



# HOW TO HAVE A BLOCK PARTY

Residents in neighborhood areas may request permission to temporarily close residential streets for the purpose of holding a Block Party in their neighborhood. **Requests to close streets for Block Parties must be coordinated through the City Manager's Office (268-4351).**

1. **Residential streets only may be closed for up to five (5) hours** to hold a neighborhood event involving residents in a block or defined area. No major arterial streets may be closed. The Police Station in the area needs to be contacted for advice & support to coordinate a safe event.

Patrol North – 688-9500

Patrol South – 337-9200

Patrol East – 688-9331

Patrol West – 337-9400

2. **Signatures & addresses for all properties within the defined area should be obtained.** No special form is required. Through acquiring the signatures, each resident in the area is notified and given opportunity to discuss concerns with the organizer about the street closure. Special consideration is to be given to the residents whose driveway will be affected by the closure.
3. A request including the **contact person, date, time and location** of the Block Party, the **streets for closure and all affected addresses & signatures** should be provided to the Manager's Office. The person requesting the street closure is responsible for any damages to people or property.
4. The request with all information in #3 above may be delivered in person, sent by mail or e-mail, or faxed (268-4519) to the **City Manager's Office** at least five (5) business days prior to the event.

City Manager's Office  
City of Wichita  
City Hall – 13<sup>th</sup> Floor  
455 N. Main  
Wichita, KS 67202

With Police and Fire recommendation, a letter of approval will be returned to the sender. Police, Fire, and Transit Departments will be copied on the approval letter.

5. Residents are responsible for providing **barricades and flashers as recommended by Police.** The City authorizes **only the use of regulation barricades** (no vehicles, bales of hay, rope, etc.). Parks & Recreation Maintenance (337-9225) may be contacted to borrow barricades if available and if approved by Police. Businesses that rent barricades are listed in the yellow pages (or you may borrow from a contractor, if feasible).

**Questions? Call 268-4351**

# STREET CLOSURE REQUEST FORM

\*PERSON REQUESTING STREET CLOSURE:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

\*PHONE \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION OF PARTY \_\_\_\_\_

STREET TO BE CLOSED \_\_\_\_\_ Block \_\_\_\_\_

Print Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

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The request with all information above may be delivered in person, sent by mail or e-mail, or Print faxed (858-7712) to the **City Manager's Office** at least five (5) business days prior to the event.