

**CITY OF LUDINGTON
NEIGHBORHOOD BLOCK PARTY PERMIT**

NAME OF BLOCK PARTY ORGANIZER _____

ADDRESS _____

DAYTIME CONTACT NUMBER (CELL) _____ **(HOME)** _____

DATE OF BLOCK PARTY _____

TIME OF BLOCK PARTY Start Time _____ End Time _____

Block Party time limit shall be five (5) Hours. Set up for the block party (Blocking of the streets/alley) may be done no more than two (2) hours prior to the start time and tear down/opening of the streets/alleys must be completed within one (1) hour following the end time of the block party. The streets/alleys must be cleared and opened to traffic no later than 10 PM or dusk, whichever comes first.

LOCATION OF BLOCK PARTY: Note – The City has the right to reduce the number of blocks.
(Example: 300 - 400 Block N. William between Rath and James / Court to Pere Marquette)

NEIGHBOR NOTIFICATION: It is the responsibility of the Block Party Organizer to notify all the neighbors affected by the street/alley closure prior to submitting this permit form! Block Party Organizer shall inform the City of any neighbors who are not in favor of the event on the back side of this form.

The City of Ludington shall provide the barricades needed to block each street & alley and drop such barricades off at the appropriate locations. It is the responsibility of the Block Party Organizer to set up and place the barricades AND tear down the barricades at the end of the event. The City shall pick up the barricades the following work day.

Organizer/Users/Guests/Invitees shall be solely responsible for their own safety and well-being while on the requested premises. Organizer/Users/Guests/Invitees agree to indemnify the City and hold harmless from and against any and all claims, actions, damages, liability, including but not limited to attorney fees, personal injury, damage to property or any act whether known, unknown, foreseen, unforeseen arising from any occurrence in or about the premises or from the occupancy or use by the users of the premises or resulting in whole, or in part, from any act of omission of organizer/Users/Guests/Invitees.

No Tents allowed. Free standing portable canopies (8X8 or 8X10) may be used.

PERMIT FEE \$25 – Payable at the time the permit is submitted. Paid Check # _____ / Cash

Block Party Organizer Signature _____ **Date** _____

COMMENTS: _____

City Mgr. or Design. City Official Signature _____ **Date** _____

CITY DPW USE ONLY: # OF BARRICADES _____ **Barricades will need to be dropped off at alleys too.**