



Office of the Board of Selectmen
Town of Belmont
Massachusetts
www.belmont-ma.gov

455 CONCORD AVENUE
BELMONT, MASSACHUSETTS 02478
TEL (617) 993-2610
FAX (617) 993-2611
selectmen@belmont-ma.gov

SELECTMEN
MARK A. PAOLILLO, Chair
ANDRÉS T. ROJAS, Vice-Chair
RALPH T. JONES

TOWN ADMINISTRATOR
DAVID J. KALE

ASSISTANT TOWN ADMINISTRATOR
KELLIE A. HEBERT

BLOCK PARTY REQUEST FORM

This form is to request that a segment of a public street be closed for the purpose of hosting a neighborhood block party or public event. To request a block party closure, please complete this form and submit it along with a \$25.00 check payable to the "Town of Belmont" to cover the non-refundable processing fee. Completed forms may be submitted to the Town Administrator / Board of Selectmen's Office at 455 Concord Ave. Should you have any questions or concerns please contact the Town Administrator / Board of Selectmen's Office at (617) 993-2610 or by E-mail at selectmen@belmont-ma.gov.

Applicants Information:

Applicants First and Last Name: _____

Applicants Address: _____

Applicants Phone Number: _____ Applicants Cell Phone: _____

Applicants E-mail Address: _____

Event Information:

Name of Event (if applicable): _____ Date: _____

Weekday: _____ Start Time*: _____ End Time*: _____

**Any event must be held between 9:00 am and 8:00 pm, and the street(s) maybe closed for a maximum of 4 hours*

Location:

Name of Street(s) to be closed: _____ Segment of Street: _____

Please sketch or attach a map showing where you intend to place street closure barricades.

By signing this I acknowledge that I have read and understood the conditions of hosting a block party and complied with all steps on the application checklist.

Applicant's Signature: _____ Date: _____

Submission Check – List:

1. Prior to completing the application I notified all residents and businesses on the segment of the street I am seeking to close for the event and received no negative feedback.
2. I have completed the Town of Belmont’s Block Party Request Form.
3. I have made out a check for \$25.00 payable to the Town of Belmont for the non-refundable application processing fee.
4. The Block Party Request Form has been submitted to the Board of Selectmen / Town Administrator’s Office at least 15 business days prior to the date of the event.

Conditions for Hosting a Block Party:

- Closing any public street for a Block Party or similar event is subject to approval by the Town of Belmont. The Town Administrator’s Office reserves the right to approve or deny any application.
- It is your responsibility to erect and remove Town provided street closure barricades in their approved position on the day of the event. At the conclusion of the event these barricades must be made ready for pick-up at the organizers address.
- The street must be re-opened to vehicular traffic at the events approved end time.
- In accordance with Massachusetts General Laws, the Town of Belmont By-laws, as listed below, prohibit anyone from consuming alcoholic beverages on Town owned property such as a street without the issuance of a one-day liquor license:

20.9 No person shall drink, or have in his or her possession an opened container of any alcoholic beverage as defined in Chapter 138, Section 1, of the General Laws while upon any public way or upon any way to which the public has a right of access as invitees or licensees, or any park or playground or private land or place without consent of the owner or person in control thereof.

- In accordance with State Law, under no circumstances may an individual under the age of 21 be allowed to consume alcohol. If there is found to be underage persons consuming alcohol the person responsible for providing alcohol to the minors can be subject to arrest.
- The Town of Belmont is not liable for any costs, damages, and losses that maybe claimed as a result of this event.