



Incorporated Village of Lake Grove

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MAYOR
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APPLICATION FOR BLOCK PARTY PERMIT

PLEASE NOTE:

ALL COMPLETED PAPERWORK MUST BE SUBMITTED TO THE VILLAGE CLERK AT LEAST TWO (2) WEEKS PRIOR TO THE PARTY DATE

PLEASE PRINT

NAME: _____ TELEPHONE _____

STREET ADDRESS: _____

ZIP CODE: _____

DATE OF PARTY: _____

RAIN DATE: _____

TIME OF PARTY:

STARTING AT: _____ ENDING AT: **10:00 P.M**

STREET TO BE CLOSED: _____

BEGINNING: _____ ENDING: _____

Have all of the residents within the block party area agreed to close the street and signed the Hold Harmless Clause?

YES _____ NO _____

Has this location had a previous block party?

YES _____ NO _____

SIGNATURE OF APPLICANT _____ DATE _____

Applicant must be a resident of the street to be closed.
Applicant must be over 21 years of age.

COMPLETED FORM CANNOT BE FAXED.

BLOCK PARTY RULES

- ◆ All paperwork must be completed and returned to this office a minimum of two (2) weeks prior to the party date. If paperwork is not filed on time, a permit will not be issued
- ◆ Applications may be submitted up to 4 months prior to the party date. Applications cannot be faxed. Applicant/Permit Signer must be a resident of the street to be closed and must be over 21 years of age.
- ◆ A block can only be closed from one corner to the very next corner. Partial closing of a block is permitted.
- ◆ **The Hold Harmless Clause must be signed by a resident of every house within the area to be closed, including all corner houses.** Everyone signing the Hold Harmless Clause must be over 21 years of age. Every residence having property within the party area must have a signature; it does not matter where the driveway is or which way the house faces. If a signature cannot be obtained from a residence, the party must be moved beyond that property line, but the occupants must have an alternate means of ingress and egress.
- ◆ If a house is vacant, please note the house number on the Hold Harmless Clause and mark it as vacant.
- ◆ All signatures must be on the Hold Harmless Clause form, not on plain paper. Signatures on plain paper will not be accepted.
- ◆ Cones will be provided by the Department of Public Works for closing the road. **YOU MAY NOT, UNDER ANY CIRCUMSTANCES USE ANY SORT OF VEHICLE TO BLOCK THE STREET.** Emergency vehicles must be allowed access at all times. **NO EXCEPTIONS.**
- ◆ **Any person residing on said street must not be denied vehicular access to and from his/her property. NO EXCEPTIONS.**
- ◆ Permits are issued until 10:00 pm only. Everything must be off the street, and the road opened, by 10:00 pm.
- ◆ Clean up of the street after the party is the responsibility of the residents.
- ◆ **Fireworks** are illegal in the State of New York and therefore **prohibited**.
- ◆ All inflatables, DJs and/or bands must be on **private property, not in the roadway**. The roadway cannot be blocked under any circumstances, for any reason.
- ◆ The Post Office must be notified to make arrangements for mail delivery.

Failure to comply with these rules will result in no further permits being issued for the street.