



City of Marine on St. Croix

RESIDENTIAL BLOCK PARTY PERMIT APPLICATION

PLEASE NOTE THAT EVENTS MUST END AT SUNSET

Applications are due at least **10 days** prior to the event. Please ensure your application is complete. If your application is incomplete it will NOT be processed and a permit will NOT be issued.

There is no fee if:

1. No food or beverage are sold to the public;
2. The street, sidewalk, or alley involved is totally residential in nature and does not cover an area greater than one (1) city block in length;
3. The event is held between the hours of 12:00 noon and sunset; and
4. Application for the event is made at least ten (10) calendar days prior to the event.

Otherwise, the late fee is \$50 and must be received prior to permit issuance.

Homemade or makeshift barricades are not authorized. You may contract for barricades or utilize Public Works. Public Works will provide barricades for block parties for a fee of \$25.

Block parties are for residents only. If you are hosting individuals from outside your neighborhood, you will need to use a Special Event Permit.

If you have questions please call the City Clerk: (651) 433-3636.

General Information

** Required*

- Event Name*
- Event Organizer (main contact: First name, Last name, Date-of-birth)*
- Address (number and street name)*
- City*
- State*
- Zip Code*
- Phone Number (mobile/cell number preferred)*
- Email address*
- Event website

Event Details

- Event Date*
- Event Start Time (please designate AM or PM)*
- Event End Time (please designate AM or PM)*

Event Location

- Will any street or alley be closed or restricted? Yes or No.*
- Street to be closed
- Street borders (what are the cross streets of the street to be closed?)
- All events must include a map of the event area to include street closures (no hand drawn maps).*
- Do you need Public Works barricades? Yes or No.*
(all street closures require authorized barricades. Barricades must be provided by a verified vendor. Chairs, sawhorses and homemade barricades are not authorized. Public Works will provide barricades and drop off/pick up for a fee of \$25.)
- Barricade Vendor (if the City is providing, say "Public Works")*
- Estimated Attendance*

Event Specifics

- Will any tents larger than 10' x 10' be used? Yes or No.*
- Will any person or vendor be using propane? Yes or No.* (quantities larger than 100 aggregate pounds on the ground)
- Will any generators or additional power supplies be used?* Yes or No.* (hand held generators are exempt)
- Will any form of sound amplification be used? Yes or No.* (speakers, megaphones, DJ, etc.)
- Will food or beverage be sold? Yes or No.*
- Will there be any fireworks or pyrotechnics? Yes or No.*
- Will there be any petting zoos or carnival rides? Yes or No.*
- Will any stages, bleachers, projection screens, or other temporary structures be used? Yes or No.* (stages over 30 inches, bleachers over 54 inches, scaffolding, towers, etc.)
- Will "No Parking" signs be needed? Yes or No.* (fees apply)

Agreement*

Hold Harmless – By granting a permit, the City of Marine on St Croix assumes no responsibility in any way for the acts or omissions of event organizers, attendees, or third parties and the City’s issuance of a permit is in no way an endorsement or assumption of liability for any permitted event.

The applicant agrees to defend, indemnify, and hold harmless the City of Marine on St Croix, its appointed and elected officials, and employees from and against all loss of expense, including but not limited to judgments, settlements, attorney’s fees, and costs by reason of any and all claims and demands upon the City of Marine on St Croix, its elected or appointed officials, or employees directly or indirectly arising out of the permit issued hereunder for the event scheduled.

Applicant also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

Applicant’s Signature

Date

Submit your completed application and payment to the Clerk’s Office:

- Drop off in person at 121 Judd St.
If the office is closed you can leave it in the drop box on the front of the hall.
- Mail to:
City of Marine on St. Croix
PO Box 250
Marine on St. Croix, MN 55047