

## **Block Party Checklist**

***Most all block parties DO NOT require an event permit; however, a Special Events Permit may be required for parties that will block certain types of streets and/or that include some types of live entertainment or amplified music.  
Call Neighborhood Resources at (480) 312-3111 for further information.***

This checklist provides suggestions to make block parties more enjoyable for residents and more manageable for party planners. Residents planning a block party should consider the following items to secure a safe event with minimal disruption to nearby non-participating neighbors:

- A completed Block Party application must be submitted at City of Scottsdale Neighborhood Resources before a block party is held. Applications are available online or by calling (480) 312-3111.
- Whenever possible, choose a location that will not disrupt normal traffic patterns. A cul-de-sac or other minor non-through street location will work best, although other types of neighborhood streets can be used.
- If blocking of a residential public street is necessary, you must use temporary, visual barriers to block the street its end/s. Barricades and traffic cones are available free of charge for block party use, or you can have neighbors near the street end/s roll out their recycling bins as temporary barricades. Nothing stronger than crepe paper should ever be strung between any types of street barriers. Never block a city street with cars or immovable objects that do not allow emergency vehicles to pass! A barricade plan (hand drawn is fine) must be submitted to Neighborhood Services' staff with your block party application.
- Organize areas where people will congregate that are away from portable barricades, to avoid injury to attendees or damage to barricades.
- Notify neighbors impacted by your event. A simple, fun flyer distributed to neighbors can invite and alert households in your area; include a contact phone number in case someone has concerns or questions. Don't leave flyers in mailboxes (it's illegal); hand delivery is best!
- If you live in a subdivision with an HOA, make sure to get approval (and support!) from your Board before distributing flyers, investing in supplies or holding your party.
- Ask local businesses if they are willing to provide goods, services, or raffle prizes for your event! Speak with a manager, and be prepared to leave a written request stating the function date, time, location, number of people and purpose. Offer to post an advertising sign at the function, to acknowledge the contribution they make. Approach large corporations in plenty of time before the party.
- Plan for parking spaces for residents/guests, or ask them to move vehicles out of the party area, whichever applies to your party.
- When planning, remember to assign responsibility for clean up after the event.
- All consumption of spirituous liquor (alcohol) must be limited to private property.
- Play equipment, including inflatables ("jumpsies") must be located on private property and kept out of any public street, right of way or easement.
- Noise complaints can be subject to calls for service from the Police Department at any time. Please be considerate of others, especially after 10:00 p.m.!