



WEST CHESTER TOWNSHIP
Application for Temporary Road Closing
Block Party

Event and type: _____

Requested date(s) of closure: _____

Road closure start: _____ Date _____ Time _____ Event start time: _____

Road closure end: _____ Date _____ Time _____ Estimated daily attendance: _____

Event complete: _____ Date _____ Time _____ Estimated total attendance: _____

Location/street names: _____

Purpose of event: _____

Responsible person making request:

 Printed Name Signature

 Address

 Contact # Email address

NOTE: For traffic control devices, applicant must contact the Roads and Maintenance Division **by Friday morning** before the event to arrange for pick up (513) 777-8765 Monday through Friday, 7:30 a.m. to 4:00 p.m.

Request approved by:		
Fire Department: _____		Date _____
Police Department _____		Date _____
Services _____		Date _____

After approval applicant may take this application to the Roads and Maintenance Division at 9577 Beckett Road to pick up traffic control devices

To be completed by the Roads Division:			
Devices loaned:	<input type="checkbox"/> 6 Cones	Other: _____	
	<input type="checkbox"/> 1 Barricade		
		All items returned	
Signature of Applicant _____	Date _____	Signature of Roads Dept. Employee _____	Date _____

***During the time of road closing, this approved Application should remain in applicant's possession and presented to a West Chester Township Police Officer upon request
 Return traffic control devices as soon as possible after event***



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A. Access to Public Right-of-Way:

1. Permission to use the street for this event does not grant exclusive rights to access the street or right-of-way.
2. Event organizers must maintain normal pedestrian access to any and all public property during the event.
3. Vehicular traffic through event site may be discouraged (but not prohibited) by the use of cones and/or signage which are obtainable free of charge, as available, from the Township Roads and Maintenance Division.
4. A resident or guest of a resident, or delivery or service vehicle may not be prohibited from accessing property within the event site.
5. If the event site is not a cul-de-sac, highly visible detour signs should be posted advising unfamiliar motorists of alternate routes.
6. No temporary structures, tents, vehicles, or other obstructions which cannot readily be moved aside by hand are permitted on the paved area. No recreational structures such as skateboard ramps, basketball poles, volleyball poles, etc. may be erected without permission from the Road and Maintenance Division.
7. Under no circumstances may holes be made in the pavement.

B. Safety

1. Access must be maintained for emergency police, fire and ambulance vehicles for the duration of the event.
2. No permission is given or implied by the Township to extend electricity to the event site. Contact Duke Energy if this is desired.
3. No permission is given or implied to attach ropes, wires, signs, or other materials to utility poles. Organizers are hereby warned that doing so poses a risk of electrocution.
4. If grills are used for cooking, please think ahead. Position grills safely and have fire extinguishing equipment at hand. West Chester Fire Department is available to advise you free of charge in this regard (513-777-1133).
5. If traffic control or security is a concern, off duty police officers are available for a nominal fee by calling 513-777-2231 (ask for Crime Prevention). We do not recommend the use of non-police personnel to direct traffic. Non-police personnel are prohibited from directing traffic on streets adjacent to or not included in the event. See attached rate card.

C. Private Property / Individual Conduct

1. An “organizer” must be named as the person responsible for the event. A means of contacting the “organizer” during the event must be provided.
2. The event may not include the use of another person’s private property in any form without their permission.

3. Provisions must be made by the organizers to clean up litter and debris and to remove signs or decorations from both public and private property.
4. Loud music or excessive noise which impedes the ability of another to enjoy the use of their property is not permitted.
5. Ohio law regarding the provision of alcoholic beverages to minors in the home is not applicable on the street.
6. Parking for the event may not deprive home owners on adjacent street from use of their property.

D. Liability

1. Event organizers are advised to consult with their home owner's insurance provider regarding any endorsements required for protection in the event of a mishap.
2. At the Township Administrator's discretion, an event insurance binder may be required by the event organizer naming the Township Trustees as "additional insured".