How to Throw a

Neighborhood Block Party

Brought to you by the City of Greeley's

Neighborhood Resource Office

1100 10th Street - Greeley, CO 80631

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www.greeleygov.com

A great way to get to know your neighbors is by throwing a neighborhood block party!

However, for your party to be successful there are a lot of things you should take into account. As a result, the Neighborhood Resource Office put together this guide for planning a block party. The guide includes suggestions on how to plan the party, publicize the event, provide food and activities, execute the plan and clean up afterwards. Remember this is JUST A GUIDE. Feel free to experiment with other strategies and let us know how they work. BE CREATIVE!

Let's party!

Developing a Plan

Most events go more smoothly when time is put into planning for their success. Here are some suggestions on how to plan your block party:

- Start planning 4-6 weeks in advance;
- To receive your complimentary "Block Party Kit" fill out the form on page 7 and return it according to the directions. Party kits include supplies to help you get started;
- Talk to some of your neighbors and form a small group or committee to share in the planning of the event;
- Suggested committees: application, budget, publicity, food, entertainment, activities, set up, clean up;
- Decide how many neighbors you want to invite – just your block or several blocks?
- Pick a date and time;
- Pick a central location for the party; one that your neighbors could walk or ride their bike to;
- Location options might be a couple of neighbors' front or back yards, a nearby park or in the street as long as it is closed off. Street closure requires a permit from the City;
- Will the street need to be closed? If so, you need to contact the Greeley Police Department to get a permit, and you need to allow 2 weeks to process the paper work (see permit info

Form a Committee

on pg. 4). An application has been provided for your convenience. NOTE: A neighborhood representative, not City staff, is responsible for routing the application;

- ❑ If you are going to block off the street, plan ahead on getting permission and barricades from the City's Public Works Department (see permit info on pg. 4);
- ❑ Plan for bad weather and have an indoor site ready – a garage may work well depending on the size of the gathering.

Use a "phone tree"

Getting the Word Out

There's no point in having a big event like a block party if nobody will know about it! There are many ways to let your neighbors know you are having a party. Here are just a few:

- ❑ Identify a publicity committee early;
- ❑ Create a flyer and be sure to include: date, time, location, activities, what to bring, and who to contact for more information;
- ❑ Ask people to pass out flyers on their block;
- ❑ Use e-mail to get out the information;
- ❑ Start a phone tree;
- ❑ Have people R.S.V.P if you are providing food, etc.

Deciding on the Menu

Everyone likes refreshments at a party! However, they don't have to be expensive or complicated. Here are some suggestions for providing refreshments:

- ❑ Decide what type of food you would like to have;
- ❑ Ask everyone to bring a dish;
- ❑ Have a BBQ and have everyone bring his or her own hotdogs, hamburgers, steak, etc.;
- ❑ Check with the City Clerk at 350-9740 for Colorado State Law information regarding the use of alcohol.

BYOB: Bring Your Own Burgers

Providing Activities

Having food and drinks for your guests is great, but you also want to have activities planned so they don't get bored—especially the kids. Here are some suggestions:

- ❑ Create a committee to come up with ideas and make arrangements.
- ❑ Try to have activities for all ages such as:
  - Union Colony Fire Truck (Contact the Fire Department at 350-9500 to request their presence. They will make every effort to be at the event, but cannot guarantee an appearance or how long they can stay);
  - Police Car (Contact the Police Department at 350-9600 to request their presence. They will make every effort to be at the event, but cannot guarantee an appearance or how long they can stay.);
  - Mini tournaments of basketball or volleyball;
  - Sidewalk chalk;
  - Frisbees;
  - Balloons;
  - Croquet or badminton.
- ❑ Take pictures for scrapbook or newsletter;
- ❑ Face painting. (It is your responsibility to provide these and any other events.)

Have activities for all ages

Getting Permits

It is the party planner's responsibility to turn permit applications in to the appropriate department. Be sure to submit the applications at least two weeks in advance to allow plenty of time for processing. The permits you may need are described below:

- ❑ If you plan to amplify music, either live or recorded, you will

need to apply for a permit through the Police Department located at 2875 10th Street, 350-9660;

- An assembly permit, also through the City of Greeley Police Department, is required to close off a public street;
- If you plan to close off a street also call the Public Works Department at 350-9336 to make arrangements for pick-up and return of barricades. Please be aware that you might have to pick up and return the barricades yourself. In addition, if other events are going on in the City, barricades may not be available;
- Applications for all of the permits described above have been provided in the back of this guide for your convenience.

Block the street off

Executing the Plan

Having a good plan is important, but it won't make any difference if it is not well-executed. So put people in charge of making it all happen. Here are some suggestions:

- Organize a set-up committee several weeks before the party to iron out all the details and ensure everything runs smoothly the day of;
- Start setting up at least 2 hours before the party;
- Block off your street or post signs announcing the block party and list the hours. If the street closure will affect public on-street parking be sure to warn your neighbors;
- Bring grills, chairs, and tents;
- Set up tables for food;
- Ice down beverages;
- Set up activities;
- Double check your list and take care of any forgotten items.

Cleaning Up Afterwards

Nothing can ruin a good party quicker than complaints about the mess the next day, so be sure to clean up after the party.

Here are some suggestions:

- ❑ Organize a clean up committee;
- ❑ Provide plenty of trash and recycle bins during the event;
- ❑ The City of Greeley will provide approximately ten 30-gallon orange trash bags;
- ❑ Have everyone bring his or her own place settings;
- ❑ You can leave the trash outside for 24 hours in advance of your regular trash pick-up. Any longer and you may receive a notice to remove it yourself.

Clean up after yourself

Thanks and Acknowledgements

Always be sure to thank the neighbors for attending and supporting their neighborhood. Also thank the people that were involved in helping plan, execute and clean up after the party. Remember, without these people the party may not have happened. Here are some suggestions for how to thank people for their help:

- ❑ Just say Thank You!
- ❑ Prepare inexpensive gift bags;
- ❑ Nominate someone for a Good Neighbor Award through the Neighborhood Resource Office (350-9780);
- ❑ Invite people over for dinner some time;
- ❑ Volunteer through our Neighbor Labor Program. You can mow someone's lawn or shovel their snow, especially if they are elderly or disabled. (Call 350-9780 for more information.)

Application for Block Party Kit

NAME OF NEIGHBORHOOD ASSOCIATION OR AREA:

_____

Does this area have a Property Owners or Neighborhood Association? **Yes or No**

NEIGHBORHOOD CONTACT:

Name & Title:

_____

Address: _____

Phone:_____e-mail_____

ALTERNATE CONTACT:

Name & Title: _____

Address: _____

Phone:_____e-mail _____

PARTY INFO:

Date:_____Hours:_____Expected Participants: _____

Location: _____

Partnering organizations: _____

Will you be closing a street ? **Yes or No** Will you be having amplified sound? **Yes or No**

_____ _____

Signature Date

PLEASE RETURN SIGNED FORM TO:

CITY OF GREELEY COMMUNITY DEVELOPMENT DEPARTMENT
ATTN: NEIGHBORHOOD RESOURCE OFFICE
1100 10TH STREET, Suite 202
GREELEY, COLORADO 80631

****Allow 2 weeks for processing***

Sample Checklist

Party Item	Completed	Due Date	Responsible Party
Committees	_____	_____	_____
Flyers	_____	_____	_____
Assembly Permit, if applicable	_____	_____	_____
Noise Permit for sound amplifying	_____	_____	_____
Barricades, if needed	_____	_____	_____
Food	_____	_____	_____
Beverages	_____	_____	_____
Ice	_____	_____	_____
Donations	_____	_____	_____
Activities	_____	_____	_____
Set-up	_____	_____	_____
Clean-up	_____	_____	_____
Trash	_____	_____	_____
Recycling	_____	_____	_____
Grills	_____	_____	_____
Safety Issues	_____	_____	_____
Music	_____	_____	_____
Restroom Arrangement	_____	_____	_____
Name Tags	_____	_____	_____
Thank you notes	_____	_____	_____

Sample Committee Sign-Up Sheet

Activities Committee		
Name	Address	Phone
Food Committee		
Name	Address	Phone
Clean Up Committee		
Name	Address	Phone

Permit Applications

Overview

- If your event requires blocking a street or portion of a street, you must include a map showing the location of the event and the places you would like to block the street.

- If you intend to block a street or a portion of a street, you must complete a Neighborhood Notification Form (this notifies neighbors that the street will be blocked) and attach it to your permit application.

- If you plan on using amplified sound, you must submit a sound permit.

- You are required to have the completed permit in your possession. You will be notified when the permit has been processed and you can pick it up.

- If your event involves a fun run/race/walk/parade, you must include a map showing the route and locations of barricades and people monitoring intersections.

- Permit specifications will be included on the permit when it has been completed.

***Turn in permit applications at 2875 10th St.**

For more information call 350-9600.

PARADE/ASSEMBLY
PERMIT APPLICATION

Received (Date and Time) _____ Permit No._____

APPLICATION FOR AND PERMIT TO CONDUCT A MEETING, ASSEMBLY OR PARADE IN OR UPON THE PUBLIC STREETS, SIDEWALKS, AND PARKS WITHIN THE CITY OF GREELEY.

I M P O R T A N T

THIS APPLICATION MUST BE COMPLETED IN FULL, PROPERLY SIGNED, AND FILED IN THE OFFICE OF THE CHIEF OF POLICE THREE FULL WORKING DAYS (72 hours, exclusive of weekends and legal holidays) BEFORE THE EVENT FOR WHICH THE PERMIT IS REQUESTED (Section 13.32.020 Code of Ordinances, City of Greeley).

A P P L I C A T I O N

Name of applicant _____

Address _____Phone _____

Name of organization _____

Address _____Phone_____

Authorized head of organization _____

Name of event chairperson _____

Purpose of event _____

Type of event _____

Date of event _____ Hours _____ a.m./p.m. to _____a.m./p.m.

Location of event or starting point and route of parade (be specific)_____

_____

Traffic Control Plan (map/drawing) of event location, and/or parade route, closures, barricades etc. must be attached

YES_____ NO_____ (if no, why not)_____

Number of persons participating (estimated)_____

Number and kinds of vehicles participating (estimated)_____

Number and kinds of animals participating (estimated) _____

Location of parade assembly area _____

Location of parade dispersal area _____

Plans for assembly and dispersal, including times _____

_____

Will event occupy all or only a portion of the street, sidewalks, or parks? _____

If event is in a park, a permit must also be obtained from the Parks Department.

If inter-city parade, has other city issued permit? _____ If not, alternate route and dispersal area in Greeley

_____

Name of speakers _____

Is sound amplifying equipment to be used? _____ Is permit being requested? _____

Have clean-up arrangements been made or bond posted?_____

I certify that I have read Chapter 13.32, Code of Ordinances of the City of Greeley. I agree to conduct this event in compliance with the provisions of the Laws and ordinances, and the specifications of this permit, and am aware that violation of my agreement will be grounds for immediate revocation of this permit, and may subject me and all participants to prosecution.

Applicant's signature _____ Date and time _____

PERMIT

A permit regarding the application of the reverse hereof is hereby (denied) (approved) with the following specifications:

_____ _____

Chief of Police Date and time

_____

Operations Commander

APPEAL (TO CITY MANAGER)

Appeal received (date and time) _____ by _____

APPEAL ACTION (BY CITY MANAGER)

_____ _____

CITY MANAGER DATE AND TIME

THIS PERMIT MUST BE IN POSSESSION OF PERSON CONDUCTING EVENT ON LOCATION AND SHALL BE SHOWN TO ANY OFFICIAL OF THE CITY OF GREELEY UPON DEMAND.

NEIGHBOR NOTIFICATION

If you are planning to block off a public street you must notify ALL neighbors who will be affected and have them demonstrate approval by signing below.

Be sure to keep this sheet with you during the event.

EVENT LOCATION: _____

DATE: _____ TIME: _____A.M./P.M.

We have been notified by _____ about the event that will be taking place in our block. We, the undersigned, do not have any concerns that have not been expressed to the party coordinator/applicant and that have not been addressed.

SIGNATURE	ADDRESS	PHONE

PERMIT APPLICATION
SOUND AMPLIFYING EQUIPMENT

Chapter 9.32 Greeley Municipal Code

UNDER THE PROVISIONS OF CHAPTER 9.32, GREELEY MUNICIPAL CODE, A PERMIT TO UTILIZE SOUND AMPLIFYING EQUIPMENT AS BELOW IS GRANTED WITH THE FOLLOWING SPECIFICATIONS:
1) NO SOUND AMPLIFYING EQUIPMENT SHALL BE USED **PRIOR TO 7:00 A.M. AND AFTER 10:00 P.M**. OUT-OF-DOORS, OR INDOORS WITH SOUND PROJECTION OUT-OF-DOORS; **2)** NO SOUND AMPLIFYING EQUIPMENT SHALL BE USED WITHIN 500 FEET OF A SESSION OF CITY COUNCIL OR A LEGALLY CONSTITUTED COURT; **3)** NO SOUND AMPLIYFYING EQUIPMENT SHALL BE USED AT A SOUND LEVEL WHICH CAUSES SUFFICIENT DISTURBANCE TO RESIDENTS OF THE NEIGHBORHOOD THAT THEY REQUEST POLICE ASSISTANCE IN STOPPING THE SOUND AMPLIFICATION IN PROGRESS. UPON NOTIFICATION TO APPLICANT OR HIS REPRESENTATIVE BY A POLICE OFFICER, THE SOUND LEVEL MUST BE APPRECIABLY REDUCED TO TERMINATE RECEIPT OF RESIDENT COMPLAINTS. REFUSAL TO COMPLY WITH SUCH A REQUEST WILL IMMEDIATELY VOID THIS PERMIT.

NAME OF APPLICANT:_____

ADDRESS & PHONE:_____

NAME OF ORGANIZATION:_____

DATE OF EVENT: _____STARTING TIME:_____ENDING TIME:_____

PURPOSE OF EVENT:_____

LOCATION OF EVENT AND EQUIPMENT:_____

ROUTE OF TRAVEL (if equipment is mobile)_____

_____

_____

TYPE OF EQUIPMENT:_____

CHECK ONE OR MORE: VOICE _____ MUSIC _____ OTHER_____

APPROXIMATE NUMBER OF PARTICIPANTS:_____

PURPOSE: COMMERCIAL _____ NON-COMMERCIAL:_____

_____
Signature of Applicant

APPROVED BY:

_____
Operations Commander

_____ _____
Chief of Police Date & Time

Good Luck!

From your friends at:

City of Greeley Colorado

Great. From the Ground Up.