



## Village of Midlothian

### Block Party/Street Closure/Multi-Residence Event Permit Request



**Requested by:** Event must have one primary sponsor with a minimum of three co-sponsors.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ - \_\_\_\_\_ Block to be closed: \_\_\_\_\_

**Request for Attendance** - requests will be honored based upon availability of officials.

**Police Department:** Yes \_\_\_\_\_ No \_\_\_\_\_ Time of arrival/departure \_\_\_\_\_ - \_\_\_\_\_

**Fire Department:** Yes \_\_\_\_\_ No \_\_\_\_\_ Time of arrival/departure \_\_\_\_\_ - \_\_\_\_\_

**Elected Official:** Name/Position of Official \_\_\_\_\_

**Provide contact information for at least three other residents of the block who are requesting closure for event.**

Name	Address	Phone

Approved by: \_\_\_\_\_

\*\*\* Only street barricades from Public Works can be used to block streets. \*\*\*  
The use of vehicles and trucks to block off streets is not allowed.

#### Office use only

\_\_\_\_\_ \$50.00 deposit received for barricades (\$25.00 Refunded) Method of payment: \_\_\_\_\_

\_\_\_\_\_ Resident notified that barricades will be delivered by PW (employee initials \_\_\_\_\_)

\_\_\_\_\_ Public Works notified.

\_\_\_\_\_ Fire Department Notified

\_\_\_\_\_ Public Official Notified

Public Works, Fire Department and Public Officials may be contacted in one email with all officials copied.

\_\_\_\_\_ Resident informed of approval by: \_\_\_\_\_ Method: \_\_\_\_\_

\_\_\_\_\_ Barricades returned by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Barricade Refund Initiated by: \_\_\_\_\_ Amount of \$ \_\_\_\_\_ Date: \_\_\_\_\_

Return a copy of this document to the sponsor as a receipt of closure once all actions are completed.