

BLOCK PARTY/STREET CLOSURE INFORMATION

Thank you for contributing your valuable time and energy to organize this event! Please review this information carefully, complete the enclosed application form and return to the address shown on the form well in advance of your event date (7-10 days). A successful event depends on careful planning and adequate notice to your neighbors and the City. If you have questions about our process or have special needs, please feel free to call us at 952-924-2562. Here are a few things you need to know:

Neighborhood notification should be made to every household on your block as early as possible in the form of a written invitation. Notification should clearly state the location and hours of the event. Please don't pass up this opportunity to get to know your neighbors – everyone should be invited!

Orange Traffic Cones to block off the ends of your street can be picked up from the Municipal Service Center (MSC) prior to your party. The MSC is located at 7305 Oxford Street and is open Monday through Friday between the hours of 7:00 a.m. and 3:30 p.m. The phone number is 952-924-2562. Be sure to call ahead to reserve the number of cones you will need. A minimum of 5 cones are **required at each end** of a street closure. The person picking up the cones will be required to pay a deposit of \$10 *per cone* at the time of pickup. Pickups can be made on the day of the party. If your party is on a weekend, you may pick up cones no earlier than the Friday prior to the party. Cones must be returned the next business day after your party. The deposit will be refunded when the cones are returned to the MSC in good condition.

Special Equipment Rental Is Available through the Parks and Recreation Department. Tables, chairs, and PA systems are available for rent. Contact Parks and Recreation at 952-924-2540 for information on fees and availability of equipment.

Courtesy to your neighbors is an absolute must! Please refrain from playing loud music which can be heard outside the designated area and be sure your party is over at a reasonable hour.

Clean up must be completed as soon as possible deemed to be no later than 24 hours following your event. Please be sure to place sufficient garbage and recycling receptacles around the area. Do not place any material such as sand or straw on the street.

Adult supervision is required at all times. The City is not responsible for damages or injuries incurred in connection with your event.

St. Louis Park Police, Fire department and Public Works Departments will receive notification of this event for their use in emergency planning. If you would like a member of one of these departments to attend your event, please contact the Police Department at 952-924-2600, the Fire Department at 952-924-2595 or the Public Works Department at 952-924-2562 to make the request.

Grills, tables, etc. **must** be placed to the side of the street to maintain access for Emergency Vehicles.
The City of St. Louis Park reserves the right to approve or deny any request.

BLOCK PARTY/STREET CLOSURE APPLICATION

This application applies **ONLY** to street closure. If you wish to rent equipment such as tables and chairs, or PA systems, please contact the Parks and Recreation Department at (952)924-2540. To have a member of one of the following departments attend your event, please contact the Police Department at 952-924-2600, the Fire Department at 952-924-2595 or the Public Works Department at 952-924-2562 to make the request.

Please print clearly.

Name Home Phone Daytime Phone

Street Address City Zip Code

Your e-mail address: _____

Sponsoring Organization (if any) _____

Event Location _____ between _____ and _____
(Please be specific) Street Name Block #s or Street Names

Date of Event: _____ Hours of Event: _____ to _____

Number of street ends to be closed _____ X 5 cones per end = _____ cones required *

* A refundable deposit of \$10/cone is required. Please call (952)924-2562 to arrange to pick up cones at the Municipal Service Center, 7305 Oxford Street. Hours are: Monday-Friday from 7 a.m. - 3:30 p.m.

Please return this completed form to: *City of St. Louis Park, Attn: Jean, 7305 Oxford Street, St. Louis Park, MN 55426* or e-mail to: jzimmerman@stlouispark.org.

FOR CITY USE ONLY

Received on _____ Processed by: _____ (Employee Name)

Approved
 Denied

Route copy of this form to:

- Applicant
- Police Dispatch
- Fire Administration
- Municipal Service Center
- E-mail to Jay Russell, METC @ jay.russell@metc.state.mn.us

Reason for denial:

July 2010