



# APPLICATION

## BLOCK PARTY/RESIDENTIAL STREET CLOSURE PERMIT

### General Information

This application is intended for neighborhoods and other groups who wish to hold a block party-style event or other event that requires the closure of a residential street. A Block Party in the City of Arlington is an outdoor gathering of neighbors located on or along the street or streets abutting their residences and for which a portion of the street or streets is closed for the event. This does not constitute a Special Event (under the Special Events Chapter of the City of Arlington Code of Ordinances) or any event that consists of food, beverage, or retail sales, vendors, fundraisers (outside of neighborhood group dues collection), or any event that is open to the public, without additional appropriate permits. If you are not sure if this is the appropriate application for your event, email [blockparty@arlingtontx.gov](mailto:blockparty@arlingtontx.gov) before completing this application.

Neighbors wishing to block off their street for a block party may do so twice per year per location, plus on the annual National Night Out date. The street closure is limited to eight (8) hours. The Block Party application and attachments must be submitted a minimum of seven (7) days prior to the event.

Neighborhoods hosting a block party may choose to reserve the City's Block Party Trailer. This trailer contains everything you need for a block party, including tables, chairs, picnic tables, barricades and cones, lawn games, coolers, and more! The trailer will be dropped off the Friday before the party and picked up the Monday after. Reservations for the Block Party Trailer are on a first-come, first-served basis. Email [blockparty@arlingtontx.gov](mailto:blockparty@arlingtontx.gov) to tentatively hold the trailer for your desired weekend – holds are not official until a complete application is received.

Consumption of alcohol is not restricted; however, all Texas state laws must be observed (i.e. no public intoxication, no serving to minors, and public sales are prohibited).

If the event will occur on a City Park property, including Founder's Plaza, the applicant will also need to request the appropriate permit from the Parks and Recreation Department. Call 817-459-5474 for more information.

The following uses and activities are NOT permitted with this application or in residential areas:

- Races, parades, runs, or other gatherings that include partial street closures.
- Sale of merchandise, food, or beverages.
- Amplified Sound (DJs, Professional Sound Systems, Live Bands, and other excessively loud equipment)
- Food trucks and concession stands that have items for sale a la carte to attendees. Food trucks or concessionaires hired as caterers for an event are allowed.
- Any entry fee requirements for neighbors

A Block Party must have the following percentage of affected homeowner approval based on the size of the street closure:

Size of Street Closure	Signatures Required (Affected Homeowners)
More than ½ mile	50% or more
Less than ½ mile	75% or more

Submit application and all required documentation to [blockparty@arlingtontx.gov](mailto:blockparty@arlingtontx.gov).

## Reservation Group Contact Information

Event Organizer Name (individual): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Neighborhood Group Information

Neighborhood Name: \_\_\_\_\_

Is this group a neighborhood group?  Yes, HOA  Yes, Neighborhood Association  No Organization  
 Not a neighborhood

## Block Party Information

Use Block Party Trailer (only for registered neighborhood groups)  Do NOT use Block Party Trailer

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

If using Block Party Trailer, provide secondary dates in order of preference, in case the trailer is already reserved:

\_\_\_\_\_  
\_\_\_\_\_

Describe your event location and the streets that will be closed:

\_\_\_\_\_  
\_\_\_\_\_

Number of households affected by the street closure: \_\_\_\_\_

Anticipated event attendance: \_\_\_\_\_

Have you hosted a Block Party in this location previously? .....  Yes  No

If yes, how many times? \_\_\_\_\_ Last event date: \_\_\_\_\_

Approximately how many people attended the most recent event? \_\_\_\_\_

Will food and/or beverages be prepared on site? .....  Yes  No

If yes, what type of cooking (grill, smoker, residential kitchen, etc.)?

Electrical  Charcoal  Propane  Other (specify): \_\_\_\_\_

If yes, who will prepare any food served at the block party?

Neighbors (potluck style)

Caterer (must be prepared offsite)

Other (specify): \_\_\_\_\_

## Insurance (for Block Party Trailer use only)

The City of Arlington does not assume any liability for injuries or damages arising from your event, or from the use of the Block Party Trailer. Liability insurance is recommended. If you do not have insurance, coverage may be available through the city's Tenant User Liability Insurance Policy (TULIP). Alternatively, neighborhoods may complete a waiver of liability insurance at their own risk. Visit [www.arlingtontx.gov/blockparty](http://www.arlingtontx.gov/blockparty) for the waiver or TULIP information.

Group has liability insurance (attach proof of policy to application submission)

Group has purchased TULIP policy through the City of Arlington. (attach proof of policy to application submission)

Group chooses to waive liability insurance for this event. (attach signed liability waiver form)

## Submittal Requirements

- Signed Application
- A roster indicating notification to 100% of the affected homeowners including a petition indicating the required number affected homeowners approve the closure (see next page)
- Map showing the affected location with X's showing where the applicant will set up the barricades
- Proof of insurance, proof of City provided TULIP policy, or liability waiver (must provide *one* of these)

Upon review and approval by the City Traffic Engineer, an approval letter including information on barricade or trailer delivery will be sent to the applicant.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

**Roster of Affected Homeowners for Street Closure**

(make copies of this form as necessary)

Event Date: \_\_\_\_\_

Streets Closed: \_\_\_\_\_

Approves?	Address	Phone Number	Print Name	Signature
Yes	1234 Main St.	817.555.1234	John Smith	<i>John Smith</i>