



Village of
Ashwaubenon

2155 Holmgren Way • Ashwaubenon, WI 54304

P: 920.492.2301 F: 920.492.2328

www.ashwaubenon.gov

Block Party Application

APPLICANT / CONTACT INFORMATION

Applicant: (must select one) Primary Contact Secondary Contact

Name _____
(Last, First, Middle)

Home Phone # _____

Address _____
(Street, City, Zip Code)

Cell Phone # _____

Email _____

Work Phone # _____

Other Contact: (must select one) Primary Contact Secondary Contact

Name _____
(Last, First, Middle)

Home Phone # _____

Email _____

Cell Phone # _____

DETAILS OF BLOCK PARTY REQUEST

Block Party Location _____

of Participants _____ Streets to Barricade _____

Date of Block Party _____ Party to **START** at _____ AM / PM Party to **END** at _____ AM / PM
(Maximum time is from Noon to Dusk) (Maximum time is from Noon to Dusk)

AGREEMENT / DISCLAIMER

The Village of Ashwaubenon reserves the right to approve, modify or deny requests for block parties that compromise public safety. The Village of Ashwaubenon assumes no liability as a result of any block party actions and /or activities.

I have read, reviewed and am cognizant of the Village of Ashwaubenon's rules and regulations governing the allowance of block parties. I agree to abide by said rules. Barricades shall be placed according to Village directions attached to this application.

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge & belief.

Applicant Signature: _____ Date: _____

Other Contact Signature: _____ Date: _____

Please remit completed application & \$25 fee to: Village Clerk, Village of Ashwaubenon, 2155 Holmgren Way, Ashwaubenon, WI 54304

For Office Use Only - to be completed by Village of Ashwaubenon Staff

Chief of Public Safety or Designee _____ Date _____

Approved _____
Denied _____ Reasoning / Additional Information _____
Revised _____

Public Works Director or Designee _____ Date _____

Approved _____
Denied _____ Reasoning / Additional Information _____
Revised _____

Clerk-Treasurer or Designee _____ Date _____

Approved _____
Denied _____ Reasoning / Additional Information _____
Revised _____

For Office Use Only

RECEIPT #: _____

DATE: _____

CHECK #: _____

CL-3, April 2026

Block Party Rules / Regulations

REQUEST / APPROVAL

- \$25.00 fee and fully completed application (available from the office of the Clerk) must be submitted to the office of the Clerk at least **FIVE business days prior to the date** of the block party
- Applications must be reviewed (approved, modified or denied) by the following:
 - 1) Chief of Public Safety or designee
 - 2) Director of Public Works or designee

LIMITATIONS

- Approved locations must be on residential streets that provide for reasonable detour routes during the period of the block party. Arterial and collector streets shall not be issued a block party permit
- MAXIMUM Hours / Time: Noon to dusk
- The Village of Ashwaubenon assumes no liability for the actions / activities at such block parties
- Block party participants are responsible for the installation / take down of barricades (see Barricade Guide below)
- Access for emergency safety vehicles must be maintained

VILLAGE OF ASHWAUBENON INTERNAL ACTIVITIES

- All applications must be reviewed and then either approved, modified or denied by the Chief of Public Safety (or designee) and the Director of Public Works (or designee)
- Department of Public Safety shall notice the block party internally – Roll Call briefing
- Department of Public Works shall drop off/pick up barricades at intersections as deemed appropriate (Barricades shall be dropped off the PM prior to the event and picked up the AM after event)
- \$25.00 fee covers barricade delivery and internal review

BARRICADE INSTALLATION GUIDE

How To Close Off A Street For A Block Party (Illustration)

