



Event Information	
Road to be closed:	
Starting Address:	
Ending Address:	
Requested date(s) of closure:	
Event and type:	
Event start time:	Event end time:
Estimated total attendance:	

List of Materials that will be in Roadway

Organizer/ Applicant
Name:
Address:
Contact number (Twp. must be able to reach this number at all times on date of event):
Email address:

Applicant Acknowledgement and Signature

- Applicant certifies that all information contained herein is true and accurate and is submitted to induce the issuance of the block party permit.
- Applicant has read and agrees to all the information and guidelines listed out on Page 2 of this document

Date: _____ Applicant: _____
Print

Signature

Staff Use Only	
Event#	
Date filed:	
Fee Paid (\$25):	
Payment:	
Received by:	
Department Approval	
Fire Department:	
Date:	_____ Signature
Roads Department:	
Date:	_____ Signature
Zoning Department:	
Date:	_____ Signature
Contact Information	
Fire Department	(740) 548-7104
Sheriffs Department	(740) 833-2800
Zoning Department	(740) 548-5430 ext: 3125
Parks & Roads	(740) 548-5430 ext: 3107
Olentangy School District	(740) 657-4050
Submittal Options	
Drop Off: 1680 E Orange Rd Lewis Center, OH 43035	
Online: https://talktomycity.com/search/OrangeTWP	
Mail-in: P.O. BOX 397 Lewis Center, OH 43035	

BLOCK PARTY

Application

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Township reserves the right to deny this application at its sole discretion

Access to Public Right-of-Way:

1. Permission to use the street for this event does not grant exclusive rights to access the street or right-of-way.
2. Event organizers must maintain normal pedestrian access to any and all public property during the event.
3. Vehicular traffic through event site may be discouraged (but not prohibited) by the use of cones and/or signage which are obtainable free of charge, as available, from the Township Roads and Maintenance Division.
4. No resident, guest of a resident, or delivery or service vehicle may be prohibited from accessing a properties.
5. No temporary structures, tents, vehicles, or other obstructions which cannot readily be moved aside by hand are permitted on the paved street area. No recreational structures such as skateboard ramps, basketball poles, volleyball poles, bouncy houses, etc. may be erected on the street or within the right-of-way without permission from the Road and Maintenance Department.
6. Under no circumstances may holes be made in the street.
7. So that emergency vehicles can have passage, be sure all tables, chairs and other items are easily removable from the roadway. A good guideline is to keep within the area next to the curb that is used for parking.
8. Block party closures will not be permitted on primary routes. Refer to snow plow route here: <http://www.orangetwp.org/DocumentCenter/View/407>

Safety

1. Access must be maintained for emergency police, fire and ambulance vehicles for the duration of the event.
2. No permission is given or implied by the Township to extend electricity to the event site.
3. No permission is given or implied to attach ropes, wires, signs, or other materials to utility poles. Organizers are hereby warned that doing so poses a risk of electrocution.
4. Do not stretch wires, ropes, nets, lights, banners and other items across the street. These could prevent access by emergency vehicles.
5. If grills are used for cooking, please think ahead. Position grills safely and have fire extinguishing equipment at hand. The Orange Township Fire Department is available to advise you free of charge in this regard (740-548-7104).
6. If traffic control or security is a concern, please call the Sheriff's Department (740-833-2810). We do not recommend the use of non-police personnel to direct traffic. Non-police personnel are prohibited from directing traffic on streets adjacent to or not included in the event.
7. Use only removable barricades provided by the Township to block the street. Do not use a parked car, rope or other object as a barricade. Alleys may not be barricaded or used for parties.

Private Property / Individual Conduct

1. An "organizer" must be named as the person responsible for the event. A means of contacting the "organizer" during the event must be provided.
2. The block party application does not include the use of another person's private property in any form without their permission.
3. Provisions must be made by the organizers to clean up litter and debris and to remove signs or decorations from both public and private property.
4. Loud music or excessive noise which impedes the ability of another to enjoy the use of their property is not permitted. All participants are expected to follow the noise ordinance. See the Orange Township Noise Ordinance online for more details: <http://www.orangetwp.org/documentcenter/view/454>

Liability

1. Event organizers are advised to consult with their home owner's insurance provider regarding any endorsements required for protection in the event of a mishap.
2. At the Township Administrator's discretion, an event insurance binder may be required by the event organizer naming the Township Trustees as "additional insured".

*Applicant agrees to indemnify and hold harmless Orange Township from any and all losses or liabilities which may arise out of the Event.