



## **BLOCK PARTY INFORMATION**

WE WANT EVERYONE TO HAVE A GREAT BLOCK PARTY AND IN ORDER TO MAKE YOUR PARTY SUCCESSFUL, PLEASE NOTE THE FOLLOWING:

1. THE DISTRICT NEEDS A MINIMUM OF 1 WEEK NOTICE TO APPROVE THE APPLICATION AND LET POLICE KNOW ABOUT THE EVENT.
2. TIME FOR THE PARTY SHOULD BE LIMITED TO 3 HOURS, BETWEEN THE HOURS OF 9 AM – 9PM.
3. YOU MUST INCLUDE AN ESTIMATE OF THE NUMBER OF ATTENDEES (SEE BLOCK PARTY REGISTRATION FORM).
4. YOU MUST GET THE APPROVAL OF YOUR HOA BOARD, IF USING HOA PROPERTY.
5. YOU MUST GET AT LEAST 60% OF THE PEOPLE ON YOUR STREET TO SUPPORT THE EVENT.
6. THE STREET CAN NOT BE BLOCKED WITH TRASH CANS, VEHICLES OR ANYTHING THAT WOULD PREVENT EMERGENCY VEHICLES FROM ENTERING OR LEAVING THE STREET.
7. TO REQUEST A BLOCK PARTY, PLEASE SEND THE FOLLOWING DOCUMENTS TO [main@fwgov.org](mailto:main@fwgov.org). YOU WILL RECEIVE AN EMAIL CONFIRMATION ONCE YOUR PARTY IS APPROVED.
  - a. COMPLETED BLOCK PARTY REGISTRATION FORM.
  - b. MAPS SHOWING THE LOCATION OF THE PARTY, INCLUDING WHERE CONES WILL BE PLACED IF APPLICABLE (CAN BE PRINTED OR HAND DRAWN).  
\*PLEASE NOTE THE PARTY CANNOT BE APPROVED WITHOUT A MAP.
8. IF YOU WOULD LIKE TO REQUEST AN OFF-DUTY OFFICER, YOU CAN MAKE A REQUEST THROUGH [Off-Duty Jobs | Town of Little Elm, TX - Official Website](#). \*APPROVAL GOES THROUGH THE TOWN OF LITTLE ELM POLICE DEPARTMENT.

**PLEASE BE AWARE THAT ALL TOWN OF LITTLE ELM ORDINANCES AND CURRENT STATE MANDATES SHALL BE ENFORCED.**



**BLOCK PARTY REGISTRATION FORM**

**Today's Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Best contact #:** \_\_\_\_\_

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

**Title of Party:** \_\_\_\_\_

**Number of at Attendees Expected:** \_\_\_\_\_

**Beginning Time:** \_\_\_\_\_ **Ending Time:** \_\_\_\_\_

**Address/Street of Party:** \_\_\_\_\_

**Cross Street #1:** \_\_\_\_\_

**Cross Street #2:** \_\_\_\_\_

**Special Requests/Comments:** \_\_\_\_\_

\_\_\_\_\_

**Internal Use Only**

**Approval Signature:** \_\_\_\_\_

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

**Contact: Alison Nugent**

**Title: District Manager**

**Phone: (972) 469-2031**

**Email: [main@fwgov.org](mailto:main@fwgov.org)**