

**CITY OF PORTLAND, MAINE**  
**PARKS & RECREATION DEPARTMENT**  
 134 CONGRESS STREET ~ SUITE 2 ~ PORTLAND ~ ME ~ 04101  
 207-756-8275 / FAX 207-756-8279  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

**BLOCK PARTY POLICIES AND PROCEDURES**

**\$5.00 PERMIT FEE**

**NOTIFICATION**

- Portland newspapers must run a brief notice/article alerting the public that street(s) will be closed for your event.
- Please alert all nearby residents.
- Please be sure there are no residents moving out of their apartments/homes (or "open houses") during block party.
- Please be sure there are no yard sales scheduled.
- If neighbors participating in the party would like to put "yard sale" items out, they must be on private property.
- Yard sales taking place during block party may not be advertised for the general public.

**PARKING / SIGNAGE** *(Please see attached fee & contact information.)*

**\$10 will be deducted from your security deposit for each vehicle parked on grass.**  
*Any tire ruts/damage to the grass areas would mean a forfeit of the security deposit.*

- To reserve and arrange for pick-up of barricades, signs, safety vest, etc. please call all appropriate departments, at least 48 hours in advance.
- If you use your own barricades, please tie off brightly colored material or signs to make more visible to oncoming traffic.
- Please make sure that adults are nearby barricaded intersections at all times in case of emergencies.
- If you plan on setting any items up on the street there must be at least a 16 foot wide lane open for emergency vehicles
- Vehicles are not allowed to park on any sidewalk areas.

**FOOD AND/OR VENDOR SERVICE**

*If this is a "potluck type event", no food service license is required.*

**If you are serving or selling food at your event, please list food and drink below:**

- If you are serving or selling food, you will need approval from Recreation
- A Temporary Food Service License from the City Clerk's Office is needed, **even if food is given away or pre-packaged.**
- A Temporary Food Service License is not required if only sealed bottled water is **given away.**
- If a temporary Food Service License is issued, an Inspector will be on site to issue the food service license. If you have questions about proper food service, please contact the Inspections Division @ 207- 874-8693, 8701 or 8703.

**MISCELLANEOUS**

- Please bring extra trash bags and/or trash receptacles and clean-up all trash once block party has ended.
- You may use the street for your event as long as safety precautions are taken.
- Please do not permanently mark any of the areas on the street i.e. spray paint
- If your block party has live or recorded music playing, and a noise disturbance is reported, the police will respond, which may result in the automatic shutdown of your event.

**POLICE ASSISTANCE**

- Please call the Shift Commander's Desk, 874-8555 on morning of your event; remind them of the block party and the street closure.
- If you are setting items up or playing in the street be sure to leave at least a 16' wide lane open for emergency vehicles (and stay clear of fire hydrants).

**FIRE / EMS ASSISTANCE**

- Please call Fire Dept. Dispatch, 874-8567, on morning of your event; remind them of the block party and the street closure.
- Fire Hydrant use is prohibited unless you receive authorization from Portland Water District: 761-8310.

**PLEASE SIGN AND RETURN TO PARKS & RECREATION OFFICE** *(Please keep a copy for yourself.)*

I have read, understand and will abide by all Policies & Procedures:	<b>TYPE INITIALS</b>		<b>DATE</b>	
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