

CITY OF PERRYSBURG BLOCK PARTY GUIDELINES

201 W. Indiana Avenue | Perrysburg, OH 43551 | Office 419 872 8010 | www.ci.perrysburg.oh.us

1. A Block Party involves the placement of barricades in a City of Perrysburg street to prevent regular vehicular access, thereby allowing residents to use the street area for neighborhood party activities.
2. Residents may request permission for one Block Party per year per street.
3. Properties abutting that portion of the street where the Block Party will be held must be primarily residential. Streets that carry significant traffic volumes such as arterial and collector streets will not be considered for a Block Party. Depending on traffic patterns, local streets may not be appropriate for a Block Party if closing the street would cause significant disruption of neighborhood traffic.
4. The street must be open to normal traffic no later than 11:00 p.m.
5. A Block Party must observe the City of Perrysburg Codified Ordinance Section 634.04 MUSICAL INSTRUMENTS; RADIOS; PHONOGRAPHS. (a) No person shall operate or cause or permit to be operated, any musical instrument, radio, phonograph, television, drum, compact disk player, tape player, or other instrument or device capable of producing, amplifying or reproducing, excessive or offensive noise, which annoys or disturbs the peace, quiet, comfort or repose of the neighboring inhabitants, particularly between 9:00 p.m. and 7:00 a.m. of the next day.
6. A Block Party Permit can be requested by calling the Mayor's office at (419)872-8010 or can be found on our website at www.ci.perrysburg.oh.us. (Use of City Property Permit)
7. Requests for a Block Party will be accepted on the first working day following January 1 for that calendar year. Requests must be made at least 10 (ten) business days in advance before the date of the Block Party.
8. No alcoholic beverages may be consumed within the limits of the public right-of-way (street/sidewalk). All laws pertaining to alcoholic beverages are still in effect during the Block Party.
9. The contact person is responsible for assuring that all litter is properly disposed of after the Block Party.
10. On the last regular working day before the Block Party, the Department of Public Service will drop off barricades at the locations requested. Residents are responsible for placing the barricades in the street at the beginning of the Block Party and for removing the barricades after the Block Party. The Department of Public Service will pick up the barricades on the first regular working day after the Block Party.
11. Activities taking place in the street during the Block Party must be portable in nature to allow rapid removal of obstructions in the event emergency vehicles need access to a location along the street within the limits of the Block Party.
12. In planning and conducting a Block Party, residents are asked to accommodate the property access needs of their neighbors to the greatest extent possible.
13. There is no charge from the City of Perrysburg to have a Block Party.

CITY OF PERRYSBURG USE OF CITY PROPERTY/RIGHT-OF-WAY

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Please check what type of permit you are applying for:

Sidewalk Display Permit Block Party Permit Parade/Assemblage Permit Special Park Use Permit

**Sidewalk Display & Block Party Permits must be submitted not less than ten (10) days prior to event.
Parade/Assemblage Permits & Special Park Use Permits must be submitted not less than (45) days prior to event.**

Name of Event _____

Name of Sponsoring Group/Organization _____

Contact Person _____ Best Phone Number _____

Address, City, State, Zip _____

Email _____

Date of Event _____ Start Time _____ End Time _____

Park Location (if applicable) _____

Starting Location of Event (if applicable) _____

Ending Location of Event (if applicable) _____

Attach a Map of the Event Location or Parade Route (highlighted). **Only applies to Parade/Assemblage Permit and Sidewalk Display Permit.**

Estimated Number of Participants _____ Does event involve the closing of any streets? _____ If so, what streets _____

Does event (**Parade/Assemblage Permit Only**) request either of the following? Barricades _____ Gazebo _____

Will either of these be part of the event? Music _____ Alcohol Sales _____
(Alcohol sales only apply to Parade/Assemblage Permit)

Any additional information that helps describe the event:

USE OF CITY PROPERTY

- The proposed event or use of the park (if applicable) will not unreasonably interfere with or detract from the general public enjoyment of the park.
- The proposed event or use of the park (if applicable) will not unreasonably interfere with or detract from the promotion of public health, welfare, safety, and recreation.
- The proposed event or use is not reasonably anticipated to incite violence, crime, or disorderly conduct.
- The organization shall pay for all City services needed to conduct this event (if applicable, the list will be attached to this permit once approved).
- Any music or entertainment shall cease 15 minutes prior to the end of the event.
- The event location has not been reserved for other use on the day and hour requested in this application.

- The applicant acknowledges this permit may be revoked by the City Administrator at any time.

The following certifications only apply to the Parade/Assemblage permit (as well as the above certifications):

- The applicant shall obtain and follow all the laws and rules for a temporary liquor license as dictated by the Ohio Department of Commerce Division of Liquor Control. The F2 or F6 Ohio Department of Commerce Division of Liquor Control permit is attached (if applicable).
- Any and all alcohol sales shall cease 15 minutes prior to the end of the event (if applicable).

MINIMUM OF \$2,000,000 LIABILITY COVERAGE – CERTIFICATE OF LIABILITY INSURANCE MUST BE ATTACHED WITH THE CITY OF PERRYSBURG LISTED AS ADDITIONAL INSURED AND ADDITIONAL INTEREST.

The Sponsoring Group/Organization for itself and its successors and assignees, agrees to defend, indemnify and hold harmless the City of Perrysburg from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the City of Perrysburg by reason of any damage to property, illness, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, illness, injury, or death, arises out of this activity. The Sponsoring Group/Organization also hereby agrees that all activities of this event will be in full compliance with the Ordinances of the City of Perrysburg (Chapter 412 in particular) and the Laws of the State of Ohio and that all statements made herein are true and correct.

Signature of person in charge of event or sponsor’s authorized representative	Date
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Submission Information for Sidewalk Display, Block Party, and Parade/Assemblage Permits:

Email: administrator@ci.perrysburg.oh.us
 Fax: (419) 872-8019
 Mail or drop off: City of Perrysburg, City Administrator, 201 W. Indiana Avenue, Perrysburg, OH 43551

Submission Information for Special Use Park Permit:

Email: publicservice@ci.perrysburg.oh.us
 Fax: (419) 872-8024
 Mail or drop off: City of Perrysburg, Department of Public Service, 11980 Roachton Road, Perrysburg, OH 43551

For Office Use Only			
After review of this application, we recommend that this permit be:			
Approved	Denied	Chief of Police Signature	Date
Approved	Denied	Director of Public Service Signature	Date
Approved	Denied	City Administrator Signature	Date

For Office Use Only	
Copies distributed internally and mailed/e-mailed to applicant on: _____	
Administration	Applicant Department of Public Service Fire Division Police Division

RECORDS RETENTION: AFTER EVENT IS OVER, KEEP UNTIL NO LONGER OF ADMINISTRATIVE VALUE.