



## NEIGHBORHOOD BLOCK PARTY INFORMATION

**Thank you** for contributing your valuable time and energy to organize this event! Please review this information packet carefully, complete the application, petition from neighbors and check list on the next three pages, and return to Maplewood Police Department/Block Party, 7601 Manchester Avenue, Maplewood, MO 63143 well in advance of your event (2-3 weeks). A successful event depends on careful planning and adequate notice to your neighbors and City. If you have any questions about our process or have special needs, please free to call us at 646-3616. Here are a few things you need to know.

**Neighborhood notification** should be made to every household on your block as early as possible (use the Maplewood Block Party Affidavit) to obtain signatures of support from residents living on block of the event. Please don't pass up the opportunity to get to know your neighbors - everyone should be invited!

**Traffic barricades** to block off your street will be dropped off by Public Works on the Friday prior to your event. Please be sure to call 646-3616 at least three days in advance to confirm that your event is going to take place. They will also provide a street basketball pole and net for your party if you would like to have one.

**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 after your event. Please be sure to place sufficient garbage and recycling receptacles around the area.

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

**Police** will receive notification for their use in the event of an emergency. If you would like your Police Department to attend your event in-service, or would like information about the **Neighborhood Watch Program**, please contact the Police Department at 646-3616 to make a request.

**Fire Department** will receive notification for their use in the event of an emergency. If you would like your Fire Department to attend your event in-service, please contact the Fire Department at 646-3666 to make a request.

***Grills, tables etc. must be placed to the side of the street to maintain access for emergency vehicles.***

**CITY OF MAPLEWOOD**

**BLOCK PARTY STREET CLOSURE APPLICATION**

This application applies only to street closure; if you have any questions please call 646-3616. If you would like to arrange for attendance by the Police Department call 646-3616 or for the Fire Department call 646-3666.

Applicant Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Daytime Phone \_\_\_\_\_

Applicant Address \_\_\_\_\_  
Street City Zip Code

Event Location \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
Street name Addresses or street names

Date of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_  
To \_\_\_\_\_

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**Mail completed form to: Maplewood Police Department/Block Party  
7601 Manchester Road  
Maplewood, MO. 63143**

For City Use Only

Received: \_\_\_\_\_ Date \_\_\_\_\_ Processed by: \_\_\_\_\_ Employee Name \_\_\_\_\_

Approved

Denied

Forward copy of this form to:

Applicant	<input type="checkbox"/>
ECDC	<input type="checkbox"/>
Police Chief	<input type="checkbox"/>
Fire Chief	<input type="checkbox"/>
Public Works	<input type="checkbox"/>
City Manager	<input type="checkbox"/>
Mayor & Council	<input type="checkbox"/>

