



Block Party Permit Application

In Monument, we value neighborhood events as a way to foster relationships and strengthen connections between community members. Block Parties are localized, self-organized events that benefit the entire Town by creating welcoming, close-knit communities.

If you are interested in hosting a neighborhood Block Party, please be aware of the following:

- You will be required to obtain the permission of your neighbors to close the street. Contacting your neighbors personally and getting their signatures will demonstrate neighborhood support for the event.
- Collector and Arterial streets are generally not eligible for closure.
- Block Party Permits are reviewed by various Town departments and outside agencies prior to a Block Party Permit being issued, therefore, we ask that your completed application be submitted no less than 14 days from the intended date of your event.
- There is a **\$25** block party application fee.

Please submit completed Block Party Permit Application packets to

The Town of Monument Deputy Clerk @ 645 Beacon Lite Rd. Monument, CO 80132. Contact Erica Romero with any questions at 719-884-8022 or eromero@tomgov.org



Block Party Permit Application

Applicant _____ Phone _____

Email _____

Address _____

Date of Block Party _____ Start Time: _____ End Time: _____

Location of Block Party _____

1. **Attach a completed Temporary Street Closure Petition.** Applicant is responsible for contacting the residents/business owners affected by any proposed temporary street closure and obtaining signatures indicating at least 80% approval of the closure. The Temporary Street Closure Petition (page 4) should be used for this purpose and submitted with the completed application.
2. **Attach a sketch, diagram, or aerial photograph of the affected portion of street.** Indicate what section of the street you are requesting to be closed off for the Block Party. Include the location of any items intended to be placed in the street (tables, chairs, bounce houses, basketball hoops, etc.).
3. **Include a traffic control plan.** Describe the type, size, number and location of cones and barricades that will be used to close off the street(s), as well as the name of the barricade company you intend to obtain barricades from. (Barricades, if available, may be obtained through the Town's Public Works Department upon application – see page 5).

STANDARD CONDITIONS

1. Block Party Permit must be displayed on the premises at all times.
2. Block Party Permit is non-transferrable.
3. Barricades and/or traffic cones shall be placed in approved locations in a manner that clearly warns all vehicular traffic of the street closure, while allowing ready access to emergency vehicles and residences. The Town of Monument Public Works Department will determine the type, size, number, and location of traffic control devices necessary. The applicant is liable for all damages for failure to erect and maintain suitable barricades and/or cones.
4. A drive aisle of 20 feet shall be kept clear and open at all times for the entire length of the temporary street closure for use of emergency personnel. All related event set-ups (tables, chairs, toys, etc.) shall be placed in a manner to allow for a clear drive aisle of 20 feet.
5. The applicant is responsible for cleanup immediately after the Block Party and responsible to ensure that the street is returned to a clear and sanitary condition prior to reopening for vehicular traffic.
6. The applicant understands that the Block Party Permit is revocable at any time if complaints are received or Town ordinances are violated.



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- 7. Alcohol is not permitted on public property. This permit does not allow the sale of alcohol or consumption of alcohol on public property.
- 8. If law enforcement officers respond to a complaint related to this event, the applicant must immediately identify themselves to the responding officers as the responsible party and cooperate in helping resolve complaints.
- 9. Upon revocation of this permit, the applicant will be responsible for promptly closing down any related event, ensuring participants vacate the premises, removing barricades/cones and thoroughly removing event supplies and trash. The Town of Monument is not responsible for any expenses incurred by the permit holder.

I hereby accept all Standard Conditions for a Block Party Permit.

Signature of Applicant

Date

INDEMNIFICATION

- 1. I certify that I have read and understand all the conditions and procedures that are required in order to obtain the Block Party Permit and I agree to comply with each of those conditions and procedures.
- 2. I agree to indemnify and hold harmless the Town of Monument, and all its appointed and elected officials, employees, agents and representatives, from any claims, judgements, suits, liabilities, court awards, or damages, including the costs of defending such claims, and including costs and attorney's fees that are or may be awarded as a result of any loss, injury, or damage sustained or claimed to have been sustained by anyone, including but not limited to any person, firm, partnership, or corporation arising from, resulting from or related to the applicant's temporary use of the premises for which the applicant is permitted to conduct the Block Party or from any event related to the Block Party Permit.
- 3. I understand that a Block Party Permit does not authorize violation of Town or State laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that a Block Party Permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, a temporary street closure or from related events.

I affirm, under penalty of perjury, that the statements and representations made in connection with this Block Party Permit are true to the best of my knowledge.

Signature of Applicant

Date



Block Party Permit Application

TEMPORARY STREET CLOSURE PETITION

We, the undersigned residents or business owners, agree to close our street (and driveways) to vehicular traffic during the time and date mentioned on the corresponding application for a Block Party Permit.

	Resident or Business Owner Name	Address	Signature
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Block Party Permit Application

BARRICADE/CONE LOAN APPLICATION

TEMPORARY STREET CLOSING	
Event Date	
Event Time	
From Street	
To Street	

Barricades and cones will need to be picked up at the Public Works Yard at 506 Jefferson Street. Please contact the Parks and Streets Superintendent to coordinate pickup 719-481-2436.

Application is hereby made for loan of Town barricades and cones for having a block party. Barricades and cones must be returned **WITHIN 2 WORKING DAYS OF BLOCK PARTY DATE**. The undersigned applicant accepts full responsibility for the barricades/cones and their return in good condition. The applicant further understands that if the barricades/cones are not returned within two-working days of the event, an invoice for the FULL cost of the loaned barricades/cones will be invoiced to the applicant. The cost to replace or repair any barricades or cones returned damaged, including time and materials, will be charged to the applicant.

APPLICANT INFORMATION:

Resident Name	
Address	
Telephone	
Email	

Barricades Qty. Needed: _____
 Cones Qty. Needed: _____

Date picking up: _____ at
 the Public Works Department

Applicant's Signature: _____ Date: _____

===== DPW Use Only =====

Pickup: No. Barricades Picked Up _____
 No. Cones Picked Up _____
 Return: No. Barricades Returned _____
 No. Cones Returned _____
 No. Damaged: _____ No. Lost: _____

Employee Initials: _____ Date: _____
 Employee Initials: _____ Date: _____
 Invoicing Required: \$ _____