



Lebanon Neighborhood Block Party Permit Application

Contact Information:

Event Sponsor: _____ Phone: _____

Address: _____ Email: _____

Address of Event: _____

(Attach a map of indicating where the streets will be closed. Intersections cannot be closed).

Date of Event: _____ # of Guests: _____ Party Hours From: _____ am/pm - _____ am/pm

Road Closure Requirements:

- Applicants are responsible for contacting affected neighbors to share the details of the street closure, event and clean up.
- Driveway access must be maintained at all times for all affected addresses.
- Assign monitors at each street closure to allow access for resident and emergency vehicles.
- Applicants are responsible for maintaining temporary barricades and posting street closure signs.
- "Street Closed" signs indicating the area where the block party is taking place must be placed at each closure and must be 48" wide by 30" high.
- Barricades must be placed across the entire road at each closure and must be movable to provide access for emergency vehicles.
- Do not place fixed items in the street area for any activities.

Event Sponsor Responsibilities:

- The entire area shall be maintained in a clean and litter-free condition.
- All decorative materials shall be fire resistant and flame retardant.
- Noise shall be kept at a minimum level.
- Block parties can only be held between the times of 8 a.m. and 10 p.m.
- Your application should be received 10 days prior to your event.

Fees:

A non-refundable permit fee of \$25.00 is required to cover administrative costs of processing the application. Please make check payable to the *City of Lebanon*. **The signed application, street closure map and fee** should be submitted to the Marketing and Media Relations Coordinator, City of Lebanon, 50 South Broadway, Lebanon, OH 45036.

Hold Harmless Agreement:

By submitting this application I agree to be responsible for all applicable fees and adhere to all City of Lebanon Neighborhood Block Party rules and regulations. I agree to defend, and save harmless the City of Lebanon, its officers and employees, where such claim arises in whole or in part out of the activities for which such permit is issued. The permit may be summarily revoked by the City Manager or designee at any time when by reason where it is determined that the safety of the public or property requires such revocation.

Event Sponsor

City of Lebanon, City Manager

Date

Date