



VILLAGE OF STEWART MANOR

120 COVERT AVENUE
STEWART MANOR, N.Y. 11530
Telephone: 516-354-1800
Fax: 516-354-1825

BLOCK PARTY APPLICATION

We, the residents of _____ between
(Street)

_____ and _____
(Street) (Street)

hereby request permission to hold a block party on _____ with a rain date of
(Date)

_____. The name of the person responsible for this party is _____,
(Date)

residing at _____, telephone # _____,

who has agreed to be in attendance for the entire party. By signing this petition, we are all in agreement
with the guidelines set forth.

Name	Address
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

**At least 75% of the homes on the block must sign the petition (only one signature per home is necessary).
Please attach additional sheets if necessary.**

INCORPORATED VILLAGE OF STEWART MANOR

BLOCK PARTY GUIDELINES

1. Residents from at least 75% of the homes on the block must sign the petition to qualify for approval from the Board of Trustees (including the homes on the corners who would be affected whether or not they participate). Application must be submitted at least 24 hours prior to a Board of Trustees meeting (which are generally held the 1st Tuesday of the month).
2. All block parties shall end at 11 p.m.
3. Road barricades will be delivered to the person responsible for the party. On the day of the block party, the barricades shall be placed at either end of the block and used to prevent through traffic. They should not be moved or removed until the end of the evening. At the end of the event, place the barricades on the grassy area between the curb and sidewalk for pickup by the Department of Public Works. **Please note: it is imperative that no vehicles park alongside the barricades, blocking the intersection, in case fire or emergency vehicles need access. Also, the Fire Department would appreciate it very much if tables and chairs be placed on the side of the street which is opposite from the fire hydrants. Please do not string lights or banners across the street since they would impede free passage for emergency vehicles.**
4. Please refrain from very loud music and entertainment.
5. Remind neighbors of the party date and the time it will start so as to provide ample time for them to park their vehicles in an accessible location **other than alongside police barricades at intersections. Summonses will be issued for parking illegally.**
6. Please be sure to use the barrels provided by the Department of Public Works for clean up.