

City of Manitowoc

RESIDENTIAL BLOCK PARTY PERMIT APPLICATION

Residential block party permits include the use of traffic control items for the purpose of closing off the street(s). Block party hosts must contact all affected residents prior to applying. Do not place any items in the street that are not able to be quickly and easily moved in the event that emergency services are needed. Block parties must be concluded and the road opened by 11 PM. Any debris must be removed immediately from the street and terrace areas. For more information, please view the City of Manitowoc Special Event Guidelines and Policy for events on City property at www.manitowoc.org/specialevents. (Organizations / businesses should complete a Special Event Application instead of a Residential Block Party Application.) Applications must be submitted at least 30 days in advance of event to avoid \$100 late fee.

Responsible Individual(s) for Party Name: _____
Address: _____
City/State/Zip: _____
Phone Number: _____
E-mail Address: _____
Date of Birth: _____



Date of Party: _____ Time of Party: _____ Estimated Attendance: _____

Location of Party (Hundred Block and Street Name): _____

Cross Streets You are Requesting to Block Off: _____
Please provide a map/sketch of the area requested for the block party.

I understand the filing of this application does not ensure approval of a Residential Block Party. I also understand that all event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to any fees that may be submitted for the application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have read and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Guidelines and Policy, and it is hereby incorporated by reference into this signed agreement.

Signature: _____ Date: _____

Once your application is reviewed by the Special Event Committee, you will receive an e-mail or letter indicating whether or not your block party has been approved. If approved, you will also receive instructions of where and when to pick up barricades for your event.

Please return form to: City of Manitowoc – Tourism Department, 900 Quay St., Manitowoc, WI 54220
Phone: 920-686-3508 • Fax: 920-686-6525 • E-mail: echristel@manitowoc.org