



The BOROUGH of HIGHLAND PARK  
Office of The Borough Clerk

REQUEST FOR NEIGHBORHOOD BLOCK PARTY

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

ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

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.

	<u>Circle</u>	<u>Initial</u>	<u>Date</u>
Public Works Dept.	Approve/Deny	_____	_____
Police Dept.	Approve/Deny	_____	_____
Borough Clerk	Approve/Deny	_____	_____

Approved by: \_\_\_\_\_  
Public Works & Public Utilities Chair

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

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