



## Block Party Permit & Guidelines

The Town of Vienna

703-255-6370

Town Manager

703-255-5722 fax

127 Center Street S

[nngo@viennava.gov](mailto:nngo@viennava.gov)

Vienna, Virginia 22180

[www.viennava.gov](http://www.viennava.gov)

Dear Vienna Resident:

Block parties are a great way to meet your neighbors, discover shared interests and have fun! Everything you need to have a successful block party in Vienna is contained in this packet.

As you plan your block party, please keep the following regulations in mind:

- Applicant must reside on block being closed.
- We recommend applying at least twenty-one (21) days in advance of the event.
- No application will be accepted within fourteen (14) working days of event.
- Block party applications must include a petition signed by 100% of residents on the block, no exceptions granted.
- List affected addresses in numerical order by house number.
- Be sure to specify street(s) and cross street(s) where barricades are to be delivered and picked-up.
- Incomplete applications will not be accepted or processed.
- Return completed form to Town of Vienna, Town Manager, Attn: Block Parties, 127 Center Street, S., Vienna, VA 22180 or email [nngo@viennava.gov](mailto:nngo@viennava.gov).
- The applicant will be responsible for the proper disposal of all recyclables and refuse associated with the event.
- Applicants who do not adhere to the noise restrictions or do not conclude the event by the permitted time of 11:00 p.m. will not be granted future block party permits and may be subject to penalties as contained in the Town Code.
- Alcohol is only to be consumed on private property and may not be sold during the block party.
- Use only removable barricades provided by the Department of Public Works to block the street.
- Do not obstruct public sidewalks or public rights-of-way with barricades, ropes or other objects.
- The Town of Vienna reserves the right to implement new policies that are not included in the current block party application and guidelines.

Block parties are held year-round and may be limited due to other Town of Vienna commitments or other street projects. Determination will be made on a first-come-first-served basis.

Thank you again for this opportunity to help you create a better community within the Town of Vienna, and best wishes for a successful event!

For more information on hosting a block party, email [nngo@viennava.gov](mailto:nngo@viennava.gov) or call 703-255-6370 or visit [www.viennava.gov](http://www.viennava.gov).



Town of Vienna, Virginia

### BLOCK PARTY APPLICATION

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Name Street Address

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Phone Number Alternate Phone Number

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E-mail Date of Application

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Title of Party (e.g. Get to know your neighbors, Summer block party, etc.)

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Date of Party Beginning Time Ending Time

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Street(s) Where Party Will Be Held

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Cross Street #1 Cross Street #2

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Cross Street #1 Cross Street #2

Block Party Authorization List:

- Police Chief's Approval
- Town Manager's Approval
- Copy to Director of Public Works
- Copy to Operations Superintendent

WE AGREE TO BE RESPONSIBLE FOR ALL INJURIES TO PERSONS OR DAMAGE TO PROPERTY

NUMBER OF HOUSES ON BLOCK:	NUMBER OF VACANT HOUSES ON BLOCK:	NUMBER OF SIGNATURES:
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Please print and sign legibly when completing information below  
List addresses in numerical order prior to obtaining signatures

First Name, Last Name	Signature	Address
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