

# CITY OF LUDLOW

P.O. Box 16188  
51 Elm Street  
Ludlow, KY 41016



Phone (859) 491-1233  
Fax (859) 491-2966  
www.ludlow.org

## PROCEDURE FOR HAVING A BLOCK PARTY

After agreeing on your tentative date and time, **contact all residents on the street whose property will be affected by the blocking. Have those property owners sign their name and address on page two (2) of the form, giving permission for the blocking on the date and times indicated.** No block party will be permitted to extend past 11:00 p.m.

**The list of signatures must be submitted to the City Administrative Office no later than two (2) business days prior to the event .** Names will be checked and the Police and Fire Departments will be notified of your event. All residents on your street should be made aware of the necessity to provide access for emergency vehicles should that need arise.

**Applicant Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Requests permission to temporarily close the \_\_\_\_\_ block of \_\_\_\_\_  
(Number) (Name of Street)

for the purpose of a Block Party on \_\_\_\_\_ between  
(Date)

the hours of \_\_\_\_\_ and \_\_\_\_\_.

**AGREEMENT:** The Applicant agrees to abide by all applicable City Ordinances and regulations, to assume responsibility for the placement and safeguarding of barricades, signs, etc. loaned by the City, and to clean up the street after the event. The Applicant further agrees to indemnify and hold harmless the City, its agents and employees, from and against any and all claims, demand, lawsuit or judgement made by any person, arising out of any exercise of privilege granted by this permit and to reimburse the City for any expense incurred by it by reason of any such claim, demand, lawsuit or judgement.

**BARRICADES & SIGNS:** Signs and barricades notifying vehicle operators of the street closing must be installed by the applicant. These will be delivered to the applicant's address the day prior to the event and picked up the next business day afterwards.

**APPROVED:** \_\_\_\_\_

Scott Smith, City Administrative Officer

