



Block Party Permit

Name: _____

Address: _____ City: _____

E-mail address: _____ Phone number: _____

Date of Block Party: _____ Time: From: _____ am/pm To: _____ am/pm

I have notified and received consent from the neighbors to block off the road: Yes _____ No _____

The applicant hereby requests permission to block the street in the following area(s):

Barricade Deposit: \$100.00 (Reimbursed when barricades are returned back to Public Works)

The applicant hereby agrees that he/she will barricade the site and is liable for all damages for failure to erect and maintain suitable barricades and will follow the latest addition of the Uniform Manual of Traffic Control Devices.

Barricades for block parties may be obtained from the Village Public Works Department. The applicant(s) shall be responsible for placing and dismantling all barricades. Barricades are available for pick-up no earlier than 7:00am the day prior to the event. For events that fall on a Sunday, barricades will be available for pick up on Friday. All barricades shall be removed within one-half (1/2) hour of the ending time of the event for which the street is closed. Barricades shall also be immediately removed upon request of any authorized officer. Barricades are to be returned to the Village the day after the event. If your event falls on a Friday or Saturday, barricades are to be returned on Monday.

The applicant herein shall comply with Section 32.103 of the Village of Howard Municipal Code and Section 66.0425 of the Wisconsin State Statutes and also shall assume all responsibility for any claim of damage or injury against the Village caused by such obstruction.

The applicant is liable for all costs of repairs to Village streets and/or property resulting from the block party, and will be billed for these costs.

Applicant

Date

Permission is hereby granted for this permit as described herein.

Director of Public Works

Date

OFFICE USE ONLY:

Office Applicant

Rescue Squad

Police Dept.

Fire Dept.

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Public Works Facility: Engineering Dept. ~ Street ~ Sanitation ~ Water & Sewer - Forestry
1336 Cornell Road, Green Bay, WI 54313
Phone: (920)434-4060 * Fax: (920)434-4072
E-mail: publicworks@villageofhoward.com

**TO ALL PARTIES OCCUPYING VILLAGE OF HOWARD PREMISES FOR
PERMITTED PUBLIC ACTIVITIES**

Any party sponsoring an event to the public or with an attendance of one hundred (100) or more people, whether a corporation, partnership, fraternal or other similar organization, individuals or groups of individuals, clubs, schools, churches, scouts and similar groups or business organizations is required to comply with the following requirement:

File with the Howard Public Works Department a certificate of insurance giving evidence of carrying of adequate and proper liability insurance, including products liability when dispensing or supplying any confections, food, liquors, or other beverages.

Limits of liability shall not be less than:

Bodily Injury Liability - \$500,000 each occurrence

Property Damage Liability - \$100,000 each occurrence

Certificate of insurance must contain the following provision:

The sponsoring party shall indemnify and hold harmless The Village of Howard from any and all damage or liability whatsoever occasioned within the described premises by reason of any bodily injury to or death of any person, or by reason of any damage to property of third persons occasioned by any act or omission, neglect or wrongdoing of the sponsoring party, or any of its officers, agents, representatives, assigns, guests, employees, invitees or persons admitted by the sponsoring party to said premises and sponsoring party shall, at its own cost and expense, defend and protect The Village of Howard against all such claims and demands. When occupancy is for a period of time in excess of one special event or occupancy, certificate must include the following stipulation:

“In the event of cancellation of or any reduction of limits in the insurance as shown herein, this Company will give ten (10) days prior notice by mail to the party to whom this certificate is addressed at the address stated herein.”

Certificate must stipulate that coverage is provided at the location and for the event or activity permitted.

Certificate to be signed by an authorized representative of the issuing Company.

Proof of insurance coverage for event for said period of time must be filed with the Howard Public Works Department within thirty (30) days of making your reservation or the reservation will automatically be cancelled