



Village of Pelham – 195 Sparks Avenue, Pelham, NY 10803

Block Party Request Form

CONTACT INFORMATION (person requesting the street to be closed)	
Name: _____	Date: ____/____/____
Address: _____	
Home Phone #: _____	Work Phone #: _____
Cell Phone #: _____	
Email: _____	
BLOCK PARTY INFORMATION	
Date of Block Party: _____	Rain Date: _____
Reason for Party: _____	
Time of Party: (Start Time) _____	(End Time) _____
Timeframe for street closure: (From) _____ to _____	
Street to be closed: _____ between _____ (St. / Ave.) and _____ (St. / Ave.)	
Expected number of attendees: _____	
Have all neighbors been notified? Yes _____ No _____	
<i>(All residences on affected block(s) must be notified; at least half must agree by written petition, both names and addresses)</i>	
COMMENTS: _____	

***ALL REQUESTS MUST BE MADE AT LEAST TEN (10) DAYS BEFORE DATE OF PARTY.**

***SEE ATTACHED BLOCK PARTY POLICY**

After discussion and on the motion of Trustee Merrick, seconded by Trustee Iarocci, the following resolution was unanimously adopted as amended by the Board of Trustees of the Village of Pelham by vote of four in favor, none opposed as follows;

RESOLUTION
ADOPTING THE VILLAGE OF PELHAM BLOCK PARTY POLICY

1. Requests must be submitted at least ten (10) days prior to the event.
2. Exceptions to any policy in these rules may be made on a case by case basis.
3. At least two (2) representatives must be provided, along with their name, address and telephone numbers.
4. All residences on affected blocks must be notified; at least half must agree by written petition.
5. Event start and end times must be adhered to.
6. No chairs, tables or other objects shall be set up in the street, so that a traffic lane is maintained for emergency vehicles.
7. All Local, State and Federal Laws must be complied with.
8. Fireworks and other related activities are prohibited.
9. Rain dates must be included in the request.
10. It is recommended that complete blocks (not half blocks) be closed for parties and events; the Village will supply barricades at the appropriate locations to close the blocks on at least the evening prior to the event, and on Friday afternoon for weekend events.
11. Changes, difficulties or emergencies must be brought immediately to the attention of the Village, at the Village Administrator's Office during normal office hours (8 a.m. to 4:30 p.m., Monday to Friday), and to the Village of Pelham Police Desk after hours and on weekends and holidays.
12. Any serious complaints or violations will result in the immediate termination of the party without appeal, and could result in the block forfeiting the right to have such parties in the future, at the discretion of the Village.
13. All parties will end no later than eleven o'clock at night (11 p.m.).
14. The Village Administrator shall approve Block Party Requests, and in his/her absence a designee may approve such requests.
15. Appeals to the denial of a permit may be made in writing to the Board of Trustees.

BE IT RESOLVED, that the Board of Trustees of the Village Of Pelham hereby adopts and authorizes the aforementioned Block Party Policy and authorizes the Mayor, Village Administrator and Village Clerk to take the necessary and appropriate actions to effect this policy.