



Application for Block Parties, Parades, & Assemblies

Municipality of Norristown | Office of the Municipal Administrator

Any person, organization, or group wishing to conduct a block party, parade, or assembly upon any public street, alley, or sidewalk in the Municipality of Norristown must submit an application for approval by municipal staff least FORTY-FIVE (45) days PRIOR to your event. **PLEASE NOTE: Starting in 2019, all block party applications must be accompanied by a non-refundable \$50 application processing fee.** Parade and assembly applications will also be subject to a \$75 fee plus a deposit based on the estimated municipal service rate for expenses incurred due to the event.

Completed forms and payments can be submitted in-person or mailed to the Municipality of Norristown, 235 E. Airy Street, Norristown, PA 19401, or emailed to info@norristown.org. Please call 610-272-8080 with any questions.

A copy of your APPROVED permit must be with you on the day of the function.

TYPE OF PERMIT:	BLOCK PARTY	PARADE	ASSEMBLY
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PARTICIPANT INFORMATION:

GROUP/SPONSOR NAME:			
EVENT DESCRIPTION:			
EVENT CHAIRPERSON:			
APPLICANT:			
APPLICANT'S ADDRESS:			
PHONE (HOME):		PHONE (CELL):	
EMAIL:			

EVENT INFORMATION:

Should your 1st choice of date for your event be unavailable, please indicate your 2nd choice of date:

1st CHOICE OF DATE		2nd CHOICE OF DATE	
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STREET TO BE CLOSED:		WHICH BLOCKS:	
NUMBER OF PEOPLE:		START TIME:	END TIME:

****Please include set-up and clean-up in your start and end time**

SIGNATURE REQUIREMENT:

All applications for block parties must include at least one adult signature from EACH residential household on the block in which this event is to take place. This application will not be approved without the necessary signatures, so please provide the necessary signature sheets when you submitted this application to the Municipality



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RULES AND REGULATIONS:

Block parties in the Municipality of Norristown are regulated by Ordinance No. 05-23 of 2005. In accordance to the Ordinance, all block parties that receive approval from Norristown Police, Fire, and Public Works Departments **MUST** be in possession of an approved permit from the Municipality which authorizes the event during the time of the event.

NO PERMIT WILL BE ISSUED FOR:

- Events that are intended for commercial purposes (i.e. applicant or group will profit from the event)
- Events where the time, route, and/or size will disrupt the movement of vehicle traffic
- Events that require the diversion of so great a number of police officers to properly police the area of the event and areas contiguous thereto that permitting the event will disrupt police protection to the Municipality
- Events that will interfere with another event for which a permit has already been issued.
- Events with applications containing information that is found to be false or incomplete.
- Events where the applicant refuses to comply with all conditions associated with the permit.

ADDITIONAL NOTES:

**Norristown WILL NOT PROVIDE
BARRICADES THE EVENT**

**Dunk Tanks, Pony Rides, Moon
bounces, and other Inflatables are
NOT ALLOWED in the Street**

**Block Party Applicants are NOT
PERMITTED TO BLOCK ANY
STREET with Cars or Trucks**

APPLICANT WAIVER:

In consideration of the acceptance of this application, the applicant agrees to defend, indemnify, and hold harmless the Municipality of Norristown, its employees, representatives and agents, from and against any and all liability, loss, cost, damage and expenses, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal or alleged to have been sustained by any person or persons and on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of this application request. I acknowledge that I have received and understand this acknowledgement. Upon signing and submitting this application, the group indicated above that is applying for a block party permit is responsible for all clean-up associated and /or is a direct result of this event.

SIGNATURE OF CONTACT:	
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FOR STAFF USE ONLY

DEPARMTENT	SIGNATURE	DATE	DECISION	
POLICE			APPROVE	DISAPPROVE
REASON:				
FIRE			APPROVE	DISAPPROVE
REASON:				
PUBLIC WORKS			APPROVE	DISAPPROVE
REASON:				
MUNICIPAL ADMINISTRATOR			APPROVE	DISAPPROVE