

**KCMO Department of Public Works**

**414 E. 12th Street, 5th Floor, City Hall, KCMO 64106**

**816-513-2581**

Block Party Instructions, Guidelines and Requirements

A. A Block Party Applicant shall be limited to:

1. A resident within the Block Party Venue, OR
2. A member of the Neighborhood Homes Association Group

B. A Block Party Venue shall be limited to:

1. A maximum area no greater than two blocks of a residential street that allows for no more than one lane of traffic in either direction, excluding turn lanes.
2. A residential street(s) where no transit routes, commercial facilities, hospitals, police stations, fire stations, or direct access to a public park.
3. An area where the street closure would not “lock-in” entrance or exit to a non-involved street(s).

C. Hours of Operation of a Block Party shall be limited to:

1. One (1) day only.
2. 7:00 AM—10:00 PM, including set-up and clean-up.

D. Block Party Attendance shall be:

1. Limited to 300 people at any given time during the Hours of Operation.
2. Private, meaning the Block Party is not open to the general public and the Applicant is responsible for ensuring all attendees are invited guests.
3. Free, meaning no type of payment is required for entrance or participation, including, but not limited to, a cover charge or the sale of food or beverages. Commercial vending and paid sponsorship is prohibited. Voluntary donations from invited guests may be accepted by the Applicant to off-set Block Party costs; however, no guest shall be required to make such donation as a condition of attendance.

E. Signs and barricades:

At least 24 hours in advance of the Neighborhood Block Party, the Applicant should call one of the locations listed below, to reserve signs and barricades for use in the blocking off of the streets during the Neighborhood Block Party. To pick up the signs, Applicant will need to take the Permit and a $30 security deposit (checks only – no cash). Make checks payable to: CITY OF KANSAS CITY, MISSOURI

* 1. Public Works Sign Shop -- Tel. 816-513-984  
     5310 Municipal Avenue, Kansas City, MO

(1 block E. of Chouteau Trafficway & 1 block N. of Front Street)

* 1. Northland Neighborhoods, Inc. -- Tel. 816-454-2000  
     4420 NE Chouteau Trafficway, Suite 100, Kansas City, MO

8:30AM – 4:30 PM, M-F (closed weekends and holidays)

Applicant is required to **block off only the street portions specified herein** the permit application.

F. Access **MUST be granted to authorized emergency vehicles** and residents within the blocked off area.

G. Resident Survey: At least 60% of the residential units (house, condos complex, or apartments) who live in the blocked-off area must sign indicating they are in favor.

H. Clean-up: Applicant is responsible for clean-up (removing trash and litter from the street, sidewalks and public ways).

I. Ordinance Compliance:

1. Kansas City Missouri Ordinance requires the Applicant or their designated representatives to have a valid Permit on site during the event and present it upon request to ANY Police Officer prior to, or during the event.
2. Applicant must comply with City Ordinances governing noise, liquor and fireworks.