



The BOROUGH of HIGHLAND PARK  
Office of The Borough Clerk

**REQUEST FOR NEIGHBORHOOD BLOCK PARTY**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOCATION OF EVENT (be specific) \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

REQUEST FOR EQUIPMENT/SERVICE BY BORO (barricades, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ✓ Proof of Liability Insurance must be provided

**AND/OR**

- ✓ Signed Waiver of ALL participants

**(Request must be submitted at least 30 days before intended date of event)**

\*\*\*\*\***FOR OFFICE USE**\*\*\*\*\*

Please approve or deny request, initial, date, and return to the Borough Clerk's Office.

	Circle	Initial	Date
Public Works Dept	Approve/Deny	_____	_____
Police Dept	Approve/Deny	_____	_____
Borough Clerk	Approve/Deny	_____	_____

Approved by: \_\_\_\_\_  
Public Works and Public Utilities Chairperson \_\_\_\_\_ Date

- COPY TO: Monica Jackson, Communications  
Fire Department  
First Aid Squad  
Police Department  
Department of Public Works