



City of La Crosse, Wisconsin

APPLICATION FOR NEIGHBORHOOD BLOCK PARTY

(Sec. 40-107 of the La Crosse Municipal Code)

Prior to filing, contact the City Clerk's Office at 608-789-7510 to discuss date and location and to obtain resident/businesses information for written consents. Once application is filed with the City Clerk, the fee is non-refundable even if the permit is denied.

Applications must be filed no less than 30 days prior to the event.

Date Received: _____ Fee: _____ Invoice No.: _____

APPLICANT			
Name:			
Address: Street		City	State Zip Code
Phone:		Email:	

EVENT INFORMATION	
Event Location: Describe street or alley to be used i.e. Main Street between 9 th & 10 th Streets.	
Event Date:	
Event Time:	Start Time End Time
Event Description: (purpose, activity, who can participate, etc.)	
Barricades are required to close the street/alley. See Term & Condition 9 below.	
Check one: Does applicant wish to pick up barricades _____ or have delivered (fee applies) _____	
If any traffic control materials are missing or returned damaged, fee for replacement/repair will be invoiced.	

By signing below, I hereby make application for a Neighborhood Block Party as described above and agree to comply with federal, state and local laws including the provisions in Chapter 40 (Terms & Conditions below) of the La Crosse Municipal Code. I declare under penalties of law that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Printed Name: _____ Date: _____

TERMS & CONDITIONS:

1. Applicant must be a resident of the block for which a permit is applied.
2. Applicant must obtain written consent of all residents/businesses of the block and submit said consent with this application.
3. Application must be filed with the City Clerk's Office (400 La Crosse Street, 2nd Floor) no less than thirty (30) days prior to the event along with the permit fee in the amount of \$35.00 (cash, check payable to City Treasurer or credit card with a convenience fee).
4. No alcoholic beverages shall be consumed on any public street, alley or other right-of-way.
5. Applicant must adhere to the City noise controls (Sec. 32-134 Municipal Code). If having live music, a special event permit is required. Contact City Clerk at 608-789-7510.
6. Block parties shall not start before 10 a.m. and shall conclude no later than 11 p.m.
7. Access to the street or alley must be given upon request of any resident of the block.
8. All garbage and debris shall be removed from the public way prior to 9:00 a.m. on the day following the block party.
9. Traffic control items are required, and applicant is responsible for pickup/return of barricades (if City serviced, a fee will apply). Contact the Street Department at 608-789-7340 to make arrangements. If barricades are required for Saturday or Sunday activities, they must be picked up at the Street Department prior to 3 p.m. Friday and returned no later than 3 p.m. Monday. For mid-week activities, barricades must be picked up prior to 3 p.m. on the day preceding the event and returned by 3 p.m. the day following the event.
10. Applicant must post a \$100.00 cash or money order deposit when picking up barricades to insure the return of the barricades and site clean-up. The deposit will be returned upon satisfactory return and inspection of the barricades and site.

Date City Clerk Routed Application to Street Department:
Date Street Department Sent Approved Permit to Applicant and Road Closure Group (Police, Fire, Emergency Dispatch and Transit):

Neighborhood Block Party Consent Form

Written consent from all residents/businesses of the impacted street or alley is required for event to be held on the date of _____, 20__ and located on _____.

NAME
(Print) _____ ADDRESS _____

SIGNATURE _____ PHONE _____ DATE _____

NAME
(Print) _____ ADDRESS _____

SIGNATURE _____ PHONE _____ DATE _____

NAME
(Print) _____ ADDRESS _____

SIGNATURE _____ PHONE _____ DATE _____

NAME
(Print) _____ ADDRESS _____

SIGNATURE _____ PHONE _____ DATE _____

NAME
(Print) _____ ADDRESS _____

SIGNATURE _____ PHONE _____ DATE _____

NAME
(Print) _____ ADDRESS _____

SIGNATURE _____ PHONE _____ DATE _____

NAME
(Print) _____ ADDRESS _____

SIGNATURE _____ PHONE _____ DATE _____

NAME
(Print) _____ ADDRESS _____

SIGNATURE _____ PHONE _____ DATE _____

At least two attempts must be made to obtain written consent. If after two attempts you are unable to contact a resident or business on the block; we advise leaving written notification at the door. That notice should include the following: proposed date and times, description of the event and a contact name and phone number. In lieu of a signature, provide a copy of the notice along with the date and time it was left at the door.