

# LICENSING DIVISION INSTRUCTIONS

## REFERENCE: STREET CLOSING – PUBLIC ASSEMBLY

On any street closing for Public Assembly, the Fire Department will require the following:

1. Maintain an open fire lane for the safe passage of Fire Department vehicles.
2. Fire hydrants are not to be blocked in any manner.
3. Fire hydrants are not allowed to be turned on.

## BLOCK PARTIES

You must obtain a Block Party permit for use of City-owned property which includes the “Hold Harmless” agreement. Every applicant desiring the use of city-owned property for public use of streets must execute this agreement.

Complete all forms and return to the License Division at least **two weeks prior to the event**. You must submit a **typewritten cover letter** outlining your entire day and a **notarized letter from the owner of the property giving tenant permission to have the block party**. This shall include the purpose of the event, the number of people expected and when the event will begin and end. All contact information and a working telephone number must also be supplied. The hours of the event shall not exceed 9:00pm. You will also be responsible clean-up after the event.

**Please contact this office at 973-266-5159 one week prior to the date of the event for approval/denial.**

In the event you will utilize inflatables, amusement devices, or mechanical trucks etc., you will be responsible for providing this office with a certificate of insurance from the amusement company. The City of East Orange must be listed as an additional insured as well as certificate holder. The minimum amount of this insurance shall be **one million dollars** and shall accompany the application when submitted to this office.

CITY OF EAST ORANGE  
LICENSE DIVISION  
44 CITY HALL PLAZA  
EAST ORANGE, NEW JERSEY 07019  
973-266-5159

ALL APPLICATIONS ARE DUE IN THE LICENSE DIVISION AT LEAST TWO WEEKS BEFORE THE SCHEDULED EVENT. PLEASE PRINT ALL INFORMATION

BLOCK PARTY LICENSE APPLICATION

Date \_\_\_\_\_ License Number \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Property Owner (Omit if same as above) Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Mechanical Automatic Kiddy Rides? Yes [ ] No [ ] Moonwalk [ ] Yes [ ] No [ ]

Other [Please explain in detail] \_\_\_\_\_

Do you plan to serve food? [ ] Yes [ ] No If Yes, Health Permit is required. You must contact the Health Department at 973-266-5470.

Do you need barricades? [ ] Yes [ ] No  
If yes, Specify location to be delivered.

Checked off below are the requirements to be met for use of City owned property.

[ ] Liability insurance in the amount of \$1,000,000.00 (purchased from an insurance company of your choice)

[ ] A check payable to the City of East Orange in the amount of \$168.00.

We hereby release the  
City of East Orange from any and all claims arising from the  
utilization of property owned by the City of East Orange for the  
above purpose on dates and hours listed, including but not limited to  
personal and property damage, as well as cleaning of debris in the area  
resulting from the activity.

\_\_\_\_\_  
Signature

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

Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_



