

A neighborhood block party is a great opportunity for neighbors to get together, meet each other, have fun, and build community!

You will receive \$500 for your block party, all of which should go towards supplies, food, rentals, entertainment, etc. Please retain receipts.

### **ROLE OF THE BLOCK PARTY HOST**

- Form and lead the planning committee.
- Submit the block party application.
- Act as a greeter at the event.
- Introduce neighbors and help them make connections.
- Set up before and clean up after the event.

### **HOW TO PLAN YOUR BLOCK PARTY**

**ASSEMBLE A COMMITTEE.** Get other people on your block involved that are willing to help you plan. Post on Nextdoor or in a neighborhood Facebook group about the block party, or go door-to-door to enlist committee members. Assign tasks to each committee member to help divide the work. Even kids can help with tasks like handing out flyers!

**CHOOSE A DATE.** Ideally, your block party will be on National Night Out (Tuesday, August 7). However, we recognize that this may not work for everyone. Utilize your committee to determine the day that works best for your neighborhood.

**SELECT A LOCATION.** Keep in mind that the resident submitting the application must live on the block being closed.

**SUBMIT A BLOCK PARTY APPLICATION.** Your application must be submitted at least 14 days in advance, however, please submit your application as soon as possible. Your block party application must have a petition signed by 75% of residents on the block (including 75% of residents of any apartment/condominium complex). National Night Out block parties may be held until 9:00 PM and have the street closed for up to 6 hours. Block parties on other days must occur between the hours of 8:00 AM and 8:30 PM for up to 4 hours.

**LOGISTICS.** Where will you get tables, chairs, plates, cups, silverware, etc.? Where will you get trash cans? Who will dispose of trash? Are pets allowed? What kind of food will there be? What will you do?

### **FOOD IDEAS**

- Picnics - everyone brings their own meal
- Pot luck - everyone brings one dish
- Catered - food is purchased and the cost is shared.

### **ACTIVITY/ENTERTAINMENT IDEAS**

- Dancing and live music
- Ring toss
- Face-painting

- Karaoke
- Story-telling
- Bingo
- Ice-breaker games
- Skits/talent show

#### **OTHER IDEAS & TIPS**

- Encourage name tags with name and address.
- Do raffles with prizes from neighborhood businesses.
- Have a sign-in sheet to collect contact information for future neighborhood events.
- Take photos!

**INVITE YOUR NEIGHBORS.** Use natural neighborhood boundaries to determine who to include. While your block party shouldn't necessarily be private or exclusive, we also don't expect you to host a party for the general public. Just exercise good judgement!

**GET THE WORD OUT!** Advertise early and often. Give your neighbors notice so that they can get the date on their calendars. Create events on Facebook and Nextdoor. Pass out flyers. Post on your personal social media.

# CITY OF LANCASTER • RESIDENTIAL BLOCK PARTY APPLICATION



**City of Lancaster Office of Promotion**

38 Penn Square, 3rd Floor

PO Box 1599 Lancaster, PA 17603

email: loop@cityoflanasterpa.com phone: 717.291.4758

**INQUIRIES ABOUT PICK-UP & DROP-OFF OF BARRICADES CAN BE MADE BY CALLING THE STREETS DEPARTMENT AT 717.291.4835.**

**PLEASE READ THE FOLLOWING BEFORE SUBMITTING YOUR APPLICATION:**

- Completed applications must be submitted at least 14 days in advance of the date for which you are applying.
- Applications submitted less than 14 days in advance will be denied.
- If you are requesting multiple dates, those dates must fall within the same calendar year.
- Applicant **MUST** reside on the block being closed.
- If the block party blocks an intersecting street a separate application and petition for each affected street must be submitted.
- Block party application must have a petition signed by 75% of residents on the block (including 75% of residents of any apartment/condominium complex).
- The resident signing the application must be an adult and must reside on the block being closed.
- Only one signature per household will be accepted.
- Any fraudulent signatures will result in banning the block from having a block party for the period of one year.
- Photocopies of application or petition will not be accepted.
- Block parties will be permitted to occur between the hours of 8:00 AM and 8:30 PM.\*\*
- Street closings for block parties will not be permitted to last longer than 4 hours.\*\*
- Alcohol may **not** be possessed in any alley, street, sidewalk or other portion of public space, as in accordance with the City's Open Container Ordinance (Chapter 88, Article I).

**\*\*National Night Out (NNO - first Tuesday of August) is an exception to these hours. NNO block parties may be held until 9:00 PM and have the street closed for up to 6 hours.**

**PLEASE PRINT CLEARLY AND PROVIDE AN ANSWER IN EACH FIELD**

HUNDRED BLOCK(S) AND STREET TO BE CLOSED		FROM (STREET)		TO (STREET)	
DATE OF EVENT	<b>IF REQUESTING MULTIPLE DATES, PLEASE USE THE FOLLOWING SPACES</b>	DATE OF EVENT	DATE OF EVENT	DATE OF EVENT	
RAIN DATE		RAIN DATE	RAIN DATE	RAIN DATE	
APPLICANT'S NAME		DAYTIME PHONE #		EMAIL	
APPLICANT'S ADDRESS				ZIP CODE	
SPONSORING ORGANIZATION (IF ANY)	ADDRESS			DAYTIME PHONE #	
TIME FOR START OF STREET TO BE CLOSED A.M. P.M.			TIME STREET WILL BE OPENED TO TRAFFIC A.M. P.M.		
IS THERE A BUS STOP ON YOUR STREET? YES NO		NUMBER OF BARRICADES REQUESTED		NUMBER OF PEOPLE ATTENDING	
<b>THIS FORM WILL BE RETURNED IF NOT SIGNED BY APPLICANT</b>		<i>I hereby acknowledge that I shall be bound by all applicable laws and ordinances. I will carry this permit during the effective date(s) and times and shall be liable for any loss, damage, or injury sustained by any person or by the City resulting from the activity for which this permit shall have been issued.</i>			
APPLICANT'S SIGNATURE:			DATE:		
<b>LOOP USE ONLY</b>		<input type="checkbox"/> APPROVED	<b>PERMIT NOT VALID UNLESS SIGNED BY AUTHORIZED REPRESENTATIVE OF THE CITY OF LANCASTER</b>		
DATE RECEIVED:		<input type="checkbox"/> DENIED	SIGNATURE:		DATE:

# CITY OF LANCASTER • RESIDENTIAL BLOCK PARTY APPLICATION PG. 2

PRINTED NAME, ADDRESS AND ONE ADULT SIGNATURE PER HOUSEHOLD FROM 75% OR RESIDENTS LIVING ON THE BLOCK IS REQUIRED FOR APPROVAL. USE ADDITIONAL SHEETS IF NECESSARY.

**PLEASE REVIEW DATES ON FRONT OF APPLICATION BEFORE SIGNING THE PETITION**

**PLEASE PRINT LEGIBLY WHEN COMPLETING INFORMATION BELOW**

NAME (PLEASE PRINT)	SIGNATURE	ADDRESS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

<b>LOOP/POLICE USE ONLY</b>	NUMBER OF HOUSES ON BLOCK	NUMBER OF VACANT HOUSES ON BLOCK	NUMBER OF SIGNATURES
-----------------------------	---------------------------	----------------------------------	----------------------

# CITY OF LANCASTER • RESIDENTIAL BLOCK PARTY APPLICATION PG. 3

PRINTED NAME, ADDRESS AND ONE ADULT SIGNATURE PER HOUSEHOLD FROM 75% OR RESIDENTS LIVING ON THE BLOCK IS REQUIRED FOR APPROVAL. USE ADDITIONAL SHEETS IF NECESSARY.

***PLEASE REVIEW DATES ON FRONT OF APPLICATION BEFORE SIGNING THE PETITION***

**PLEASE PRINT LEGIBLY WHEN COMPLETING INFORMATION BELOW**

NAME (PLEASE PRINT)	SIGNATURE	ADDRESS
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		
46.		
47.		
48.		
49.		
50.		

<b>LOOP/POLICE USE ONLY</b>	NUMBER OF HOUSES ON BLOCK	NUMBER OF VACANT HOUSES ON BLOCK	NUMBER OF SIGNATURES
-----------------------------	---------------------------	----------------------------------	----------------------



YOUR BLOCK NAME HERE

# COMMUNITY BLOCK PARTY

GET TO KNOW YOUR NEIGHBORS!

Join us for \_\_\_\_\_

June 25, 2020 | 4 PM

123 Anywhere St.



Call Katie at 123-456-7890 to RSVP.



YOUR BLOCK NAME HERE

# COMMUNITY BLOCK PARTY

GET TO KNOW YOUR NEIGHBORS!

Join us for \_\_\_\_\_

June 25, 2020 | 4 PM

123 Anywhere St.



Call Katie at 123-456-7890 to RSVP.