



# Town of Juno Beach Block Party Planning Kit





**TOWN OF JUNO BEACH**  
340 OCEAN DRIVE  
JUNO BEACH, FL 33408  
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## Dear Juno Beach Neighbor,

So, you're thinking about throwing a neighborhood block party ... that's great! One of the things that make Juno Beach such a special place is our friendly, small-town atmosphere. Events like these are a great way for folks to meet and keep in touch with each other and we truly value your efforts to help foster this sense of community!

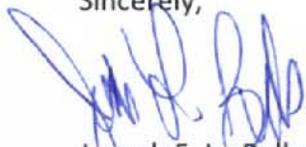
To help you plan a safe and successful event, we are enclosing our **Block Party Planning Kit**. This handy kit contains everything you need to apply for a permit to temporarily close your street to thru traffic. When safely blocked at both ends, residential streets are great places to get together with neighbors to BBQ; dance, play sports or hold a multi-family garage sales, Kiddie Parade or just plain ol' celebrate! The Block Party Application even includes boxes to check if you'd like to have a Juno Beach Police Officer attend and talk to you and your neighbors.

Your Block Party Planning Kit contains:

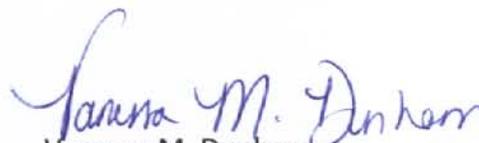
- ✓ "Everything You Need to Know About Planning a Block Party in Juno Beach" – An information sheet
- ✓ Block Party Application
- ✓ Block Party Petition (*invites neighbors to the party and informs them of party specifics; like road closures, street access, etc.*)
- ✓ Barricade and Sign Request Form (*moveable barricades and "Road Closed to Thru Traffic" signs available*)
- ✓ Theme and Activity ideas
- ✓ Block Party Checklist

All the best in planning a fun-filled neighborhood gathering. We are confident yours will be a memorable event! If you have any questions, do not hesitate to call the Town Clerk's office at (561) 656-0316. Enjoy!

Sincerely,



Joseph F. Lo Bello  
Town Manager



Vanessa M. Dunham  
Town Clerk

P.S. If your block party plans don't include closing your street to thru traffic, it isn't necessary to apply for a block party permit.



## ***Everything you need to know about planning a Block Party***

The Town of Juno Beach wants to be here for you to be sure your block party is a huge success! So, we've put together this handy step-by-step planning kit to help you get your party underway!

**Getting Started ...** A neighborhood block party is a great way for folks to get together! There are lots of ways to party – you can celebrate birthdays, anniversaries and holidays, have a multi-family garage sale, or just dedicate the day to fun activities like playing football, barbecuing and “dancing” in the streets.

If you haven't already done so, pick a date and time for your party. Take a few moments to read this information sheet and then fill out the application and start inviting your neighbors! Be sure to plan early – we'll need to receive your materials at least two weeks prior to your scheduled party date.

In this kit you will find an easy-to-use Block Party Application. Please give complete information, and don't forget to list any planned special events/equipment like bounce houses, pony rides, etc. The application also provides a space to describe the area to be closed. Make sure you clearly identify major cross streets and indicate the exact location of the party.

**Need a Reason to Party? ...** Here are some ideas you can mix and match for a successful block party: a neighborhood barbecue, garage sale, kiddie parade, sports tournament, wet and wild water competition, chili cook-off, luau, sock hop, pet show, mini carnival or an international festival.

Just about any holiday is an excuse to celebrate with your neighbors – a Memorial Day, July 4<sup>th</sup> or Labor Day parade and BBQ. Or even Halloween costume contest, a mini-carnival, St. Patrick's Day with a green-theme potluck ... the possibilities are endless!

**Be a Good Neighbor ...** Because you will be closing off your street to thru traffic, you'll need to inform all residents who will be affected. To help you do this, we've included a Block Party Petition in the kit. Take this form, walk around your neighborhood and collect the names, addresses and signatures of those neighbors who will be impacted by the closure. In addition, please indicate any vacant addresses or open fields in the area to be temporarily blocked off.

Most streets in Juno Beach are perfect for block parties. However, some streets can't be closed because of traffic access issues. Wondering if your street can be closed? To find out, call 626-1122.

**Blocking off Your Street ...** To ensure a safe event for all:

- Movable barricades and traffic signs must be installed at both ends of the street (or open end of cul-de-sac).
- A 10-foot emergency access lane, free of obstructions, must be maintained the length of the street.
- All barricades and signs must be removed at the end of the event.

**Special Activities ...** If your party will include equipment or services from a private vendor (pony rides, merry-go-round, bounce house, etc.) to be used on Town property, including sidewalks, streets or other public areas, you will need to submit a copy of your vendor's General Liability Insurance Certificate naming the Town of Juno Beach as an additional insured in the amount of \$1 million. (List any special activities, including vendor information, on your Block Party application and attach a copy of the policy.)

**Keep Your Neighborhood Beautiful ...** Please furnish trash receptacles and adequate cleanup after your block party. If your neighbors and guests all pitch in, you'll have it clean in no time.

**Want the Cops to Show Up at the Party? ...** If you would like, the Juno Beach Police Department will be happy to send a representative to your block party to meet residents and talk about the many services the police department can provide. What better occasion to get everyone together at once to prevent crime in your neighborhood.

**The Whole Kit and Caboodle ...** OK, so you know most everything there is to know about hosting a block party. Now it's time to make it happen!

Just complete and send the following:

- Block Party Application
- Block Party Petition
- Barricade & Sign Request Form
- Copy of vendor's General Liability certificate *naming* the Town of Juno Beach as an additional insured (when applicable)

Mail or deliver (all together, please) to:

Vanessa M. Dunham, Town Clerk  
Town of Juno Beach  
340 Ocean Drive  
Juno Beach, FL 33408

Within a few days, you will be contacted by the Town regarding the status of your event. For more information, call the Town Clerk's office at 656-0316.

***Happy Party Planning!!***

## Town of Juno Beach Block Party Application

Help us help you get ready to party! Submit this application at least two weeks prior to your planned party date. Please remember, this permit does not authorize the sale of alcohol. A permit must be acquired from the bureau of Alcohol Beverage Control for the sale of alcohol.

**NOTE:** *You only need to apply for a Town Block Party permit if your plans include closing your street to thru traffic.*

Name of Applicant: \_\_\_\_\_

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

Phone-Day: \_\_\_\_\_ Phone-Evening: \_\_\_\_\_

Date of Party: \_\_\_\_\_ Time of Party: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Reason for Celebration: (birthday, BBQ, garage sale, holiday, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Special Rental Equipment or Services Planned: (pony rides, merry-go-round, bounce houses, etc.) Please attach a copy of vendor's policy naming the Town of Juno Beach as an additional insured. (See "Everything You Need to Know About Planning a Block Party")

Block Party Location: Describe streets/area to be closed (include major cross streets).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes! We would like to have a Juno Beach Police Department representative stop by and explain available police services.

Road Closing approved by:

Application reviewed by:

Final Approval by:

\_\_\_\_\_  
Brian Smith  
Chief of Police

\_\_\_\_\_  
Vanessa M. Dunham  
Town Clerk

\_\_\_\_\_  
Joseph F. Lo Bello  
Town Manager



# Block Party Barricades & Sign Request



Everyone loves a great party! To help ensure your Neighborhood Block Party is a fun and safe event for all, the Town requires moveable barricades and "Road Closed to Thru Traffic" signs be posted at both ends of your street.

These items are available, free of charge, from the Town's Public Works Department. Please list a contact and telephone number below so arrangements can be made for delivery and pick up.

Once your Block Party Application has been approved, a town representative will call to make arrangements.

Name of Applicant: \_\_\_\_\_

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

Applicant Telephone Number: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Date of Block Party: \_\_\_\_\_

Describe Street / Area to be closed: \_\_\_\_\_

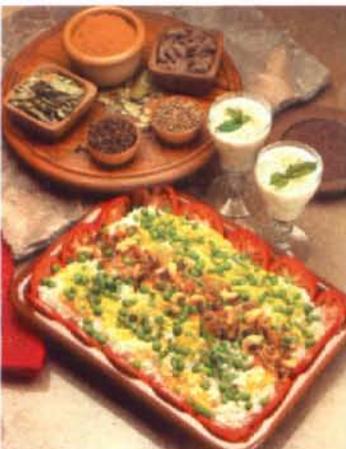
\_\_\_\_\_

Contact Person for Barricades and Signs (If different from applicant)

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

*Please mail or deliver this application, along with your Block Party Application & Block Party Petition to:*

**Vanessa M. Dunham, Town Clerk  
Town of Juno Beach  
340 Ocean Drive  
Juno Beach, FL 33408**



## Sample Themes and Activities

Looking for a reason to party? Here are a few time-proven themes and party activities.

### Themes

Neighborhood Barbeque  
Multi-Family Garage Sale  
Kiddie Bicycle Parade  
Un-Birthday Party ... Everyone Celebrates!  
Neighborhood Clean-Up Day  
International Festival Day (everyone cooks and decorates for their Nationality)  
Chili Cook-Off  
Hawaiian Luau  
Wet and Wild Competition  
Neighborhood Potluck  
Holidays (a great reason to celebrate!)

- St. Patty's Day Blow-Out
- Cinco de Mayo Celebration Pinatas
- 4<sup>th</sup> of July
- Memorial Day
- Labor Day
- Oktoberfest
- Halloween (mini carnival Trick or Treat Street)
- New Year's Eve Countdown

Pet Show  
50's Theme Sock Hop  
Kid's Art Festival ("Paint" streets with sidewalk Chalk)  
Toga Party  
Mini Carnival with games, food, etc.

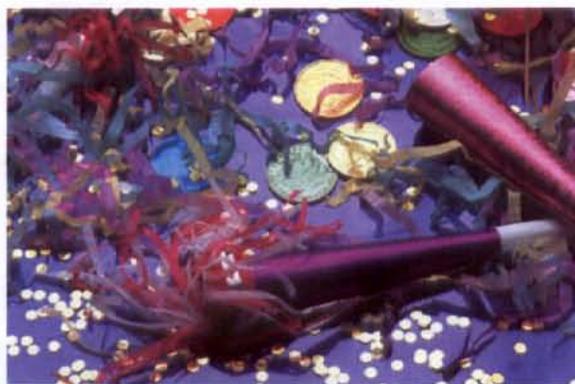
### Activities

Giant Twister Game  
Sidewalk Chalk Drawing Contest  
Sports Tournaments:

- Volleyball
- Football
- Whiffle Ball
- Mini Soccer
- Kick Ball
- Badminton
- Frisbee obstacle course

Hula Hoop Contest  
Limbo Contest  
Leap Frog  
Bubble Blowing Contest  
Bingo  
Shoe Pile (everyone puts their shoes in a pile, race to find yours and put them on)  
Bobbing for Apples  
Hide-N-Seek  
Scavenger Hunt  
Tricycle Races  
Cracker Whistle (give everyone a few crackers to eat, then try to whistle)  
Three-legged sack races  
Toilet Paper Dress Up (get in teams and designate one model from each team to "wrap" or decorate from head to toe in toilet paper – then judge for originality, theme, etc.)  
Water Balloon Toss  
Orange Ball Pass (chin/neck to chin/neck)  
Hand-stand Contests

# Just Have Fun!





## Block Party Checklist

To simplify the planning of your event, you may find this checklist helpful.

- 1. I have chosen a date and time for my event, which will be: \_\_\_\_\_
- 2. I have planned activities or a theme for the party.
- 3. I have completed the "Block Party Petition Form".
- 4. I have submitted (at least **2 weeks prior** to the scheduled event):
  - a. Block Party Application
  - b. Block Party Petition
  - c. Barricade & Sign Request Form
- 5. I have arranged for delivery and pick-up of the barricades and signs.
- 6. I have requested a visit to our party by the Juno Beach Police Department and have been contacted by a representative confirming the visit.
- 7. I have adequate clean-up planned for the close of the event (trash cans, help from neighbors, etc.).

