



Block Party Notification Application

City of Merriam, Kansas

Today's Date: ___/___/___

Completed form must be submitted to the City Hall and please allow 5 days processing prior to event date.

Date of Block Party: ___/___/____. **Will Liquor &/or Malt Beverages be served?** () YES () NO
Will Liquor &/or Malt Beverages be sold? () YES () NO

Starting Time: _____ Ending Time: _____

Type of Event: _____

Event Location: _____

() NO Barricades

() YES Barricades - Exact street locations the barricades will be placed: _____

It is acknowledged and understood that the City of Merriam, Kansas, is not responsible for injuries or damage resulting from the aforesaid block party, and that the attendees of said block party assume all risks associated with activities conducted at said block party. Events must comply with City nuisance and noise ordinance and are valid only until 10:00 p.m.

Property Owner or Designated Representative's Name

Address

Name of a person filling out form (Please print)

Email - where we can email approved copy to

Signature

Telephone No.: Day and Evening

Call 911 or 782-0720 in case of EMERGENCY.

SPECIAL NOTE: The Chief of Police, Fire Chief or their designated representative may cancel this permit at any time for Public Safety reasons.

For Police Chief or Designated Representative Approval

Approved by Police Chief or Designated Representative

Approved Date

Routing Procedure for City Hall/Administration Staff Use Only

FOR APPROVAL PROCESS:

1. Date stamp the original form.
2. Scan and email the form to the **Police Chief for approval** and **cc PD front desk**.
Police Chief will email the approved form back to City Hall Administration for process.

Date Form Received

Staff initial & Date

AFTER APPLICATION HAS BEEN APPROVED BY POLICE DEPT.:

1. Administration **MUST** email this approved application to the following:
 - Property Owner/Manager/Representative
 - OPFD: suzannecoleman@opkansas.org
 - Public Works to create a Work Order - Only barricades are needed
 - Department Head, City Council Member and cc David Easley
2. Public Works Department delivers barricades on afternoon preceding party.
3. Administration office files original form in City Clerk's correspondence file.

Staff initial & Date

PW Staff initial & Date