



Borough of **RUTHERFORD**

176 Park Avenue | Rutherford, NJ 07070

201-460-3000
rutherfordboronj.com

BLOCK PARTY POLICY

The Borough of Rutherford encourages neighbors to build community. Block party type events (**not private events such as birthday parties**) involving the closure of any portion of a Borough street require a Block Party Permit. While there are several Borough departments involved in the approval process, this policy centralizes the administration of block party events with the Borough Clerk's Office.

I. Block Party Application Procedure

Applications shall be filed with the Borough Clerk's Office at least forty-five (45) days prior to the Block Party date. Applications will be accepted between March 15 and September 15 of each year for block parties to be held in that same calendar year. Block parties will be allowed May 1 through October 31 only on Fridays between the hours of 5 p.m. – 9 p.m., and on Saturdays, Sundays, Memorial Day, Independence Day and Labor Day, between the hours of 12 p.m. – 9 p.m. The street must re-open within one (1) hour after the conclusion of the event. The application fee must be paid at the time the application is submitted.

The **Block Party Application fee is \$50.00**. If the Borough deems it necessary to have its personnel clean up any portion of the block party area that was not taken care of by the applicant, at a minimum, an additional cleaning fee of **\$100** will be charged to the applicant.

The Application shall be submitted in writing on the appropriate form. **The application fee must be paid at the time of Application submission.** The cleaning fee, if applicable, must be paid within 30 days of the invoice date. The Borough of Rutherford *BLOCK PARTY APPLICATION* form can be found on the Borough's website at www.rutherfordboronj.com, or you may call 201-460-3001 to have one mailed/e-mailed to you, or visit the Borough Clerk's Office on the main level of Borough Hall, Monday – Friday from 8:30 am. until 4:30 p.m. excluding holidays.

II. Block Party Application Processing

Application Intake. Borough Clerk's Office staff shall be responsible for intake of the Block Party Applications and dissemination to appropriate Borough staff for review and approval. The application fee and signed Block Party Petition must be submitted with the application.

(a) **Approval.** The Borough will issue an approval or denial no later than 20 days after the application date. You will be provided with a signed, approved permit which you should keep available during the block party. Any approval is granted for the date and time specified only (and approved rain date if applicable). No alternate dates or times are permitted without submitting an additional application and fee.

(b) **Application Denial.** Where Borough staff reviews an Application and denies same, it shall state in writing the reasons for the denial.

(c) **Unpaid Invoices Due to the Borough.** Any past due fees/invoices owed to the Borough may result in denial of the application and/or future requests.

III. Event Requirements

All permittees must adhere to the following rules and regulations. Failure to do so may result in the applicant being held responsible for any damages and/or denial of future applications.

Applicant. The applicant must reside on the block and is responsible for the event including, the set-up and removal of barricades, cleanup of the public right of way, and maintaining a 20-foot wide clear lane in the street for emergency vehicles. **Block party permits will NOT be approved for single family use; such as birthday parties, weddings, etc.**

General Conditions. The Block Party may take place during *permitted event hours only*. No admission fees may be charged. Entertainment must not interfere with neighbors who do not live on the block. All participants must comply with all local, state, and federal laws, codes, and regulations. No parked or moving vehicles shall be located within the venue during the event. **Block Party applications will be considered once per year per block.** A "block" is considered from one intersection to the next closest intersection. Only one (1) block closure will be permitted.

(a) **Block Party Petitions.** All residents on the block must be contacted before the application is submitted. For multi-unit dwellings/apartments, each unit must be contacted. At least 51% of the residents on the block must be in favor of the party and must complete and sign the "Block Party Petition" form.

(b) **Street Closure.** Block parties may only be held on local streets approved by the Borough. Only one block may be closed for one day for each Block Party. The street must be accessible to emergency vehicles and personnel at all times. No block parties will be approved on major streets or bus routes. Approved special events, planned road work, and other factors will be considered when reviewing applications. **The applicant must make access arrangements for businesses and residents on the street to be closed.** Barricades may be put in place to close streets up to 2 hour(s) prior to the start of the event, to allow for set-up. The street must be clean, free of equipment, and restored to public access with the barricades removed within one hour of the conclusion of the Block Party.

(c) **Barricades.** Borough-owned barricades are to be used for all street closures. No other items can be used to block the street. Barricades must be used during *permitted event hours only*, and must be easily removed for access by emergency vehicles. The Borough will deliver the barricades the day before the event. The applicant will be responsible for the set-up on the day of the event and to return the barricades to the same corner at the conclusion of the event for pickup. Costs to replace or repair any damaged barricades will be invoiced to the applicant.

(d) **Damages.** The Borough reserves the right to charge the applicant for costs relating to damages to Borough property and/or equipment.

- (e) **Inflatables.** Inflatables, tents, or other items requiring staking *are strictly prohibited* on Borough property, including the roadway and sidewalks.
- (f) **Food Trucks.** Only licensed trucks with the Borough will be permitted to operate and must be parked along the curb line and location must be submitted with application. Health Department and Bureau of Fire Safety applications may be found on the Borough website. Food trucks shall be located on the roadway in a manner that will not obstruct the roadway, a 20' wide fire lane shall be maintain through the closed part of the roadway for the duration of the event. Food trucks shall not park on private property.
- (g) **Site Clean-up and Trash Disposal.** The Applicant shall be responsible for the clean-up of Borough property after the event. This includes the removal of trash from the site (do not leave full trash cans on site). The Borough shall have the right to enforce cleanup measures, including but not limited to entry and cleaning of property by Borough personnel with costs charged to the property owner or event applicant. The minimum fee for clean-up done by Borough personnel is \$100.
- (h) **Noise.** Block Party participants must comply with the Borough's noise ordinance. Applicants are instructed to be particularly mindful of parties near houses of worship, schools, and other properties more sensitive to noise.
- (i) **Fire Hydrants.** Hydrants must be accessible at all times. 10' clear space to each side of the fire hydrants shall be maintained. The Fire Department will not be responsible for any damage to property while accessing any fire hydrant.
- (j) **Liability Insurance.** The applicant must execute a "Hold Harmless Agreement" which is included in the Borough's event package.
- (k) **Compliance with all regulations.** Block Party applicants/organizations are responsible for ensuring that all applicable laws and ordinances are followed. Failure to comply with all Borough ordinances, rules and regulations may result in the denial of future block party requests.