



VILLAGE OF TWIN LAKES
BLOCK PARTY/STREET CLOSURE PERMIT APPLICATION

Applicant Name: _____

Address: _____ Phone: _____

Group Represented: _____

Nature of Event: _____

Description of Event: (Describe what you are planning so reviewing officials can determine whether Village services (Police, Public Works, Fire) will be needed and to what extent):

Event Location: _____

Expected Attendance: _____ Event Time: _____ am/pm to _____ am/pm

Please create a map or diagram of where you plan to close the street and hold the event in the space below:

Will there be live entertainment? Explain. _____

Will there be any consumption of alcohol? _____ (SALE OF ALCOHOL IS PROHIBITED!)

Please mark on the map above where the alcohol will be contained to.

Applicant Signature

Date Submitted

9A



VILLAGE OF TWIN LAKES POLICY MANUAL

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BLOCK PARTY PERMITS

Village of Twin Lakes property owners may apply for a Block Party/Street Closure Permit. A Block Party/Street Closure Permit Application must be filled out and submitted to Village Hall at least two weeks prior to the event. A \$100 deposit is required and will be returned to the applicant after clean-up is finished and barricades are returned to Public Works.

The application will be reviewed by the Police Chief, Fire Chief, and Lead Foreman-PW who will provide their recommendation and comments to the Village Administrator for final approval.

The Village Administrator will have authority to approve and deny block party permits based on the department recommendations. The applicant can appeal the Village Administrator's decision to the Village Board.

By order of the Village Board: May 20, 2013

VILLAGE REVIEW

POLICE DEPARTMENT REVIEW: Approval Recommended: YES NO INITIAL: _____

Comments: _____

PUBLIC WORKS REVIEW: Approval Recommended: YES NO INITIAL: _____

Comments: _____

FIRE DEPARTMENT REVIEW: Approval Recommended: YES NO INITIAL: _____

Comments: _____

ADMINISTRATOR REVIEW: FINAL APPROVAL: YES NO DATE: _____ INITIAL: _____

Comments: _____

\$100 DEPOSIT RECEIVED- DATE _____ INITIAL _____

BLOCK PARTY GUIDELINES

- Police, Fire and Public Works must review all Block Party permits. The final decision is to be made by the Village Administrator based on each department's recommendation. A \$100 deposit is required for all permits.
- Requests must be made using the form on the other side of this page. Requests must be submitted to Village Hall at least TWO weeks prior to the event.
- Not all requests will be granted. Main streets that are thoroughfares where a street closure would cause a safety issue may not be approved.
- Public Works will provide barricades the business day prior to your event. It is your responsibility to set up and take down the barricades before and after your event. Public Works will pick them up on the first business day following the event.
- There is to be ABSOLUTELY NO sale of any alcohol by anyone at a private block party in a residential area. All consumption must be within the designated area and within the barricades. Public drinking citations will be issued outside of the designated area.
- All residential block parties are not to last more than 6 hours between 9:00am and 10:00pm.
- Out of courtesy, please discuss your plans with your neighbors prior to the event.

DATE

Dear Resident,

After reviewing your event and Twin Lakes department recommendations, I am hereby approving your event subject to the following conditions:

1. The event is approved for _____, 2013 on _____ is allowed to be closed between ___:___ am/pm and ___:___ am/pm for the event. The event must close and the street reopen by ___:___ am/pm.
2. No sale of alcohol is allowed at the event. Consumption of alcohol on Main Street is authorized until ___:___ am/pm. No glass containers of any sort are allowed on streets or sidewalks.
3. Live music is authorized at _____ from ___:___ am/pm until ___:___ am/pm.
4. The Village will provide barricades that will be delivered to the site on the business day before your event: _____. Organizers will be responsible for closing the street at the appointed time and for returning the barricades to the proper location after the event. Specific arrangements may be made with Bill Kaskin, Public Works Foreman at 877-2599.
5. Tents and temporary structures may be erected in the public right of way once barricades are placed, however an open lane must be available for emergency vehicle access.
6. The organizers will be responsible for providing trash receptacles as needed for the event.
7. Further parking, crowd or traffic control arrangements should also be made directly with Chief Racer or his designee. He can be reached at the Twin Lakes Police Department, 262-877-9056.
8. The organizers will be responsible for clean-up of the site prior to 5:00 am on the day following the event.