



**TOWN OF
MOORESVILLE**



BLOCK PARTY PLANNING GUIDE



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BLOCK PARTY PLANNING GUIDE

There are many Neighborhood Block Parties hosted within the Town of Mooresville each year. A residential Block Party Permit will be issued by the Town of Mooresville Arts & Events Division. The Town of Mooresville defines a Neighborhood Block Party as a small-scale, organized activity that closes one or more local-service residential streets. These gatherings are initiated by local residents and are intended only for the neighborhood residents and their guests.

The Block Party Permit Application may be submitted after reviewing the following information.

- A Block Party Permit is required when an applicant desires to close any zoned residential public street or alley for a neighborhood gathering or recreational activity. Applicants must live on the block requested to be closed or the event must be an HOA-supported event. This is a permit meant for neighborhood gatherings not a for-profit event.
- Block party activities are only permitted between the hours of 9:00 a.m. and 9:00 p.m.
- Alcohol sales are not permitted at residential block parties. Consumption of alcohol must be maintained on private property and participants of the block party must follow all laws related to alcohol consumption, including without limitation all laws pertaining to open containers.
- Fireworks are not permitted at residential block parties.
- All food and beverages in a block party permitted area must be provided only to invited guests. An event that proposes to sell food and beverages must apply for a Special Event Permit unless such food and beverages are sold by a licensed food truck.
- Block party applications must be submitted at least 30 days before the block party. The Town cannot guarantee that applications submitted less than 30 days before the proposed event will be completely reviewed in time. Please review the Event Fee Schedule in the Event Planning Guide for associated costs.
- All Permit Fees must be paid at least 7 days prior to the event date.
- Block Parties may be canceled up to 3 days prior to the event date to receive a full refund of Permit Fees. Block Parties may be rescheduled up to 24 hours in advance due to inclement weather. If the event is rescheduled less than 24 hours before the event, a fee of \$50 will apply. A Rain Date must be listed on the Resident Survey at the time of obtaining signatures to be eligible for rescheduling.
- Residents who live within the blocked area cannot be refused entrance to, or exit from, their homes.
- Safety of all participants is the concern of the Town of Mooresville. The closed street must always be accessible to safety personnel and vehicles and all block parties must maintain a 20 ft. emergency access lane at all times. To ensure a successful block party, applicants should be prepared to discuss all aspects of the closure.
- Barricades are a required component of all street closures. Use of vehicles, cones or caution tape are not approved barricades. Street closure equipment will be provided by the Town of Mooresville. The items must be picked up by the applicant from the Street Maintenance Division.
- Bounce houses, dunk tanks, and other amusement apparatus are permissible for residential block parties provided the Host Organization obtains all necessary inspections, insurance, and



other items required by law for the safe operation of the apparatus. If these activities are going to be placed on the street, insurance in the amount of \$1,000,000 per occurrence and \$2 million aggregate, showing the Town of Mooresville as the additional insured is required. If they are located on private property, insurance is not required, but is recommended for the property owner. A sample of the required insurance can be found in the Glossary section of the Event Planning Guide.

- The issuance of a Block Party Permit does not obligate or require the Town to provide Town services, equipment, or personnel in support of an event, except the Town may provide street closure equipment.
- By obtaining a Block Party Permit, the Host Organization or event organizer agrees to hold harmless, indemnify, and defend the Town of Mooresville, its directors, officers, employees, and affiliates (collectively, “Indemnified Parties”) from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs, and expenses, including but not limited to reasonable attorney’s fees and costs, (collectively, “Claims”) of, brought by, or involving a third party, actually or allegedly, directly or indirectly, arising out of or related to the block party or any act or omission of the Host Organization or event organizer, their directors, officers, employees, affiliates, vendors, contractors or attendees, whether or not caused in whole or in part by the negligence of the Host Organization or event organizer, or their directors, officers, employees, and affiliates, and whether or not the relevant Claim has merit.
- The Town reserves the right to revoke any issued Block Party permit if the Town or its staff determines:
 1. That the event cannot be conducted without violating the standards or conditions for Block Party Permit issuance;
 2. The event is being conducted in violation of any condition of the Block Party Permit;
 3. The event poses a threat to public health or safety;
 4. The event organizer or any person associated with the event has failed to obtain any other permit, license, or inspection required by law, including without limitation all permits, licenses, and inspections required for amusement apparatuses;
 5. The Block Party Permit was issued in error or contrary to law; or
 6. The facts or assertions in the application have been falsified or misrepresented.

BLOCK PARTY PERMIT PROCESS

- You may submit your block party application up to one year in advance of your block party. Block Parties must be submitted at least 30 days in advance.
- Block Party Applications are processed through the Eproval software, which can be found at <https://eventpermits.mooresvillenc.gov>. [The Eproval software will allow Town of Mooresville departments to review your event details.](#)
- Applicants must obtain Block Party Resident Survey signatures. Applicants must have at least 80% of neighborhood owners, managers, or tenants to proceed. Block Party Resident Survey signatures must be submitted to the Arts & Events Division at least 14 days prior to the event. See below for additional requirements.



- All associated costs and fees for the block party must be paid to the Town at least 7 days prior to the event. Block parties may be cancelled up to 3 days prior to the event date to receive a full refund.



BLOCK PARTY RESIDENT SURVEY

The Block Party Resident Survey form is included in the Resource Glossary section of this Block Party Planning Guide. It can also be printed from the Special Events website at <https://eventpermits.mooresvillenc.gov>. Resident Survey forms must have the following information completed at the time of submission:

- Name of the block party/event (example: “Alpha Street Block Party”)
- Name of street(s) to be closed along with names of connecting intersections (example: Alpha St. from Bravo St. to Charlie St.)
- Date of closure
- Start and end time of closure
- Signatures of at least 80% of all property owners, building managers or tenants whose property adjoins the streets being closed. All signees must be 18 years of age or older to sign the petition page. A vacant property needs to be noted on the petition page as “vacant” to receive credit towards the 80%. Multiple attempts need to have the dates attempted noted on the petition page.
- Rain date must be noted on the petition page before having the residents sign off, if you want to utilize one.

Application and Resident Survey form must correlate. We will not issue a Block Party Permit for dates/times that are not reflected on the Resident Survey form at the time of application.

The applicant is responsible for resolving all community and operational issues associated with the Block Party.

SITE PLAN

A site plan is a required document for all street closures within the Town of Mooresville. A Block Party Sample Site Map Template is provided in the Resource Glossary section of this planning guide to assist you. A residential block party site plan should include the following information:

- Street being closed with connecting intersections
- Location of barricades
- Total street width. The 20 ft. emergency access lane must be clearly marked.
- Any components being set up within the closure must be included and labeled. (Ex. Tents, bounce house, etc.)
- Directional Compass (North should be marked)



EVENT DAY REQUIREMENTS

- All barricades should be placed in accordance with the approved site plan by the start time of the event. All street closure equipment must be picked up from the Town of Mooresville by the applicant.
- A copy of the block party permit must be available throughout the event.
- All areas should be maintained/cleaned to pre-event status at the end of the event.
- Barricades must be removed promptly at the end of the event and returned to the Town of Mooresville.

For more information on Neighborhood Block Party requirements, contact the Town of Mooresville Arts & Events Division at info@mooresvilleevents.com.



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BLOCK PARTY RESIDENT SURVEY

This form is used for obtaining the signature approvals for Block Party/Street Closure Permits. Please review the street closure guidelines online. In the space below list all the streets, dates and times of the closures. It is the responsibility of The Host Organization to upload this form to the online Block Party Application. Town staff will review the application to approve the permit.

Event Name: _____ Rain Date (if applicable) _____

Closed Street (From/To)	Start Date	Start Time	End Date	End Time

In the petition section below at least one signature must be obtained from 80% of the occupant/owner/building manager (18 years or older) for each separate residence or business place adjacent to the Street Closure area. If a signature is not obtained by the occupant/owner/building manager, please indicate why: *Vacant or Multiple Attempts*.

Signature	Name/Printed	Street Address	Phone	Signature Not Obtained

If additional space is needed, it is permissible to copy this form or attach an additional sheet of paper.



BLOCK PARTY SAMPLE SITE MAP

Event Name: _____ Event Date: _____

A Site map is a required document for all street closures within the Town of Mooresville. All street closure site maps should include:

- Names of street(s) being closed with connecting intersections
- Locations of barricades
- Any components (es: tent, bounce house) being set up within the closure. All components should be labeled and include sizing.
- 20 ft. fire lane
- Compass reflecting North

Street

Street

Street

Street

Street

Street

Mooresville Fire-Rescue requires a minimum of 20 ft. Fire Lane at all types of events for emergencies.