



VILLAGE OF STEWART MANOR

120 COVERT AVENUE
STEWART MANOR, N.Y. 11530
Telephone: 516-354-1800
Fax: 516-354-1825

BLOCK PARTY APPLICATION

We, the residents of _____ between
(Street)

_____ and _____ hereby request permission
(Street) (Street)

to hold a block party on _____ with a rain date of _____.
(Date) (Date)

The name of the person responsible for this party is _____, residing at _____
_____, telephone # _____, who has agreed to be in attendance for the entire party.

By signing this petition, we are all in agreement with the guidelines set forth as described on the second page of this document and all other applicable rules and laws of the Village of Stewart Manor.

At least 75% of the homes on the block must sign the petition (only one signature per home is necessary).
Please attach additional sheets if necessary.

Name	Address
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BLOCK PARTY GUIDELINES

1. Residents from at least 75% of the homes on the block must sign the petition to qualify for approval from the Board of Trustees (including the homes on the corners who would be affected whether or not they participate).
2. Application must be submitted **at least 60 days in advance of the date of the block party** to obtain Board of Trustees approval for the event and to allow for the notification of the Nassau County Police Department of the road closure.
3. All block parties shall end at 11 p.m.
4. Road barricades will be delivered to the person responsible for the party. On the day of the block party, the barricades shall be placed at either end of the block and used to prevent through traffic. They should not be moved or removed until the end of the evening. At the end of the event, place the barricades on the grassy area between the curb and sidewalk for pickup by the Department of Public Works. **Please note: it is imperative that no vehicles park alongside the barricades, blocking the intersection. In case fire or emergency, emergency vehicles need access. Also, the Fire Department recommends that tables and chairs be placed on the side of the street which is opposite the fire hydrants. Please do not string lights or banners across the street since they would impede free passage for emergency vehicles.**
5. Please refrain from very loud music and entertainment.
6. Remind neighbors of the party date and the time it will start so as to provide ample time for them to park their vehicles in an accessible location other than alongside police barricades at intersections. **Summonses will be issued for parking illegally.**
7. Please be sure to use the barrels provided by the Department of Public Works for clean up.

For Office Use Only:

Number of Homes on the Block: _____ Number of Signatures: _____ % of Signers: _____
Board of Trustees Approval Resolution Number: _____ Date: _____
Date NCPD Notified: _____ Via email [] Via mail []
Date SMFD Notified: _____ Via email [] Via mail []