



THE CITY OF POUGHKEEPSIE
2016 BLOCK PARTY APPLICATION

This application is only for a block party and is not to be used to apply for any other type of community event. Block parties are subject to a \$35.00 application fee and any additional equipment and/or labor fees as determined by the City, but are exempt from insurance certificate requirements.

A block party is defined as a community event to be conducted within an area not exceeding one City block or one intersection, where the block or intersection will remain closed to ordinary traffic during the time that the community event is held, in a neighborhood in the City that is at least two-thirds residentially zoned and which is sponsored solely by the owners, residents or tenants in the area or their organization and is not for commercial or advertising purposes or profit.

Name of Applicant: _____

Name of Organization: _____

Address of Applicant and/or Organization:

Telephone Numbers: _____(Home) _____(Work)

_____ (Cell) _____ (Fax)

E-Mail: _____

On-Site Contact Name: _____ Phone Number: _____

Date of Event: _____ Time of Event: _____

Location: _____

Area(s) Where Traffic will be Impacted: _____

Estimated number attending block party: _____

Will you need barricades? Yes No

Address to drop-off and pick-up during normal business hours: _____

Other activities at event: _____

Have local neighborhood property owners and tenants of the block party community event been informed?

Yes* No^x

* If yes, please attach a copy of flyer notifying neighbors of activity/event.

^x If no, what steps do you plan to take to notify them of your event? (Notice is required if you are closing streets/sidewalks—see Chapter 7 3/4—Article XII—Section 7 3/4–25 of the City Code)

Prior to the commencement of your event, you must provide the City with either (i) an affidavit stating that you have notified all property owners and tenants affected by any street closings or (ii) a petition bearing the signatures of 80% of the property owners and tenants, consenting to the block party.

What types of promotion/publicity are you planning for your event? None

Is there a security plan for your event? Yes* No

*If yes, please describe and include the name of any security organization you plan to hire:

Status of Event:

What is your current event planning status?

FEE SCHEDULE:

<u>Description</u>	<u>Fees</u>
Application Fee	\$35.00
Security Deposit (Regardless of Clean-up Situation)	\$250.00
Park Lease Fee	\$250.00
Private Event Fee	\$100.00
Vendor Fee	\$35.00/day
Assembly Permit	\$35.00
Exhibitor Permit	\$50.00
Flea Market	\$0.00
Filming Permit	\$0.00
Parade Permit	\$0.00
Electricity	\$100.00/day in City Parks \$500.00/day on street
Barricades	\$50.00 for 4

<u>Department</u>	<u>Fees</u>	<u>Qty. Requested</u>
CSEA Employee Rate	\$59.35/hr. (4 hr. minimum)	
Police Rate	\$79.97/hr. (4 hr. minimum)	
Fire Rate	\$69.13/hr. (4 hr. minimum)	

All overtime fees are assessed at a minimum of 4 hours due to contractual obligations with the City. Fees are subject to change at any time and pursuant to the ratification of any collective bargaining agreements.