

## STREET CLOSINGS FOR BLOCK/NEIGHBORHOOD PARTIES RULES

1. Written application must be received by the City Clerk at least three weeks prior to the requested closing date.
2. A sign off sheet listing all affected individuals in the block agreeing to closure must be submitted to the City Clerk with the application.
3. Complete the Indemnification Agreement for Special Events/Block Party and submit with application.
4. Party requesting closure is responsible for obtaining and using barricades for closure of street per Uniform Traffic Control Device Manual regulations.
5. Applicant shall clearly designate an alternate route during the period in which the street is closed per Uniform Traffic Control Device Manual regulations (see attached), and the route must be submitted with the application. The designation of alternate routes shall be subject to the approval of the Streets Superintendent
6. When the application is approved, the City Clerk shall notify the Fire Department, Police Department, EMS, Street Department, and Utilities Department.
7. Parties may run no longer than 9:00 pm, and comply fully with Ordinance 9.04.
8. No alcohol is permitted in any public area, which includes sidewalks, parkways and streets as per Ordinance 9.05.
9. Party requesting closure is responsible for cleaning all public areas within 12 hours after the event.
10. If set up or clean up is not completed to the satisfaction of the Street Superintendent, a charge of \$500.00 will be issued to the party requesting the closure. If this charge is not paid within 10 days, it will be placed on the applicants tax bill as a special charge.

# STREET CLOSING REQUEST

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Reason: \_\_\_\_\_

Requested By: \_\_\_\_\_

As an affected neighbor, my signature below acknowledges my understanding and agreement of this request (use second sheet if needed).

<u>Name</u>	<u>Address</u>	<u>Signature</u>
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## For Use By City Staff

Signatures	_____
Detour Route	_____
Insurance Documents	_____

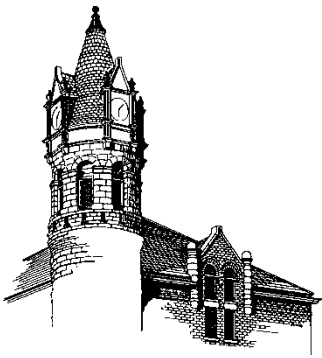
Approved \_\_\_\_\_  
Candee J. Christen - City Clerk

Approved \_\_\_\_\_  
Brett Hebert – Director of Public Works

**STREET CLOSINGS FOR BLOCK/NEIGHBORHOOD  
PARTIES**

**ALTERNATE ROUTE**

**Please designate the alternate route for traffic that will be used:**



City of Stoughton  
 Department of  
 Human Resources & Risk Management  
 600 S. Fourth Street, Stoughton, WI 53589

Amy Jo Gillingham  
 Director

(608) 646-0272 [www.ci.stoughton.wi.us](http://www.ci.stoughton.wi.us)

**CITY OF STOUGHTON  
 INDEMNIFICATION AGREEMENT- Block Party**

\_\_\_\_\_ (Name of authorized signor on behalf of the Stoughton Neighborhood Block Party) hereby agrees to indemnify, defend and hold harmless the City of Stoughton, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on City of Stoughton its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the City of Stoughton its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the City of Stoughton its elected and appointed officials, officers, employees, agents, representatives and volunteers.

The signor of this agreement agrees to reimburse the City of Stoughton its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them part in connection therewith or in enforcing the indemnity herein provided.

The Stoughton Neighborhood Block Party will take place at: \_\_\_\_\_, see attached street closure for further details. The Neighborhood Block Party will take place on \_\_\_\_\_ (date) from \_\_\_\_\_ to \_\_\_\_\_ (time). This agreement is for one time and does not automatically renew.

This indemnity provision shall survive the termination or expiration of this Agreement.

Printed name of the party to sign on behalf of The Neighborhood Block Party: \_\_\_\_\_ hereby agrees to the terms of the indemnification agreement as stated above.

\_\_\_\_\_  
 Signature of Neighborhood Representative

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City of Stoughton- Director of Public Works

\_\_\_\_\_  
 Date

**SPECIAL EVENT LICENSE APPLICATION**

**APPLICANT** Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**ORGANIZATION** Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**EVENT** Name \_\_\_\_\_  Outdoor  Indoor  Parade  
 Date & Time: From \_\_\_\_\_ To \_\_\_\_\_  
 Location \_\_\_\_\_

Will there be any activity taking place that involves music, amplifiers, loudspeakers, etc.?

Yes (attach additional sheet with description and times of activities)  No

**License applying for: \$10.00 individually or for both**

Temporary Class "B" beer  Temporary Class "B" wine

Persons proposed to sell fermented malt beverages and/or wine (attach additional sheet if necessary)

Name	Address	Prior relevant experience(s)

**ATTACH:**

- A sketch showing the layout for handling fermented malt beverages and/or wine.
- A copy of the application or license of each person who will be holding the beverage operator's license who requires the supervision of the sale of fermented malt beverages and/or wine.
- A list of adjacent property owners and a copy of the form used to notify them of the event (outdoor event only).

I, [applicant] \_\_\_\_\_ agree to promptly pay the City for the City's charges incurred either in regulating this license or remedying any unsatisfactory post-event maintenance by the above named person or organization as required.

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date

Office Use Only			
_____ Courts	_____ License number	_____ Public Works	
_____ Utilities	_____ License expiration date	_____ Utilities Director	
DATE	CHIEF OF POLICE – AUTHORIZED SIGNATURE		