



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: _____

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 Ronda B.**
Police Chief will email the approved form back to Administration for process.

Date Received

Staff initial & Date

AFTER APPLICATION HAS BEEN APPROVED:

1. Administration **MUST** email this approved application to the following:
 - Property Owner/Manager
 - OPFD to: mark.sweany@opkansas.org
 - Donna S. at Public Works
 - Department Head

Staff initial & Date

2. Public Works Department delivers barricades on afternoon preceding party.

PW initial

3. Administration office files original form in City Clerk's correspondence file.

COVID-19 BLOCK PARTY PERMIT DISCLAIMER

I, _____ (“Permitee”), understand that receiving a permit to hold a block party in the City of Merriam does not constitute the City of Merriam’s support of such event.

As a result of COVID-19, the City of Merriam strongly encourages Permitee to host an event in compliance with the current state and county laws and guidelines related to group gatherings. This may include practicing physical distancing, wearing masks, limiting the number of people in attendance, and instituting additional sanitation protocols. Permitee understands that no employee, representative or agent of the City will be present throughout the duration of the block party permit and that Permitee and those in attendance will be solely responsible for ensuring compliance with applicable COVID-19 protocols. Permitee and those other residents in attendance release and hold the City of Merriam harmless from any claim related to the transmission of COVID-19 demonstrated to have occurred at the block party.

PERMITEE SIGNATURE

DATE

RECEIVED BY:

CITY EMPLOYEE

DATE