



Village of Pelham Block Party Rules

ALL paperwork must be completed and returned **a minimum of 10 days prior to the party date.** Applications cannot be faxed or emailed. Incomplete applications will be returned. Applicant must be a resident **within the area of the street to be closed** and must be at least 21 years of age.

A block party is limited to **one block only**, and may extend from one corner to the very next corner, BUT CANNOT CROSS OVER A CROSS STREET. A portion of a block can be closed if **all residents in the area to be closed** sign the Hold Harmless Clause. Neighboring blocks cannot be closed on the same day.

Fifty% of residences within the party area must have a signature. The Hold Harmless Clause must be signed by every petitioner **within the area to be closed, including all CORNER HOUSES.** All signatures must be on the Hold Harmless Clause form, not on plain paper. **Signatures on plain paper, or on the back of the Hold Harmless Clause form, will not be accepted.** If a house is vacant, please note the house number on the Hold Harmless Clause and mark it as vacant.

Liability insurance in the amounts of \$100,000 and \$300,000 personal injury and \$50,000 property damage is required for groups/organizations. The insurance certificate must name the Village of Pelham and Officers as ADDITIONAL INSURED.

- 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.**
- Requests must be submitted at least ten (10) days prior to the event.
- Exceptions to any policy in these rules may be made on a case-by-case basis.
- At least two (2) representatives must be provided, along with their name, address and telephone numbers.
- All residences on affected blocks must be notified; at least half must agree by written petition.
- Event start and end times must be adhered to.
- No chairs, tables or other objects shall be set up in the street, so that a traffic lane is maintained for emergency vehicles.
- All Local, State and Federal Laws must be complied with.
- Fireworks and other related activities are prohibited.
- Rain dates must be included in the request.
- It is recommended that complete blocks (not half blocks) be closed for parties and events; the Village will supply barricades at the appropriate locations to close the blocks on at least the evening prior to the event, and on Friday afternoon for weekend events.
- Changes, difficulties or emergencies must be brought immediately to the attention of the Village, at the Village Administrator's Office during normal office hours (8 a.m. to 4:30 p.m., Monday to Friday), and to the Village of Pelham Police Desk after hours and on weekends and holidays.
- Any serious complaints or violations will result in the immediate termination of the party without appeal, and could result in the block forfeiting the right to have such parties in the future, at the discretion of the Village.
- All parties will end no later than eleven o'clock at night (11 p.m.).
- The Village Administrator shall approve Block Party Requests, and in his/her absence a designee may approve such requests.
- Appeals to the denial of a permit may be made in writing to the Board of Trustees.



APPLICATION FOR BLOCK PARTY PERMIT

Applicant must be a resident of the block being closed.

COMPLETED APPLICATION MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO PARTY DATE
INCOMPLETE APPLICATIONS WILL BE RETURNED

NAME: _____ TELEPHONE: _____

STREET ADDRESS: _____

EMAIL _____

DATE OF PARTY: _____ RAIN DATE: _____

STARTING TIME: _____ ENDING TIME: _____

NUMBER OF EXPECTED ATTENDEES: _____

ANY OUTSIDE FOOD TRUCKS OR ENTERTAINMENT EQUIPMENT: _____

(if yes to food trucks or entertainment equipment please see page with requirements that need to be met before approval)

Everything must be off the street and the road opened by 11:00 PM

STREET TO BE CLOSED: _____

BEGINNING AT (include cross street or house#): _____

ENDING AT (include cross street or house#): _____

I certify that the information as stated is true and accurate. I also certify that I have received a copy of the Block Party Rules and Regulations with this application and agree to comply with them. Failure to comply with these rules and regulations may result in denial of future applications.

Signature of Applicant _____

Date: _____

COMPLETED FORM CANNOT BE FAXED OR EMAILED



DO NOT WRITE ON THE BACK OF THIS FORM. USE ADDITIONAL FORM IF NEEDED.

[illegible]



Food Truck Information Required Before Approval can be issued for Block Party

- Name and contact number for vendor
- Copy of their County Health Permit
- Copy of their Fire Inspection that was done with permit.
- Layout of where the trucks are going to be located (They must have a minimum of 10 feet from each other and 10 feet or more from combustibles) Hours the truck will operate
- Certificate of Liability (contact info@pelhamgov.com for example)
- Waiver and Release of Liability Form (Contact info@pelhamgov.com for waiver form)
- The vendor must also be told that they are only being utilized for the Block Party and cannot advertise their location for general sales.

Entertainment Equipment Information Required Before Approval can be issued for Block Party

- Certificate of Liability (Contact info@pelhamgov.com for example)
- Waiver and Release of Liability Form (Contact info@pelhamgov.com for waiver form)