



Block Party/Event Application

City of Robbinsdale - 4100 Lakeview Avenue North, Robbinsdale, MN 55422

Phone (763) 537-4534 Fax (763) 537-7344

1. Provide name, address, phone number and email of those in charge of the block party/event (if additional space is needed, please provide an attachment):

Name	Address
Phone	Email
Name	Address
Phone	Email

2. Event location (name/address):

3. Street(s) requested to be closed off: (i.e., Zenith Ave. from 41st Ave. to 42nd Ave.)

4. In case of inclement weather – party location: _____

5. Date: _____ Time: From _____ to _____

6. Is this a **neighborhood** block party? Yes No Approximate number of people attending: _____

7. Will entertainment be provided? Yes No If yes, please explain: _____

8. Will beer or other alcoholic beverages be consumed? Yes No

If yes, please describe type and quantity: _____

8. Will persons under the age of 21 be attending? Yes No

If minors are present and beer or other beverages containing alcohol are served, who will be responsible for the minors: _____

9. Will the party/event be advertised in any way, i.e., newspapers, flyers, posters? Banners? Yes No

Yes No If yes, give details: _____

10. Will food or beverages be sold, or will guests be charged an admission fee?

Yes No If yes, give details: _____

I/We, the undersigned, have answered all questions to the best of our ability and understand that if misstatements or misrepresentations are discovered in this application, any permissions or permits granted by the City Council will be automatically revoked.

Police Chief Comments/Approval: _____

City Engineer Comments/Approval: _____

Date of City Council Approval: _____

Applicant Signature

Applicant Signature

Guidelines for Consideration of Street Closure for Neighborhood/Community/Other Events

In making determination on whether a street may be closed, consideration will be given to bus routes, traffic patterns, alternate location options, and impact on adjacent properties.

Hours

Maximum street closures for all events/block parties – 4 hours.

Parties must end at 10 pm and may not start prior to 7 a.m., unless specifically approved by the City Council.

Food/Beverages

No food or beverages may be sold, or given away, unless required licenses are obtained.

Entertainment

If music or amplification devices are to be used, City Code sections 2005.13 (loudspeaker devices) and 2005.15 (Subd. 1. parties, gatherings & Subd. 2. radios, paging systems) apply.

Barricades

Yellow caution tape will be provided for extending across streets. Caution tape should not block sidewalk access. Barricades will be provided only for major street closures as determined by the Public Works Director and Police Chief.

Clean up

Upon conclusion of the event, applicants are required to return the street to its prior condition, including removal of all trash, caution tape, and decorations. Barricades, if provided, must be taken down and placed on boulevard for pick up.

State Aid street closures

- Only considered for city-wide event or annual “community night out” event.
- Requests for closure must be received a minimum of 2 weeks in advance.
- Barricades will be provided/picked up by Public Works, if approved.
- Alternate routes around the block party must be available.

Main streets Downtown - West Broadway or Hubbard Avenue between 41st and 42nd may only be closed for a city-wide event. Hubbard Avenue closing impacts transit operations and will only be considered for events at Police/Fire Building.

Streets with bus routes

- Only considered for a city-wide event.
- Requests for closure must be received a minimum of 4 weeks in advance.
- Metro Transit must approve alternate route around event.

Annual Community Events (i.e., “National Night Out”)

- Neighborhoods are encouraged to participate. No application fee.
- Consideration will be given to safety of participants and traffic circulation.
- No partial block closure. The entire street must be closed.
- The City Council may approve a street closure extending beyond 10 pm or more than 4 hours for this event. Requests for extended hours must be received 4 weeks prior to the event.
- Requests to close State Aid streets require City Council approval and must be submitted a minimum of 2 weeks prior to the Council Meeting where it will be considered.
- Requests to close streets bordering other communities must be submitted 4 weeks in advance to allow time for both cities to consider.
- All other requests must be received no later than the Friday before the event.

Neighborhood/Block Requests for street closure eligible for staff approval

- Must be for a neighborhood event where the entire block is invited.
- Request must be submitted 1 week in advance. May be for no more than 4 hours.
- No State Aid street closure.
- No partial block closures. The entire street must be closed.
- No application fee.

Requests for street closure for private celebration

- Must be accompanied by petition signed by at least 50% of the households facing the street to be closed.
- Printed name and address must be listed next to all signatures.
- No State Aid street closure.
- No partial block closures. The entire street must be closed.
- Application fee of \$50 must be submitted at time of request.

Application Form

The City Clerk shall provide application for gathering necessary information needed to evaluate the street closure request.