

Application for Block Party Permit

- Contact the residents that will be affected by closing the road. Each neighbor must give his/her permission for the road closure, and must provide his/her name, address, and signature. (See attached form)
- Return the completed and signed Block Party Permit application, along with the Neighborhood Approval Form to the Henderson Police Department. The permit application will then be submitted to the appropriate City departments for processing. Once the permit application has been approved or rejected, you will be notified by phone or email.
 - **Please note:** The completed permit application packet must be submitted to the Event Coordinator's Office no less than **30 days** prior to the date of the Block Party.
- If you receive approval, you must arrange for barricades and signs to close the roadway. Cul-de-sacs require, at a minimum, type II barricades and a "ROAD CLOSED" sign. Through-roads require type III barricades and "ROAD CLOSED" signs at both ends of the closed section of the roadway. Refer to a phone directory listing under "Traffic Signs, Signals and Equipment," "Barricades", and/or "Rentals" to obtain barricades and signs. It is your responsibility to provide the necessary barricades and signs. The City of Henderson does not provide them to you.
- It is the responsibility of the persons hosting the block party to provide trash containers and to clean up the area after the block party.

Information provided is in accordance with Henderson Municipal Codes 08.10.010 through 08.10.250, copies of which can be obtained from the Henderson Police Department's Administrative Office.

Submit your Application and Neighborhood Approval Form in person, by mail or email to: HPD.permitrequests@cityofhenderson.com

Mail: Henderson Police Department

Attn: Special Events Coordinator

MSC #211 PO Box 95050

Henderson, NV 89009-5050

Phone: (702) 267-5015



Chief of Police Hollie Chadwick
Henderson Police Department
223 Lead St, Henderson, NV 89015
T 702-267-5000 **W** cityofhenderson.com



APPLICATION INFORMATION

*PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 DAYS** PRIOR TO THE EVENT.*

1. Name of applicant _____

Address of applicant _____
City State Zip

Phone number of applicant (____) _____

Cell phone (____) _____ Email _____

On whose behalf is this event being conducted? (Organization, Firm, Corporation)

Purpose of the event _____

2. Chairperson and/or responsible party for the event, if other than above:

(Include information how this person may be contacted at any time during the event).

Name _____ Work phone (____) _____

Address _____
City State Zip

Cell phone (____) _____

Email _____

3. To whom is the permit to be issued?

Name (person in organization) _____ Phone (____) _____

Address _____
City State Zip

Cell phone (____) _____ Email _____

4. Date(s) of event _____ from _____ to _____
Time Time

5. Location of the event _____
(If applicable, a map or diagram showing the route to be used)

Starting point _____

Termination point _____

Staging (assembly area & time) _____

Disassembly area _____

Other areas to be used _____

6. The estimated number of participants in the event _____

7. The estimated number of vehicles _____ and a description of vehicles which will participate in the event.

8. Estimated number and type of animals involved in the event and description of animal cages (if applicable).

9. If a parade or public assembly, will it occupy any or all of the roadway involved or to be traversed? (If yes explain).

10. If a parade or public assembly and vehicles are to be used, what are the spacing intervals that will be maintained between the units?

11. If the parade or public assembly is designed to be held by, or on behalf of, any person other than the applicant, the applicant shall file a letter from that person with the Chief of the Henderson Police Department, authorizing the applicant to apply for the permit on his/her behalf.

Letter submitted? Yes ____ No ____ Not applicable ____

12. Will the sale of food, beverages, or merchandise occur at the event? _____ If yes, describe commodities to be sold.

13. Will charity, gratuities, charges, or offerings be solicited or accepted? Yes ____ No ____

14. The approximate number of spectators anticipated _____

15. State the dates, times, and locations which any facilities or equipment for the event will be assembled or disassembled.

16. A description of activities planned during the event.

17. Describe any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices to be used in connection with the event.

18. Designation of any public facilities or equipment to be utilized.

19. Additional information, maps, or diagrams that the Henderson Police Department could reasonably find necessary to determine if the permit should be issued.

Attached? Yes ____ No ____

20. (If permit is for a run, walk, bicycle race, etc.)
I have walked/driven the course and have found no discernable defects in the roadway and/or sidewalk portions of the course.

Signature of applicant _____ Date _____

21. I have read and I understand the requirements of the Henderson Municipal Code (HMC) Chapter 8 (see attached document). I accept the responsibility to ensure that all points of HMC Chapter 8 are fulfilled.

Signature of applicant _____ Date _____

The applicant states that the foregoing information is true and accurate to the best of his/her knowledge, and hereby acknowledges that they have read and understand the indemnity provisions of HMC 08.10.020 and that they are applicable to this permit. (A copy of HMC 08.10.020 is attached).

Signature of Applicant _____

Date _____

Applicant's Title



Neighborhood Approval Form

SUBMIT WITH THE BLOCK PARTY PERMIT APPLICATION NO LESS THAN 30 DAYS TO THE EVENT.

I, THE UNDERSIGNED, AGREE TO THE CLOSURE OF THE STREET IN FRONT OF MY RESIDENCE ON _____ (DATE) FROM _____ (TIME) UNTIL _____ (TIME) FOR A BLOCK PARTY.

Name	Address	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____



Chief of Police Hollie Chadwick
Henderson Police Department
 223 Lead St, Henderson, NV 89015
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Neighborhood Approval Form (Continued)

SUBMIT WITH THE BLOCK PARTY PERMIT APPLICATION NO LESS THAN 30 DAYS TO THE EVENT.

I, THE UNDERSIGNED, AGREE TO THE CLOSURE OF THE STREET IN FRONT OF MY RESIDENCE ON _____ (DATE) FROM _____ (TIME) UNTIL _____ (TIME) FOR A BLOCK PARTY.

Name	Address	Signature
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____
26.	_____	_____
27.	_____	_____
28.	_____	_____
29.	_____	_____
30.	_____	_____
31.	_____	_____
32.	_____	_____