



**Village of Midlothian**  
**Block Party/Street Closure/Multi-Residence Event Permit Request**



**Requested by:** Event must have one primary sponsor with a minimum of three co-sponsors

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ - \_\_\_\_\_ Block to be closed: \_\_\_\_\_

**Request for Attendance** - requests will be honored based upon availability of officials

**Police Department:** Yes \_\_\_\_\_ No \_\_\_\_\_ Time of arrival/departure \_\_\_\_\_ - \_\_\_\_\_

**Fire Department:** Yes \_\_\_\_\_ No \_\_\_\_\_ Time of arrival/departure \_\_\_\_\_ - \_\_\_\_\_

**Elected Official:** Name/Position of Official \_\_\_\_\_

**Provide contact information for at least three other residents of the block who are requesting closure for event**

Name	Address	Phone

Approved by: \_\_\_\_\_

**Office use only**

\_\_\_\_\_ \$10.00 deposit received for barricades Method of payment: \_\_\_\_\_

\_\_\_\_\_ Resident notified that barricades must be picked up by 3:00 at PW garage (employee initials \_\_\_\_\_)

\_\_\_\_\_ Public Works notified

\_\_\_\_\_ Fire Department Notified

\_\_\_\_\_ Public Official Notified

Public Works, Fire Department and Public Officials may be contacted in one email with all officials copied

\_\_\_\_\_ Resident informed of approval by: \_\_\_\_\_ Method: \_\_\_\_\_

\_\_\_\_\_ Barricades returned by: \_\_\_\_\_ Date: \_\_\_\_\_

Return a copy of this document to the sponsor as a receipt of closure once all actions are completed