

Let the Party Begin!



What you need to know about planning your block party.

Planning Your Neighborhood Block Party

A great way to get to know the people in your community is by throwing a neighborhood block party! In order to have a successful event, Neighborhood Services has put together this guide to help you and your neighbors in planning for your big night.



Join Us For National Night Out!

Each August, residents throughout Thornton get together with their neighbors to celebrate National Night Out. This yearly event showcases the vital importance of police and community partnerships and citizen involvement in our effort to build a safer Thornton. For more information, contact Officer Matt Barnes at 720-977-5024.

For More Information

Contact City of Thornton Neighborhood Services at 303-538-7600 or e-mail neighbor@cityofthornton.net.

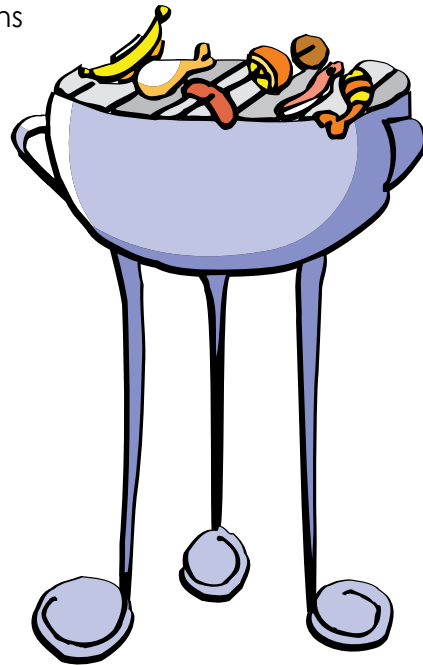
Have Fun!

Do a Double Check

- U Make sure you have all the necessary permits ahead of time. Don't wait till the last day!
- U Touch base with your planning committees a week beforehand.
- U Figure out who can provide grills, ice, coolers, tables and tents.
- U Plan to set up a few hours ahead of time.
- U Don't make a mess. Be sure to have plenty of trash and recycle bins as well as garbage bags.
- U Set up the tables for food and drinks.
- U Call the City to confirm if any Police or Fire can stop by.
- U Ice down the beverages.
- U Set up any activities and/or prizes. Have the kids help lead the activities. And remember... Have Fun!

Cleaning Up Afterwards

- Be sure to have a clean up committee assigned to help when the fun begins to wind down.
- You can leave trash in bags or bins outside for up to 24 hours before the regular trash pick up. Any longer and you may receive a notice to remove it.
- Too much trash? Arrange a special trash pick-up through Environmental Services for a minimal cost. Please call 720-977-6200.



Developing a Game Plan

- Apply for a "Block Party Kit" from the City to help you begin the planning process. The kit includes sample sign-up sheets, fun activities for kids, permit applications and more.
- Start planning 4-6 weeks in advance.
- Get a group of neighbors to help in the planning the event.
- Assign people to specific activities like publicity, food, permits, set up and clean up. Use the committee sign up sheet that's included in the kit to help you plan.
- Decide how many neighbors to invite – just your block or cul-de-sac?
- Pick a central location that everyone can walk to. If you are going to block off the street, you'll need a permit.
- Pick a date and time.
- Brainstorm on activities for all ages.
- Plan for bad weather and how to get the word out if it's cancelled.
- Decide if you want to get donations from local businesses like gift cards for the food, coupons to pass out or items for a raffle.
- Fill out and turn in any necessary permits. See below for details.

Getting the Word Out

- Create a flyer that has the date, time, location, activities, what people should bring, and contact information.
- Ask people to pass out flyers on their block and help to spread the word.
- Communication is key. Use e-mail or start a phone tree to help in organizing.
- Put your block party on the City's Web site. Community groups can post information on the "Community Calendar" free of charge. Go to www.cityofthornton.net for details.

Activities and Entertainment Ideas

- Distribute the goodies from your "Block Party Kit".
- Everyone always loves a potluck! Don't forget to have some people sign up for the basics like plates, utensils, napkins, ice, etc.
- Help people get to know each other by providing name tags.
- Invite the fire or police department to stop by. Call Officer Matt Barnes at 720-977-5024 for more information.
- Have a mini-tournament of basketball or volleyball.
- Map out your block with contact names and numbers. You can use the template provided in your kit.
- Paint the sidewalks with chalk.
- Hold a raffle with donations from local businesses.
- Host a bicycle rodeo where kids decorate their bikes and ride in a designated area.
- Provide fun stuff for kids to do like frisbees, basketballs or balloons.

Getting Permits

It is the party planner's responsibility to turn permit applications in to the appropriate department. Be sure to submit the applications at least two weeks in advance to allow plenty of time for processing. Links to permits can be found at www.cityofthornton.net/neighbor. Click on Community Engagement and Resources.

Blocking Off a Street

A "Traffic Control Permit" is required for you to block off a portion of a Thornton public street for your party area. Residents must provide their own barricades/ cones for blocking the street. The permit lists the detailed conditions and requirements. Vehicular, pedestrian, and bicycle access must still be permitted for residents living within the party area wishing to get in and out.

Cost: Free

Processing Time: Typically two business days, depending on the location of party area. More time may be required if the party area is on a collector street.

Administered by: IMC Traffic Engineering & Operations

Contact: 720-977-6464

Permit Application: Permits are available at the Infrastructure Maintenance Center located at 12450 Washington Street or download an application at www.cityofthornton.net.

Alcohol

An "Alcohol Permit" will allow you to have an open container of 3.2% beer in designated areas on City property such as the sidewalk, cul-de-sac and street. You must attach a diagram of your party layout with the application.

Cost: \$50 re-fundable deposit for Alcohol Permit (check or credit card only)

Processing Time: 30 days

Administered by: City Clerk's Office

Contact: 303-538-7215

Application: Paperwork for an alcohol permit can be downloaded from www.cityofthornton.net or can also be picked up at the following facilities:

- City Clerk's Office, 9500 Civic Center Drive, 303-538-7230
- Thornton Senior Center, 9471 Dorothy Boulevard, 303-255-7850
- Thornton Community Center, 2211 Eppinger Boulevard 303-255-7830
- Margaret W. Carpenter Recreation Center 11151 Colorado Boulevard, 303-255-7800

Music

Since citizens live in close proximity to each other and noise sensitivity can be an issue, sound permits are no longer issued in residential areas. However, please be aware that the City regulates unreasonable noise, pursuant to the Thornton City Code.

Administered by: City Clerk's Office

Contact: 303-538-7215