



Village of Shorewood Hills

Neighborhood Block Party Application Guide

The Village of Shorewood Hills may issue Block Party Permits to Village residents and organizations, provided that certain conditions are met. These conditions have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighboring residents and businesses.

Block Party Restrictions

1. A block party must be a “neighborhood” event. Closures for benefit of a single resident shall not be allowed (i.e. birthday parties, social gatherings).
2. Block Party Permits are usually restricted to Saturdays, Sundays, and holidays between the hours of 10:00 am and 9:00 pm.
3. Organizers will hold the Village of Shorewood Hills harmless from any claims, lawsuits, etc. arising from this function.
4. Noise levels must remain within limits acceptable to neighboring property owners.
5. Alcohol is not permitted on public property. No alcohol sales are allowed.
6. No open fires are permitted on the Village right of ways.
7. All structures, tables, etc. must be placed at sides of street and must be easily removable.
8. Items near the curb must not block fire hydrants. Hydrants must be accessible from the street and a 5 foot clearance must be maintained around them.
9. A clear area (no items of any kind) of at least 12 feet of the roadway width shall be maintained through the closed area to ensure emergency vehicle access. Should an emergency occur where emergency vehicles would have to enter the blocked off area, the block party participants will remove any barricades (or traffic cones) and keep the roadway clear until the emergency is over.
10. Wires, ropes, lights, decorations, volleyball nets, etc. **shall not** be erected across the street as to delay the response of emergency vehicles into or through the area.
11. Barricades (or traffic cones) must be placed at each end of the block(s) being closed, adequately warning vehicles of the street closure. Barricades (or traffic cones) are available from the Village’s Department of Public Works free of charge. Barricades (or traffic cones) will be delivered to the general area of the block party. Organizers are responsible for arranging for barricades (or traffic cones) on the street during the time of the function, and removal at the conclusion of the function. Organizers are responsible for the safe return of barricades (or traffic cones) and will be invoiced for any damaged barricades (or traffic cones). If barricades (or traffic cones) are not available from the Village, party organizers must rent barricades (or traffic cones) from a private vendor. Barricades must be lighted after dark.
12. Organizers are liable for any damage done to Village property and private property on the site during the event.
13. Organizers are responsible for clean up of the streets to the condition prior to the function.
14. A contact person(s) in charge of the event must remain at the Block Party and be available by cell phone or in-person until its conclusion.

When does a Block Party become a “Special Event”

A neighborhood block party may be reviewed as a “Special Event” if any of the following conditions are likely:

- Closing the street requested will impact traffic more than minimally.
- If it is anticipated that attendance at the block party will exceed 100 or that a significant number of non-residents will attend the party.

A “Special Event” is subject to different guidelines and requirements than a neighborhood block party. For more information about Street Use Permits for Special Events go to the Village’s website (www.shorewood-hills.org) or contact the Village Hall (267-2680).

Block Party Application Process

1. Fill out the Neighborhood Block Party Permit application form.
2. Indicate the street(s) being used for the event on the attached map or provide you own map.
3. Mail or drop off the complete application to the:
Shorewood Hills Village Hall
810 Shorewood Boulevard
Madison, WI 53705
4. The Village of Shorewood Hills must receive an application at least 30 calendar days before the event to allow for review and approval of:
 - a. Shorewood Hills Police Department
 - b. Shorewood Hills Department of Public Works
 - c. City of Madison Fire Department (contracted provider of ambulance and fire protection)
 - d. Shorewood Hills Board of Trustees
5. You will receive a permit within three (3) days after the Board of Trustees’ approval. The Board usually meets on the third Monday of each month. If the permit is not received by this time, please contact the Village Hall at 267-2680.



Village of Shorewood Hills Neighborhood Block Party Permit

Application Fee: \$20.00

Permit No.:
_____-_____.
_____.

Event Organizer Information:

Name of Group: _____ Contact Name: _____
Address: _____ City/State/Zip: _____
Home Phone: _____ Cell Phone: _____
E-mail: _____

Event Information:

Name of Event: _____
Describe Event: _____
Individual(s) in Charge of Event (*must be present during entire event*) / Phone # (*cell # preferred*):
_____/_____
_____/_____

Location Requested (indicate street(s) being used below and on attached map):

Date of Event: _____ Rain Date (if applicable): _____
Time of Event: Set-up: _____ Estimated Attendance: _____
Event Starts: _____
Event Ends: _____ Barricades or Cones Needed? Yes No
Take-down: _____

Have the nearby residents been advised of this event? Yes No

Is there a plan to clean up the area after the event? Yes No

This permit is subject to all ordinances, statutes and laws appropriate in addition to all rules and regulations detailed in this permit application instructions and guidelines. The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. This permit is subject to all Municipal Ordinances as defined by the Village of Shorewood Hills. The applicant has attached all of the appropriate permit applications for this event.

Applicant's Signature

Date

Approved: SHPD: _____ DPW: _____ MFD: _____

Denial recommended by: _____ because _____

Submitted to Village Board on: _____ Approved Denied

Signed: _____
Village Clerk or Deputy Clerk

FOR OFFICIAL USE ONLY

SHOREWOOD HILLS WISCONSIN

