



# Block Party Application

City of Robbinsdale 4100 Lakeview Avenue North, Robbinsdale, MN 55422  
Licensing phone number (763) 531-1255 Fax (763) 537-7344

1. Provide name(s), address (es) and phone number(s) of people in charge of the block party (if additional space is needed, please use the back of this form):

_____	_____
Name	Address
_____	_____
Home Phone	Work Phone
_____	_____
Name	Address
_____	_____
Home Phone	Work Phone

2. Street(s) requested to be closed off: (i.e., Zenith Ave. from 41<sup>st</sup> Ave. to 42<sup>nd</sup> Ave.)

\_\_\_\_\_

3. In case of inclement weather – party location: \_\_\_\_\_

4. Date: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

5. Is this a **neighborhood** block party? \_\_\_\_ Yes \_\_\_\_ No Approximate number of people attending: \_\_\_\_\_

6. Will entertainment be provided? \_\_\_\_ Yes \_\_\_\_ No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

7. Will beer or other alcoholic beverages be consumed? \_\_\_\_ Yes \_\_\_\_ No

If yes, please describe type and quantity: \_\_\_\_\_

\_\_\_\_\_

8. Will persons under the age of 21 be attending? \_\_\_\_ Yes \_\_\_\_ No

If minors are present and beer or other beverages containing alcohol are served, who will be responsible for the minors: \_\_\_\_\_

\_\_\_\_\_

9. Will the party be advertised in any way, i.e., newspapers, flyers, posters?

\_\_\_\_ Yes \_\_\_\_ No If yes, give details: \_\_\_\_\_

\_\_\_\_\_

10. Will food or beverages be sold, or will guests be charged an admission fee?

\_\_\_\_ Yes \_\_\_\_ No If yes, give details: \_\_\_\_\_

I/We, the undersigned, have answered all questions to the best of our ability and understand that if misstatements or misrepresentations are discovered in this application, any permissions or permits granted by the City Council will be automatically revoked.

Police Chief Comments/Approval: _____
_____
City Engineer Comments/Approval: _____
_____
Date of City Council Approval: _____

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

## Guidelines for Consideration of Street Closure Events for Neighborhood/Community/Other Events

In making its determination of whether a street may be closed, the City Council will consider bus routes, traffic patterns, alternate location options, and impact on adjacent properties.

### **Hours**

Maximum street closure – 4 hours. Parties must end at 10 pm and may not start prior to 7 a.m. unless specifically approved by the City Council. The City Council may approve a street closure extending beyond 10 pm or more than 4 hours for a Community Event. Requests for extended hours must be received 4 weeks prior to the event.

### **Food/Beverages**

No food or beverages may be sold unless required licenses are obtained.

### **Entertainment**

If music or amplification devices are to be used, City Code sections 2005.13 (loud speaker devices) and 2005.15 (parties, gatherings) apply.

### **Barricades**

Yellow “police tape” will be provided for extending across streets. Barricades will only be delivered for major street closures as determined by the Public Works Director and Police Chief.

### **State aid street closures**

- Only considered for City-wide event or Annual “community night out” event.
- Requests for closure must be received a minimum of 2 weeks in advance.
- Barricades will be provided/picked up by Public Works, at no charge, if approved.
- Alternate routes around the block party must be available.

**Main Streets Downtown** West Broadway or Hubbard Avenue between 41<sup>st</sup> and 42<sup>nd</sup> only closed for a City-wide event. Hubbard Avenue closing impacts Hubbard Marketplace operations and will only be considered for events at Police/Fire Building.

### **Streets with bus routes**

- Only considered for a City-wide event.
- Requests for closure must be received a minimum of 4 weeks in advance.
- City Council and Metro Transit must approve alternate route around event.

### **Annual Community Night Out Event** (i.e., “National Night Out”)

- Neighborhoods are encouraged to participate. No application fee.
- Consideration will be given to safety of participants and traffic circulation.
- No partial block closure. Street must be closed between rights-of-way.
- Requests to close State Aid streets require City Council approval and must be submitted a minimum of 2 weeks prior to the Council Meeting where it will be considered.
- Requests to close streets bordering other communities must be submitted 4 weeks in advance to allow time for both cities to consider.
- All other requests must be received no later than the Friday before the event.

### **Neighborhood/Block Requests for street closure other than during National Night Out**

- Must be for a neighborhood event where entire block invited.
- Request must be submitted 3 weeks in advance.
- No State Aid street closure.
- No partial block closure. Street must be closed between rights-of-way.
- No application fee.

### **Requests for street closure for private celebration**

- Must be accompanied by petition signed by 50% of the households on the block.
- Printed name and address must be listed next to all signatures.
- No State Aid street closure.
- No partial block closure. Street must be closed between rights-of-way.
- Application fee of \$50 must be submitted at time of request.