



Block Party/Special Event Application

CITY OF ALEXANDRIA

8236 West Main Street
Alexandria, Kentucky 41001

Phone: (859) 635-4125

Fax: (859) 635-4127

Email: forms@alexandriaky.org

www.alexandriaky.gov

PROCEDURE FOR HAVING A BLOCK PARTY

- *Confirm your tentative date and time.*
- *Collect names and signatures of all residents affected by the event blockage. A listing of a name on this form confirms permission for the event.*
- *All names signed on this form agree to indemnify and hold the city harmless in any liability issue related to the activity described on these forms, including bodily harm and any damage to public infrastructure, such as but not limited to, streets, curbs, and utilities.*
- *An alternate “rain date” may also be selected.*
- *No event will be approved to be held, or run later, than 11 p.m. as pursuant to the city’s noise ordinance 24-95.*
- *Pay \$10 application fee.*

NOTE: A special event permit is not a permit to violate City codes, ordinances, rules or regulations, IE: noise or nuisance. If a violation occurs, it may result in citation(s) issued to the event applicant/responsible person.

Processing Procedure: Please submit the completed Special Event and Block Party/Street Closure application (if it applies) to the City of Alexandria Clerk not less than **60 days** prior to the date of the event and no more than one year prior to the event date. This will allow sufficient time for processing the application. There will be a \$10 application fee for all events. This fee is to cover administrative costs.

The Special Event application, in addition to the list of signatures, should be submitted to the City Clerk either in person or to starter@alexandriaky.gov. Names will be checked, and the Police and Fire Departments will be notified of your event. All residents on your street should be made aware of the necessity to provide access for emergency vehicles should the need arise.



Special Event Information

CITY OF ALEXANDRIA

Name of Event: _____
Location(s): _____ Event
date(s): _____ Set-up date(s)
and time(s): _____ Event teardown date(s)
and time(s): _____ Street Closure Date(s) and
time(s): _____

Type of temporary street barricade (no parked vehicles): _____

Will the event require Sound Amplification Equipment: Yes (or) No If so, please describe:

ROUTE INFORMATION (for parades, races, etc.)

Attach Route or Event Map: A map is required for all events.

Assembly Location: _____ Assembly Time: _____

Specific type of event, please check all that apply:

Festival	Fundraiser
Parade	Political
Fair/Carnival	Religious
Private Party	Filming
Sports Event	Community

Event Anticipated attendance: _____ Prior year attendance, if applicable: _____

Notify affected residents and/or businesses: Required for any street or sidewalk blockages or closures – including residences above businesses (i.e.: Washington Street downtown area) unless other arrangements have been made with the City Clerk’s Office. You will need to send letters or notify the residents and/or businesses three (3) weeks prior to street or sidewalk blockages or closures. Please, provide the city clerk with a list of who you notified about the closure.

I acknowledge that the information contained in this application is true and complete to the best of my knowledge.

Applicant Signature: _____ Date: _____

