



Andre Sorrentino  
Superintendent of Highways

## **TOWN OF HUNTINGTON HIGHWAY OFFICE**

30 Rofay Dr., Huntington, NY 11743  
Tele. 631-499-0444 Fax 631-499-3512

### **BLOCK PARTY INSTRUCTIONS**

**The Organizer MUST comply with the following before a permit will be issued:**

- All paperwork must be completed and returned a minimum of (3) weeks prior to the party date. Applications can be mailed. No email or faxes will be accepted. Incomplete forms will be returned. Organizer must be a resident within the area of the street to be closed and must be 21 years of age.
- The attached agreement form must be signed and notarized.
- A Block Party Signature Form must be signed by every homeowner within the area to be closed and must be 21 years of age and older.
- All inflatables, DJ's/bands, etc., must be on private property, not in the roadway.
- Any person residing on said street must **NOT** be denied vehicular access to and from his/her property.
- Emergency vehicles must be allowed access at all times. **NO EXCEPTIONS**
- Highway Department barricades must be used to close off street. No vehicles may be allowed to block off the street. **NO EXCEPTIONS**
- All activities must be put to one side of the road. You cannot go curb to curb.
- Permits will only be issued for completion times no later than 11:00pm. Everything must be off the streets and the road opened by the end of your party.
- Please notify your mail carrier to make arrangement for mail delivery.
- Town of Huntington will notify Suffolk County Police Department and the Fire Marshall's Office.
- Residents are responsible for cleanup of the street after the party.
- The Organizer is responsible to determine the number of barricades required. Please complete the barricade form and attach with your application.
- **Failure to comply with the above, may jeopardize future block party permits.**



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**BLOCK PARTY REQUEST FORM**

**ALL REQUIRED FORMS MUST BE SUBMITTED 3 WEEKS PRIOR TO EVENT.**

Please Print

ORGANIZER'S NAME: \_\_\_\_\_

ORGANIZER'S ADDRESS (incl. city & zip): \_\_\_\_\_

CELL PHONE#: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

STREET TO BE CLOSED: \_\_\_\_\_

BEGINNING: \_\_\_\_\_ ENDING: \_\_\_\_\_  
NAME OF CROSS STREET OR HOUSE # NAME OF CROSS STREET OR HOUSE #

DATE OF EVENT: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_ EST. COMPLETION TIME: \_\_\_\_\_

**ATTACH GOOGLE MAP HIGHLIGHTING ROAD TO BE CLOSED**

HAS THE LOCATION HAD A PREVIOUS BLOCK PARTY?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

**IMPORTANT** – The Block Party Agreement Form requires one authorized, notarized signature from the organizer. All original paperwork must be delivered to the Highway Office. We will NOT accept copies or paperwork through fax or email. You must get signatures from every house within the closed area and NEW signatures each year.



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**BLOCK PARTY**  
**AGREEMENT FORM**

The Town of Huntington is granting its consent to:

Hereinafter referred to as the "Organizer" to conduct its activities on the streets and highways of the Town and the "Organizer" requesting said consent hereby agrees that the he/she shall indemnify and hold harmless the Town of Huntington, its agents, volunteers, and employees in the event that any claims of personal injury or property damage is made arising out of the activity being conducted by the "Organizer."

It is further agreed to and understood that the Town of Huntington is in no way involved with the "Organizer" herein, nor the activity in question, other than to have consented to permit the "Organizer" named herein to specified use of the locations outlined in the permit for a limited period of time. \_\_\_\_\_ **INITIAL.**

Organizer Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**MUST BE SIGNED BY ORGANIZER, IN THE PRESENCE OF NOTARY PUBLIC AND RETURNED IN ORDER TO RECEIVE A PERMIT.**

AGREED TO AND UNDERSTOOD BY: \_\_\_\_\_  
**SIGNATURE**

Date: \_\_\_\_\_  
**PRINT NAME**

**The undersigned represents that he/she is the Organizer requesting this permit above described and understands that they are bound by the terms of the Agreement.**

State of New York

\_\_\_\_\_ **SS**

County of Suffolk

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared

\_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public



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**BLOCK PARTY BARRICADE REQUEST FORM**

**Street of Block Party:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Organizer in Charge of these items:** \_\_\_\_\_

**Cell Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Rain Date:** \_\_\_\_\_

**Amount of Barricades:** \_\_\_\_\_

**Date of Delivery (Delivered on Fridays before weekend parties):** \_\_\_\_\_

**Locations of Delivery of Barricades:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***We ask the Organizer for help in returning the barricades back to their delivery points.***

***Please Sign: X*** \_\_\_\_\_

# TOWN OF HUNTINGTON OFFICE–BLOCK PARTY REQUEST SIGNATURES

Coordinator Name: \_\_\_\_\_ Coordinator Phone Number \_\_\_\_\_

<i>Print Name</i>	<i>Signature</i>	<i>Address</i>	<i>Date</i>	<i>Attending</i>	<i>Not Attending</i>	<i>Not Approving</i>
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