



**PARADE / ASSEMBLY / BLOCK PARTY
PERMIT APPLICATION**

(APPLICATION MUST BE MADE 5 DAYS IN ADVANCE)

Date _____

Organization _____

Address _____ City _____

Phone _____ Profit _____ Non-Profit _____

Applicant _____

D.O.B. _____ SSN _____

Home phone _____ Work phone _____

Signature _____

Type of event _____

Purpose _____

Date of event _____ Hours (start) _____ (end) _____

Parade route _____

Number & types of units in parade _____

Assembly point _____

Dispersal point _____

Streets & highways requested to be blocked _____

Intersections to be blocked _____

(POLICE DEPARTMENT USE ONLY)

Date _____ Approved _____ Disapproved _____

Reason for disapproval _____

Signed _____ Title _____

OVER.....

*******BLOCK PARTY INFORMATION*******

1. You may borrow traffic cones and barricades from the Police Department. Please pick up and return the borrowed items (preferably on the day of your event) at the Westlake Police Department. While at the station for cone pick-up, please remind the dispatcher of the date and the beginning and ending times of your event.
2. Keep fire hydrant side of the street clear of all tables, chairs, grills, etc. Place these items on the non-hydrant side of the street. This allows for easy access to your street for emergency vehicles should an incident require them.
3. Notify all residents (by flyer, phone call, etc.) of the date, time and what street area will be partially closed.
4. Leave room for visitors and/or residents to enter/exit your street. Keep driveway aprons open as well.
5. A Police Officer will try to visit your event as staffing permits.
6. No open containers of alcoholic beverages may be carried or consumed on the sidewalks, tree lawns or street.