 West Chester Street, Long Beach, NY 11561

Permit No \_\_\_\_\_

Location: \_\_\_\_\_

## APPLICATION FOR PERMIT FOR ORGANIZED BLOCK PARTY OR NEIGHBORHOOD EVENT

*The City of Long Beach is pleased to provide this Block Party Permit Application.*

*You and your neighbors are to be congratulated for organizing such a spirited community event.*

*We hope you have a safe and enjoyable event. This application must be submitted 10 days prior to your event.*

**For more information, please call the LBPD Traffic Division at 705-7318**

### APPLICATION NOT ACCEPTED UNLESS CLEARLY PRINTED OR TYPED

1. Name of Block Party Coordinator: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Home Phone #: \_\_\_\_\_ Day Time Phone #: \_\_\_\_\_
4. Location of event (street to be closed): \_\_\_\_\_
5. Intersections: \_\_\_\_\_
6. Proposed Date of event: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_
7. Time of Event: From: \_\_\_\_\_ To: \_\_\_\_\_ (Block Party must end by 10:00pm)
8. Address of house (where barricades will be delivered to and picked up from) \_\_\_\_\_
9. Permit Fee: \$100.00 non-refundable (Payment by cash or credit card only and payable at the LBPD Headquarters).
10. Deposit Fee: \$75.00 for Police Barricades (Separate check made payable to the City of LB may be picked up in the L.B.P.D.'s Traffic Division office after the return of all Police barricades).

*I am hereby applying for a Block Party/Neighborhood Event Permit and agree to be the designated "Block Party Coordinator" who will be in charge of collecting signatures, notifying neighbors, and to work as a liaison with the City of Long Beach. I understand that Block Parties/Neighborhood Events can only take place during the hours of 10 a.m. to 10 p.m. I further understand that I must have 75% approval and signatures of residents who live on the block in order to be granted a block party permit and 100% approval for a private event. I understand that ALL RESIDENTS of the block must be notified of the day and time of the event, and supplied with a copy of the Block Party/Neighborhood Event Rules and Regulations at least 1 week prior to the event. The Event Coordinator will also make sure that the streets are free and clear of all garbage and debris within 24 hours after the party. I have read the attached rules and regulations and agree to abide by them. This permit may be revoked or event terminated by the City Manager or Police Department for any reason with or without cause. All events shall be conducted in accordance with the City of Long Beach Charter and Code of Ordinances.*

Date: \_\_\_\_\_ Signature of Coordinator: \_\_\_\_\_

#### FOR OFFICE USE ONLY

Cc: Police Dept., Fire Dept., Street Maintenance, Public Relations, City Comptroller

FEE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_



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## **RULES & REGULATIONS FOR BLOCK PARTY OR NEIGHBORHOOD EVENT**

The permit application for an organized block party or neighborhood event must be completed in full and submitted to Long Beach Police Department for approval at least ten (10) days prior to the scheduled event. Each request for a block party permit will be reviewed on a case by case basis. There shall be a designated "Block Party Coordinator" who will be responsible for collecting signatures, notifying neighbors and working as a liaison with the City of Long Beach. A total of six (6) block parties city-wide will be permitted each weekend, with no more than three (3) in the West End, two (2) in the Canal Section, and one (1) in the Presidents Streets. West End block parties must be separated by a minimum of two avenues. Applications will be considered on a first come first serve basis. Upon approval, you will be informed by mail and a signed copy of the permit will be mailed directly to you. You will also receive "Street Closed" signs.

Summer block parties shall only be permitted on Saturdays (during the hours of 10 a.m. to 10 p.m.). Rare exceptions will be made with written approval from the Police Department. The original petition sheet (supplied) must be filled out properly and accompany the application. A block party requires 75% approval of the residents on the block. Private neighborhood events must have 100% approval of the residents on the block and written approval from the Police Department or City Manager's Office. **ALL RESIDENTS** of the block must be notified of the date and time of the event and supplied with a copy of these rules at least one (1) week prior to the event. **ONLY ONE SIGNATURE PER ADDRESS** will be accepted.

- No parking or standing is permitted across the ends of the street. Only barricades provided by the City may be used to close off the street, allowing easy access for emergency vehicles. Cars found blocking the street may be given a summons and/or impounded.
- Once the Block Party commences, no vehicular traffic is permitted on the street (including the residents, the D.J., or other entertainment providers).
- The Street will re-open at 10 p.m. All music (D.J., band and/or entertainment) must be shut off and cleared from the street by no later than 10 p.m. Any person that does not comply with the 10 p.m. street opening may be cited for violation of Municipal Code Sec. 23-9 (obstructing free passage).
- Fireworks or explosives of any kind will not be permitted at the event.
- Participants must be responsive to noise complaints.
- Participation in a block party does not provide entrance to the Ocean Beach Park. Anyone choosing to use the beach must present a beach pass upon entering and must comply with the rules and regulations of the beach park.
- All underage alcoholic beverage possession laws and the social host ordinance will be enforced.
- Long Beach Police will patrol all Block Parties.

Barricades will be dropped off the Friday before your event and picked up the Monday after your event. The Coordinator must ensure that barricades, traffic cones and other items borrowed by the City of Long Beach are secured and ready for pickup at the designated house listed on the application by 7 a.m. Monday morning. Once determined the city property is free from damage, the deposit check will be shredded. Failure to return city property in the condition it was received will result in forfeiture of the \$75.00 mandatory deposit.

The City Street Maintenance Department will clean your block the morning of the event, once vehicles have been removed. Residents will assume responsibility for setting out recyclables and properly bagged trash on their next regularly scheduled collection day. At the conclusion of the event, the Block Party Coordinator must ensure that the street is clean of garbage and opened to traffic no later than 10 p.m.

The event coordinator will be responsible for closing down the block party immediately ensuring participants vacate the premises, removing barricades and thoroughly removing any event supplies and trash. The City of Long Beach is not responsible for any expenses incurred by the permit holder. Failure to meet the requirements of this permit may provide basis for denial of future permits for a block party.

This permit may be revoked by the Long Beach Police Department or City Manager for any reason with or without cause. All events shall be conducted in accordance with the City of Long Beach Charter and Code of Ordinances. If during the course of the event, the city determines there is a public safety hazard or if there is a violation of any permit condition, the event can be terminated immediately.



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Location: \_\_\_\_\_

## BLOCK PARTY/NEIGHBORHOOD EVENT

(To be completed by event coordinator)

### SIGNATURES AND ADDRESSES OF PETITIONERS

**ONE ADULT SIGNATURE PER HOUSEHOLD FROM 75% OF RESIDENTS LIVING ON THE BLOCK IS REQUIRED FOR APPROVAL FOR A BLOCK PARTY EVENT, (100% for private events)**

We, the undersigned, understand that \_\_\_\_\_ will be closed  
 \_\_\_\_\_ (Street)  
 between \_\_\_\_\_ & \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_  
 \_\_\_\_\_ (Street) \_\_\_\_\_ (Street) \_\_\_\_\_ (Date) \_\_\_\_\_ (Time)  
 to \_\_\_\_\_ for \_\_\_\_\_  
 \_\_\_\_\_ (Time) \_\_\_\_\_ (Event)

*I further hold harmless the City of Long Beach of any incidents & accidents that may occur during the above hours and date.*

# of Houses on Block: _____			# of Vacant Houses on Block: _____			# of Signatures: _____			
NAME:	House #	Daytime Phone:	✓	X	NAME:	House #	Daytime Phone:	✓	X
1.					21.				
2.					22.				
3.					23.				
4.					24.				
5.					25.				
6.					26.				
7.					27.				
8.					28.				
9.					29.				
10.					30.				
11.					31.				
12.					32.				
13.					33.				
14.					34.				
15.					35.				
16.					36.				
17.					37.				
18.					38.				
19.					39.				
20.					40.				

**100% Signatures are needed for private events. DO NOT mark/write in shaded areas (for office use only)**