



# Town of Winchendon

## Block Party Rules and Conditions

### 400-27: BLOCK PARTY RULES AND CONDITIONS

A. Application Process. No so-called “block party” involving the closure of any street in the Town of Winchendon shall be held without a permit from the Board of Selectmen issued under this Policy, as follows:

1. The application form may be obtained from, and shall be submitted **no later than 45 days prior to the date of the event** to: Town of Winchendon, Town Manager, 109 Front Street, Dept. 1, Winchendon, MA 01475, Phone (978) 297-0085. The application is also found on the Town web-site at [www.townofwinchendon.com](http://www.townofwinchendon.com).
2. The application shall not be granted unless signatures are submitted from 100% of all households within the block party area indicating their consent, along with the liability waiver (use attached Page 3 Signature Authorization Form and Page 4 Waiver Release of Liability Form – make additional copies as needed).
3. At the time of application, a non-refundable \$50.00 Block Party Application Fee shall be paid, and a \$200.00 refundable clean-up deposit shall be submitted. If the permit is not granted, such deposit shall be returned forthwith. If the permit is granted, such deposit shall be returned provided that the street is clean and clear within one hour after sunset as required in Section B(7).
4. Incomplete or improperly completed applications will not be processed.
5. Applications for block parties shall be submitted to appropriate departments for review and recommendations.
6. All permits issued under this policy shall indicate that the holder of a permit issued under this policy shall be subject to all other Town ordinances and governmental restrictions, and further that applicants and event participants shall comply with all other applicable town, county, state and federal regulations.
7. Block parties shall be permitted only on local residential streets.
8. The closure of a street shall not exceed one block or 300 feet, whichever is lesser.
9. No street shall be eligible for a block party permit more than one time per year.
10. While not a permit condition, the Town of Winchendon encourages the use of recycling receptacles for disposal of block party-related cans/bottles, paper and cardboard.

B. Permit Approval Criteria: A permit shall be issued only under the following conditions:

1. Block party permit recipients shall provide at their own expense green or orange barricade cones, 24 inches or higher, and shall place the same every four feet across the street. Vehicles, picnic benches and chairs shall not be used for such purposes in order to allow easy access for emergency vehicles, if necessary.
2. Nothing shall be placed in the street(s).
3. Adult supervision shall be provided at all times.
4. Noise levels shall be kept within Town of Winchendon code limits.
5. There shall be no alcohol on public property (see current by-law).
6. There shall be no hydrant use.
7. Clean-up shall be the responsibility of the applicant, and street and sidewalks shall be clear and clean by 1 (one) hour after sunset.
8. All activities and games shall be conducted at the applicant's and participants' risk.

C. Enforcement: This policy may be enforced through any means available in law or in equity. In addition, failure to comply with the provisions of Section B(1)-(7) of this Policy shall result in the immediate cancellation of the permit and/or of the permitted block party. Failure to comply with Section B(7) shall result in forfeiture of the \$200.00 clean-up deposit to cover the Town's costs in connection with the cleanup.

*~~ Please keep these rules for your reference ~~*

# **TOWN OF WINCHENDON**

## **OFFICE OF THE TOWN MANAGER**

109 FRONT STREET, WINCHENDON, MASSACHUSETTS 01475-1758

Telephone: (978) 297-0085 Facsimile: (978) 297-1616  
manager@town.winchendon.ma.us

## LICENSE/PERMIT/RENEWAL APPLICATION

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

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

## IF BUSINESS:

Business Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security or Business ID number: \_\_\_\_\_

Assessor's Map \_\_\_\_\_ Parcel \_\_\_\_\_ (obtain from Assessor's Office)

Type of License/Permit Requested: BLOCK PARTY

Additional Information: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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OFFICE USE ONLY  
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To: Police Department, Fire Department, Building Commissioner/Zoning Enforcement Officer, Conservation Commission, Board of Health, Tax Collector, Planning Director, Town Clerk

Please offer your comments regarding the above application. A hearing is scheduled before the Board of Selectmen on \_\_\_\_\_. Your response is requested by \_\_\_\_\_.

Signed: \_\_\_\_\_

## Special Event – Block Party Permit Application



**Applications must be submitted at least 45 calendar days prior to the event.**

Date of Block Party:	Day: Mon Tues Wed Thurs Fri Sat Sun
Location of Block Party (Street Name and from house # _____ to house # _____):	
Number of homes involved:	Number of Participants Expected:
Actual Event Hours: _____ am/pm to _____ am/pm (no later than one hour after sunset)	
Has this section of your street been closed for a block party within the last year? Yes _____ No _____	

<b>Applicant Information</b>		
Applicant (Name):	Email address:	
Address:		
Daytime Phone No.:	Evening Phone No.:	Fax No.:
*Contact Person "on-site" day of the event:		Pager/Cellular No.
<b>*NOTE: THIS PERSON MUST BE IN ATTENDANCE FOR THE DURATION OF THE EVENT AND IMMEDIATELY AVAILABLE TO TOWN OFFICIALS.</b>		

I have read and understand the Block Party Rules (pg. 1 of this application)

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

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

Copy of driver's license.

Submit to: Town Manager's Office – 109 Front St., Dept. 1, Winchendon, MA 01475

# Special Event - Block party Permit Signature Authorization Form



Please submit this signature authorization form, the completed application including the \$50.00 application fee and liability waiver forms to:

Town Manager's Office  
109 Front Street, Dept. 1  
Winchendon, MA 01475  
Tel: (978) 297-0085

## EVENT ORGANIZER/GROUP WAIVER AND RELEASE OF LIABILITY



EVENT ORGANIZER/GROUP NAME: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

**ON BEHALF OF THE ABOVE EVENT/GROUP,** I expressly **WAIVE, RELEASE and DISCHARGE** the Town of Winchendon, Mass., its officers, agents and employees or any other person from any and all **LIABILITY** for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above described event. I fully understand and acknowledge that the Town of Winchendon is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly **INDEMNIFY AND HOLD HARMLESS** the Town of Winchendon, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs and any other individuals or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence or sole willful misconduct of the Town, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims.

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the event/group I represent.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Please Print)

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_