

BLOCK PARTY INFORMATION

WE WANT EVERYONE TO HAVE A GREAT BLOCK PARTY AND IN ORDER TO MAKE YOUR PARTY SUCCESSFUL, PLEASE NOTE THE FOLLOWING:

1. THE POLICE DEPARTMENT NEEDS TWO WEEKS NOTICE TO APPROVE THE APPLICATION AND SEND TO EACH DEPARTMENT INVOLVED.
2. TIME FOR THE PARTY SHOULD BE LIMITED TO THREE HOURS.
3. THE PARTY SHOULD INCLUDE YOUR NEIGHBORHOOD AND BE A "GET TO KNOW YOUR NEIGHBORS" TYPE ATMOSPHERE.
4. ONLY CITY BARRICADES MAY BE USED TO BLOCK STREETS AND THEY MAY BE PICKED UP FROM THE CITY.
5. TO REQUEST YOUR BLOCK PARTY, PLEASE SEND THE FOLLOWING DOCUMENTS TO JGRAHAM@CITYOFJOSEPHINETX.COM. YOU WILL RECEIVE AN EMAIL CONFIRMATION ONCE YOUR PARTY IS APPROVED.
 - a. *COMPLETED* BLOCK PARTY REGISTRATION FORM
 - b. *SIGNED* EVENT COORDINATOR ACKNOWLEDGEMENT FORM
 - c. MAP SHOWING THE LOCATION OF THE PARTY, INCLUDING WHERE BARRICADES WILL BE PLACED IF APPLICABLE (*CAN BE PRINTED OR HAND DRAWN*)



Helpful requirements to make your party a success:

1. Traffic barricades should be obtained to block off each end of your block party location. See your application form for where you can get some from the city if you do not have any.
2. Please keep large party and event materials out of the middle of the street and as far to the curb as possible. Where possible, grills, bounce houses, large tables, etc should be kept in private yards (bounce houses) or on the edge of the curb as best as possible. The goal is to keep large objects out of the middle of the street should an emergency arise and police or fire units need to get down the street to respond. Don't misunderstand; we want you to use your street as a gathering location. Items such as chairs, small tables, etc in the street are fine, but just be mindful of trying to locate the larger, less mobile objects out of the road or as close to the curb as you can.
3. You may have requested specifically either police, fire, or both to visit your party. Your requests will be passed on to those departments and while we always try to stop by as requested, please keep in mind the personnel responding are the on-duty units assigned to the city and other calls and emergencies may prevent them from being able to make it, or make it at the specific time you requested.

Thank you for getting your request in early and I hope you have a safe event. Please feel free to send me any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Graham".

Jeff Graham, Chief

Josephine Police Department

972-843-8085

Event Coordinator Acknowledgement:

Email Address:

BLOCK PARTY REGISTRATION FORM

Date: _____

Name: _____

Address: _____

Best Contact #: _____

Email Address: _____

Title of Party: _____
(Get to know your neighbors, Home Owners Association, etc.)

Date of Party: _____

Beginning Time: _____ Ending Time: _____

Address or Street of Party: _____

Cross Street #1: _____

Cross Street #2: _____

Special Requests/Comments: _____

The use of city owned traffic barricads requires a \$100.00 check deposit.

Barricads may be picked up and returned before 4 pm, Monday through Friday at the Police Department at 201 Main St. Deposit check will be returned upon the return of the traffic barricads. Barricads must be returned within 3 days from the end of the event. A fee will be assessed for lost or unreturned barricads @ \$50.00 per barricad. A maximum of 3 barricads issued per event.

****Please Note: If you have not been contacted by any of the departments listed below within one week of your party, please send an email to: jgraham@cityofjosephinetx.com

Block Party Authorization List:

☐ Police Chief Approval

☐ Fire Chief Approval

☐ City Notification

☐ Copy to Streets Dept

****Contact Patti Brooks, Reference any required permits. 972-843-8282**