



BLOCK PARTY PERMIT APPLICATION

A block party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, shall not exceed six (6) hours; where the use of portable restroom facilities is not necessary.

Any and all requests for temporary street closings require approval by the West Branch City Council.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Home Phone: _____

Business Phone: _____ Cell Phone: _____

Street(s) requested to be temporarily closed for block party, including termination points:

(example: Main Street between N. 1st St. and N. 2nd St.)

Date(s) Requested for Block Party

Alternate Date(s) Requested

Start Time of Block Party

End Time of Block Party

Will there be outdoor, live or amplified music? Y/N

If "yes", please be aware of noise provisions in West Branch Code of Ordinances, Chapter 40.03(2).

Have all neighbors within the enclosed area and/or impacted area been notified of the temporary street closure for the event? Y/N

City Barricade Requirements

A \$50 refundable deposit is required for the use of barricades. All block parties within the City of West Branch are required to use barricades provided by the City of West Branch. The West Branch Public Works Department will deliver barricades on the weekday prior to the block party at the address provided. Please return the barricades to the same address to be picked up the first work day following the block party. The barricade deposit shall be refunded at the sole discretion of the City of West Branch. Submit a check for \$50, made payable to the City of West Branch and mail it to: City of West Branch, PO Box 218, West Branch, IA 52358 or drop it off at the City Office at 110 N. Poplar Street, West Branch, IA.

I Agree:

I have been advised of the requirements for a Block Party Permit and agree to meet all requirements established by the City of West Branch. Furthermore, I understand that if all requirements are not met, the Block Party Permit can be cancelled by the City of West Branch at any time, including at the start of or during the event. In the event that an organization is the applicant, I hereby certify, that I have the legal authority to represent the applicant and/or the participants, and that I have read the above requirements, understand the provisions, and freely and voluntarily sign it. I further understand that the City Council of the City of West Branch had the authority to grant or deny for this event.

I further voluntarily assume all risk of loss, damage, or injury that may be sustained by me or my guests while participating in, traveling from, or observing any of the events that are part of the block party, and I hereby release the City of West Branch and all its offices, elected officials, employees, and other agents from any and all liability associated with the block party.

All picnic tables, inflatables, etc. must be placed on ONE side of the street within the approved temporary street closing area in the event that emergency vehicle access is needed.

Signature: _____

Date: _____

For Office Use Only:	
Date Application Received: _____	City Council Meeting Date: _____
City Council Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Date Applicant Notified: _____	
Date Public Works Notified: _____	Date WBPD Notified: _____
Date Wbfd Notified: _____	
Barricade Fee \$50.00 (refundable) Paid: _____	Date Refunded: _____