



**APPLICATION FOR STREET CLOSURE FOR NEIGHBORHOOD PARTIES, STREET DANCES,
PARADES AND SPECIAL EVENTS**

A. Completed by Applicant

Applicant Name (Last, First, M.):	Date of Party or Event:
Applicant Address:	Hours of event: (NOISE RESTRICTION AFTER 10:00 P.M.)
City, State, Zip Code:	Sponsoring Organization (If Any):
Event Location (Be Specific and attach a map or diagram if possible):	
Between: Street Name and House Numbers	
<input type="checkbox"/> I will be renting barricades from a vendor. <input type="checkbox"/> I wish to pick up barricades from the City of Victoria Public Works on _____ and will return them on _____. <input type="checkbox"/> I wish to have the City of Victoria Public Works deliver the barricades on _____ and will pick them up on _____. _____ Address: _____	
<input type="checkbox"/> \$35.00 Barricade Drop Off/Pick-up Fee (Non-Refundable)	

I have read and understand the City of Victoria's General Requirements for Street Closures for Neighborhood Parties, Street Dances, Parades, and Special Events.

Signature of Applicant: _____ Date: _____

B. Completed by the City of Victoria

<input type="checkbox"/> APPROVED DATE: _____	<input type="checkbox"/> DENIED DATE: _____
Date Received: _____	Processed By: _____
<input type="checkbox"/> \$35.00 Barricade Fee Received Date: _____ Receipt No: _____ Received By: _____	
Copies to: _____ Date: _____ <input type="checkbox"/> Carver County Sheriff <input type="checkbox"/> Engineering <input type="checkbox"/> Fire Marshal <input type="checkbox"/> Sheriff <input type="checkbox"/> Street Superintendent <input type="checkbox"/> Engineering	
Comments/Restrictions: _____ _____ _____ _____	



STREET CLOSURES FOR NEIGHBORHOOD PARTIES, STREET DANCES, PARADES AND SPECIAL EVENTS

GENERAL REQUIREMENTS

1. Complete a street closure for a neighborhood party, street dance, parade, or special event application form. Applications should be submitted to the City Clerk a minimum of two weeks prior to the planned event to ensure proper approvals are obtained and emergency personnel are notified.
2. Street closures can only be conducted low-volume residential streets, dead-end streets, or cul-de-sacs. No thoroughfares or collector streets may be used, unless the street closure is for a City-Wide function and an exception is granted by the City Council. In addition, access to public facilities shall not be blocked. Road closures will only be granted upon determination that the closure will not have adverse effects on the safety and general welfare of people in the City and the function of the roadway.
3. All residents living on the street or block for which the event is planned shall request the street closure, or have been contacted by the applicant notifying them of the street closure and if they have any questions or concerns to contact City Hall. The applicant shall provide attest that this requirement has been met.
4. Barricade equipment is required and can be provided by the City, a \$35.00 usage fee is required. Barricades may be picked up at the Public Works Building the last working day before the event and shall be returned to the Public Works Building the first working day after the event. Or, the barricades can be delivered by the Public Works Department the last working day before the event and will be picked up the first working day after the event. As an alternative, the applicant may rent barricade equipment from a vendor. In either case, setup and takedown of the equipment shall be the responsibility of the applicant. In addition to barricade requirements:
 - a. No stakes or penetration may be made through the asphalt.
 - b. The barricades used must be easy to remove.
 - c. The barricades must be noticeably visible during daytime hours and evening hours.
 - d. No penetration by stakes, poles, posts in or behind a boulevard without first checking with Gopher State One. (651) 454-0002
 - e. No disposal of anything in storm sewers.
 - f. Any marking on the street can be done in chalk or washable material. No paint or permanent markings can be used.
5. A minimum twelve-foot (12') aisle must be maintained in the street to permit passage of emergency vehicles or vehicles of residents unless an exception is granted by the City Council for a City-Wide event. Failure to maintain a twelve-foot aisle during the entire period of the event will result in denial of requests for subsequent street closures. Law enforcement personnel will monitor the event for strict adherence to this rule.
6. Adult supervision must be maintained at all times during the event. The City of Victoria is not responsible for damages or injuries incurred in connection with or as a result of the event. The applicant will be required to sign a hold-harmless agreement. For City-Wide functions the applicant, its associates and vendors must provide a Certificate of Liability Insurance of a minimum of \$1,000,000.00 of insurance coverage naming the City of Victoria as additionally insured.
7. Applicant shall be responsible for the pick-up of trash and garbage immediately after the end of the event.
8. Streets may not be barricaded later than 10:00 p.m. unless the street closure is for a City-Wide function and an exception is granted by the City Council.
9. No residents of the area designated shall be denied access to the event.
10. The City of Victoria reserves the right to approve or deny any request.



NEIGHBORHOOD PARTIES

WHY HAVE A NEIGHBORHOOD PARTY? There is no better way to get together and meet your neighbors than to have a neighborhood party. Neighborhoods are better and safer places to live when there is a sense of caring in the area. This can develop at a neighborhood party.

Neighborhood parties have varied from a simple gathering of a few folks in a front yard sharing memories, grilling out to more elaborate, highly organized events involving a lot of neighbors. Whatever type suits your area, we encourage you to renew neighborhood awareness, exchange greetings, and to celebrate the importance of neighborhood relationships.

PLAN THE PARTY. Do what works for you, but respect your neighbor's property and privacy. If you use the street for your party, do not block residents who do not wish to participate. Be sure that emergency vehicles are able to enter the area at all times.

COORDINATE ACTIVITIES. Your imagination is the limit when planning activities that will make your neighborhood party memorable. Make activities appropriate for all age groups safe and fun. Some suggested activities are listed below:

- Bike decorating contest
- Games like twister, limbo, bingo and croquet
- Story time/kids read-a-thon
- Obstacle course
- Watermelon-eating contest
- Art contests (use sidewalk chalk for this or for 4-square and hopscotch games)
- Volleyball
- Card games
- Horse shoes
- Visits from fire fighters, police officers
- Scavenger hunts
- Water games
- Paper airplane contest
- Egg toss
- Face painting

KEEP IT SIMPLE. Potluck dinners are easiest for beginners. Since many people are near their homes it is probably convenient for them to use their own facilities and utensils. Ask neighbors to bring their own lawn chairs to the picnic site.

INFORM YOUR NEIGHBORS. Get the message out to all your neighbors. It's a good idea to get the word out at least one-month in advance and to distribute reminders the week of the party. This is a good opportunity to visit with your neighbors and make contact with those you haven't met.