

BLOCK PARTY REQUEST FORM

Approval is required from the Berlin Chief of Police and appropriate Fire Chief. Absent unusual circumstances, at least **30** days notice is needed for the request. There is no fee required. All requests for a Block Party **must** be made in writing to the Berlin Police Traffic Division, 240 Kensington Rd. Berlin, CT 06037. The Police Department will coordinate this process with the appropriate Fire Chief's Office. This request can be faxed to (860) 828-7590, or submitted by e-mail to policechief@town.berlin.ct.us, or contact the Traffic Division at (860) 828-7082 regarding any questions. The request must include at a minimum:

➤ **Location of the Event :** _____

➤ **Date of the Event and Rain Date :** _____

➤ **Start & Finish Times:** _____

➤ **Contact information of the organizer(s), including Name, Address, and Contact Number, and Email address :**

➤ **Any other information that may be important**

- 1) All residents within the block party area shall have prior notification (in writing) at least one week prior to the event and/or road closure.
- 2) On the morning of the block party and/or road closure, a contact name and cell number for an on-scene organizer will be called in to the Police Shift Supervisor at 828-7080. This is important for emergency and other notifications.
- 3) The road must be blocked with suitable barricades and/or reflective cones. The barricades must be easily moved to allow emergency vehicles access. The Berlin Police Traffic Division must approve these barricades.
- 4) Any objects such as barbeque grills, heaters, lamps, large inflatable items such as bounce houses shall not be placed anywhere on the pavement and shall not obstruct driveways and/or fire hydrants.
- 5) The road must be opened and cleared of pedestrians, objects and/or barricades by the designated time. The block party representative must notify the Police Department Shift Supervisor at 828-7080 when the roadway had been re-opened to vehicle traffic.