



The Borough of Hightstown

156 Bank Street

Hightstown, New Jersey 08520

(609)490-5100 ext. 628

priggio@hightstownborough.com

Application for Block Parties within Hightstown Borough.

To apply for a block party permit:

- Complete and submit an application form, required fee, and executed acknowledgment and hold harmless agreements from more than 50% of households within/abutting the party area at least **30 days prior to the event**. The application fee is \$35. Incomplete applications will be returned. Please make checks payable and mail to **The Borough of Hightstown, 156 Bank Street, Hightstown, NJ 08520. Attn: Peggy Riggio, Borough Clerk.**
- A property list can be obtained by emailing the Borough Clerk at priggio@hightstownborough.com.
- Please review the information provided in this information packet regarding the requirements for the issuance of a block party permit.
- Retain pages 1-3 for your information and RETURN pages 5-7 to the Borough of Hightstown for processing. Page 8, Acknowledgement and Hold Harmless Release Agreements for more 50% of all households within/abutting the party area must be submitted with the application.
- Once all approvals are received, the Borough Clerk will notify the organizer in writing the approval or denial of the application.
- Food Vendors should be directed to Peggy Riggio, Borough Clerk, for additional information for Temporary Food/Fire Permits.
- Any questions should be directed to Peggy Riggio, Borough Clerk at (609)490-5100 ext. 628 or by email at priggio@hightstownborough.com.

Hightstown Borough Code Article 10-1 Residential Block Parties

§ 10-1-1 Permits for Residential Block Parties.

[3-18-2024 by Ord. No. 2024-03]

A. Definition. As used in this article, the following term shall have the meaning indicated:

BLOCK PARTY

A party sought to be conducted by the homeowners on both sides of a public street or public right-of-way in a given block, requiring the street or public right-of-way to be closed to through traffic for a predetermined period during which a party conducted by the adjoining property owners will be held.

B. Block Parties Permitted. No person shall use any public street, sidewalk or public right-of-way for a block party in the Borough without first obtaining a block party permit.

- (1) A person seeking issuance of a block party permit shall file an application with the Borough Clerk, together with a nonrefundable application fee of \$35 at least 30 days prior to the event.
- (2) Hold harmless indemnification agreements from more than 50% of all households within/abutting the party area must be submitted with the application. A property list can be obtained from the Municipal Clerk prior to submitting the application. Said agreements shall indicate consent to the proposed block party, consent to the proposed street closure, and acknowledgement that all residents and their invitees shall adhere to all applicable laws, regulations and ordinances, including, but not limited to, noise ordinances. The agreements must be received at the time the application is submitted to the Borough Clerk.

C. Standards for Approval of a Recreational Street Closure. Approval of the Chief of Police is based on the following criteria:

- (1) Block parties shall be authorized only upon Borough-owned streets and shall not be authorized upon any street which is owned or under the jurisdiction of Mercer County or the State of New Jersey.
- (2) The conduct and location of the block party will not substantially interrupt or impede the safe and orderly movement of traffic.
- (3) The portion of the street to be closed is one-half mile or less in length and intersected by no more than two other streets.
- (4) The conduct of the block party will not be likely to result in damage to persons or property nor cause serious harm to the public.
- (5) If the Chief of Police determines that the criteria above has been satisfied, he or she or his or her designee shall sign the application, indicating whether said application is approved and any special conditions required.
- (6) The Borough Clerk will notify the applicant in writing the approval or denial of the application.

D. Other Block Party Requirements.

- (1) No more than one block party permit for the same street may be issued in one calendar year.
- (2) No block party permit shall be issued if a previously issued permit was revoked by the Borough due to violation of any local ordinances, laws or regulations within the previous five years.
- (3) The coordinator of the block party is responsible for notifying, in writing, all residents living on the street and abutting streets the date and time of the block party.
- (4) Barricades will be delivered and picked up by the Department of Public Works.

- (5) The total time the road can remain closed is five hours.
- (6) Roads must be reopened by 10:00 p.m.
- (7) No block party shall be conducted in such manner as to interfere with the safe passage of emergency vehicles.
- (8) The applicant shall be responsible for the cleanup of the street immediately following the block party.
- (9) Alcohol shall only be served on private property and no one under 21 years of age may be served.
- (10) No open flames are permitted on Borough property. All firepits and barbeques must remain on private property.
- (11) Any food truck or food vendor selling, providing or distributing any type of food, even prepackaged, must apply for a temporary food permit with the Borough Clerk at least 20 days prior to the event.
- (12) Any outside vendors taking part in the block party (including, but not limited to: food trucks, food vendors, craft vendors, bounce houses, dunk tank, face painting, etc.) must provide a certificate of insurance naming Hightstown Borough as additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000.

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156 Bank Street
Hightstown, New Jersey 08520
(609)490-5100 ext. 628
priggio@hightstownborough.com

Received: _____

Check # _____

Amount: _____

Application for a Block Party

Block Party Applications must be submitted 30 days prior to the event accompanied by a \$35 check made payable to The Borough of Hightstown.

BLOCK PARTY INFORMATION

STREET: _____

EVENT DATE: _____

LOCATION OF BLOCK PARTY: _____

From house# to house #

START TIME – END TIME: _____

ORGANIZER INFORMATION

Organizer must be on site for the duration of the party

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

Must be immediately available to Borough Officials the day of the event

EMAIL ADDRESS: _____

Will there be food trucks/vendors on site?: _____ Yes _____ No

All food vendors must contact the Clerk's office to obtain a temporary food/fire permit and provide a certificate of insurance.

Will there be outside vendors or activities? (including, but not limited to: crafts, face painting, bounce house, dunk tank, etc? : _____ Yes _____ No

All vendors (including food vendors) must provide a certificate of insurance naming Hightstown Borough additional insured

FOR OFFICE USE ONLY:

Approved by Police Chief: _____

Approved by Administration: _____

Date Issued: _____

Public Works Notified: _____

Outside Food Vendors, Craft Vendors, or Activities

Any outside vendors taking part in the block party (including, but not limited to: food trucks, food vendors, craft vendors, bounce houses, dunk tank, face painting, etc.) must provide a certificate of insurance naming Hightstown Borough as additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000. Food vendors must apply for a Temporary Food/Fire Permit. Please list any vendors that will take part in the block party along with contact information.

Vendor	Contact Information	Certificate of Insurance Provided	Temporary Food/Fire Permit needed

Acknowledgement and Hold Harmless Release Agreement

Block Party Location: _____

Date and time of event: _____

Participating address: _____

In consideration for my participation in the above referenced block party, I hereby agree to release, indemnify, defend and hold harmless the Borough of Hightstown, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators and employees (collectively referenced as the "indemnitees"), from and against any and all claims, causes of action, and/or liabilities arising from or in any way related to the aforementioned block party, including damages, expenses, suits, proceedings, judgments, costs, penalties, and attorney's fees, whether such claim, cause of action or liability is direct or vicarious, resulting in property damage, personal injury or death to any person or entity. The term "I" as referenced herein shall be construed to extend the release, indemnification, defense and hold harmless provisions set forth above to bind my heirs, beneficiaries, executors, administrators and my estate in the case of my demise.

The above provisions shall be construed as broadly in favor of indemnification as permitted under the laws of the State of New Jersey.

Additionally, by executing this agreement, I hereby acknowledge and represent that: (1) I have been provided with, and have read, Article 10-1 of the Hightstown Borough Code; (2) I understand the terms, conditions and restrictions associated with the conduct of block parties within the Borough of Hightstown; (3) I consent to the proposed block party and to the proposed street closure which are the subject of the above-referenced event; (4) I will undertake good faith efforts to ensure that all residents and their invitees shall adhere to all applicable laws, regulations and ordinances, including, but not limited to, noise ordinances, within the Borough of Hightstown, during the course of the event; and (5) I understand that a failure to abide by any of the terms, conditions and restrictions associated with the block party permit may cause the event to be shut down by the Hightstown Borough Police Department and the permit to be revoked, and that if such circumstances should occur, I shall have no recourse whatsoever against the indemnitees referenced above.

Name: _____ Date: _____
(Print)

Address: _____

Signature: _____

Email address: _____

Witness: _____ Date: _____
(Print)

Signature: _____