

# Block Party Application



- No fees are required for a block party permit.
- May include street closure request(s).
- Please allow up to seven (7) business days for approval.

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## APPLICATION CHECKLIST:

To prevent delay, please ensure the following information is submitted.  
Incomplete applications are not accepted and will be returned immediately.

- ☐ Block Party Application
- ☐ Tennessen Warning
- ☐ City of Hastings Block Party Provisions
- ☐ Street Closure Request(s) Form

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## APPLICATION PROCESS:

- ☐ Return the complete application packet and the required fee(s) to the Deputy City Clerk.
- ☐ Once all required documents have been received, the application will be reviewed. Please allow seven (7) business days after all materials have been received for review.
- ☐ If additional information is required, the applicant will be contacted by the Deputy City Clerk.
- ☐ Once review is complete, block party applications may be issued administratively.

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## Business/Organization Information

Name:
Address:
City/State/Zip Code:
Phone Number:
Email Address:

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## Contact Person Information

Name:
Address:
City/State/Zip Code:
Phone Number:
Email Address:

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## **Event Information**

Proposed Date:

Proposed Start Time:

Proposed End Time:

Approximate Number of Attendees:

Block Party Location and Cross Streets:

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## **Street Closures**

Please keep in mind that streets/sidewalks must be closed from intersection to intersection; street cannot be closed mid-block. Event Organizer is responsible for posting Temporary 'No Parking' signs according to requirements.

Please list the streets/sidewalks, from intersection to intersection; you are requesting to close for your event. Your Site Plan/Map must show all streets and closures. Street closures are subject to review and approval by the Hastings Police and Public Works Departments.

Space is provided for two (2) entries. If you need more space, please attach an additional sheet of paper with the requested information.

(1) Street Name: \_\_\_\_\_

From (cross street): \_\_\_\_\_

To (cross street): \_\_\_\_\_

Type of Closure: ☐ Street Closure ☐ Sidewalk Closure

Closure Start Date: \_\_\_\_\_ Closure Start Time: \_\_\_\_\_

Closure End Date: \_\_\_\_\_ Closure End Time: \_\_\_\_\_

(2) Street Name: \_\_\_\_\_

From (cross street): \_\_\_\_\_

To (cross street): \_\_\_\_\_

Type of Closure: ☐ Street Closure ☐ Sidewalk Closure

Closure Start Date: \_\_\_\_\_ Closure Start Time: \_\_\_\_\_

Closure End Date: \_\_\_\_\_ Closure End Time: \_\_\_\_\_

## **Minnesota Government Data Practices Act** **Tennessee Warning**

*(Please initial)*



The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as Private data until license approval when the data becomes Public: (Minn. Stat. § 13.41, Subd. 4).

1. Data submitted by applicants (other than names and designated addresses).
2. Orders for hearings and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers and license status.

The following data collected, created, or maintained is classified as Private: (Minn. Stat. §13.41, Subd. 2).

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to the disclosure.
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action.
3. Inactive investigative data relating to violations of statutes or rules.
4. The record of any disciplinary proceeding except as limited by Minn. Stat. §13.41, Subd. 4.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, and/or contracted inspection officials as required by court order; this may include City officials who have a bona fide need to review it. The City of Hastings may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

\_\_\_\_\_ I have read and understand the above information regarding my rights as a subject of government data.

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## **CITY OF HASTINGS BLOCK PARTY PROVISIONS**

1. Applications must be submitted on forms provided by the City of Hastings at least seven (7) working days in advance of scheduled event.
2. Affected neighbors must be notified in writing of the party when application is made to the City for the scheduled event.
3. Barricades must be used and must be placed at the ends of the street(s) to be blocked off.

\*The City of Hastings does not provide traffic barricades as a service for block parties, you will have to acquire your own appropriate and official traffic control devices via a vendor.

\*Vendors renting traffic control devices:

*(In alphabetical order)*

Geyer Signal  <a href="https://www.constructionequipment.com/company/geyer-signal-st-cloud-inc">https://www.constructionequipment.com/company/geyer-signal-st-cloud-inc</a>  Phone: 320-253-9005 4205 Roosevelt Rd. St. Cloud, MN 56301	Safety Signs of MN  <a href="https://www.safetysigns-mn.com/">https://www.safetysigns-mn.com/</a>  Phone: 952-469-6700 19784 Kenrick Ave Lakeville, MN 55044	Warning Lites  <a href="https://www.warninglitesmn.com/">https://www.warninglitesmn.com/</a>  Phone: 612-521-4200 4700 Lyndale Ave N Minneapolis, MN 55430
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4. Emergency vehicles must have access to the street(s) at all times.
5. Barricades are to be removed immediately after the block party ends.
6. The participants are responsible for cleaning up the street after the block party.
7. All paper and cardboard, cartons, glass bottles and jars, metal cans, and plastics labeled #1, #2 and #5 must be properly sorted and placed in recycling containers.
8. Each trash container must have a recycling container within 10 feet. The City of Hastings provides properly labeled portable recycling and trash containers that can be checked out free of charge if your event requires additional waste containers to avoid overflow. Please contact Solid Waste & Recycling Coordinator at [violet.penman@rosemountmn.gov](mailto:violet.penman@rosemountmn.gov) to reserve containers. Any additional disposal costs are the responsibility of the applicant.
9. It is the Applicant's responsibility to educate all event staff, volunteers, event vendors, and housekeeping/custodial contractors on what and how to recycle using the enclosed [Recycle Right Guide](#).
10. Participants shall be aware of fellow neighbors and considerate of noise levels.
11. The Hastings Police Department has the authority to end the party.
12. No permit will be issued to any applicant that has previously had a block party terminated by police action.
13. The applicant agrees to indemnify and hold harmless: the City of Hastings, Minnesota, it's agents and employees from any and all claims, demands, actions, or cause of action of whatever nature of character arising out of or by reason of the conduct of the block party in any respect, including but not limited to costs, attorney's fees, expenses, etc. incurred in connection with the defense or settlement of any claims for injuries or damage resulting from or connected with the block party.

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The data you furnish on this application will be used by the City of Hastings in the issuance of your license. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Hastings may be unable to process this application. Disclosure of your Minnesota Business Tax ID Number and Social Security Number is required by Minnesota Statutes 270C.72, and your Minnesota Tax ID Number and/or Social Security Number may be requested by and released to the Minnesota Commissioner of Revenue. After submission, all information contained in this application except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13.

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Applicant Signature

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Date