BLOCK PARTY REQUEST FORM

All requests for block parties or road closures due to special events, full or partial, must be submitted on this form to the Berlin Police Traffic Bureau; mail: 240 Kensington Rd. Berlin, CT 06037 Fax: (860) 828-7590 or email: policechief@berlinpd.org. Approval is required from the Berlin Chief of Police and appropriate Fire Chief (coordinated by Traffic Bureau). Absent exigent circumstances, all requests should be received at 30 days prior to event date. All sections of this form should be completed and signed by the applicant. Incomplete requests will not be approved.

EVENT DESCRIPTION/DETAILS:_____________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

REQUIREMENTS FOR BLOCK PARTY APPROVAL:

1. Chairperson shall ensure that all residents within the block party area shall be notified, in writing, at least one week prior to event/road closure.
2. The road must be blocked with barricades or cones, approved by the Berlin Police Traffic Bureau, set up and removed by event organizers. Barricades must be easily moved to allow emergency vehicle access.
3. Any objects such as barbecue grills, heaters, tents or inflatable items shall not be placed within the paved roadway and shall not obstruct driveways or fire hydrants.

Waiver of Liability

I hereby indemnify and save the Town of Berlin, its officials, officers, agents, employees and servants and the residents of (Street)________________________________________ harmless from any loss, claim, cost or damage that may arise out of my failure to comply with any laws, ordinances or regulations of the United States of America, the State of Connecticut, the Town of Berlin or their respective agencies, as well as any negligence or intentional act on my or the part of any member of my family in connection with the event described above.

________________________________________
Signature of Event Chairperson

Date

Please contact BPD Traffic Bureau (860) 828-7082 with any questions