



# **TOWN OF LAKE PARK**

## **NEIGHBORHOOD BLOCK PARTY GRANT PLANNING GUIDE**

### **FY 2024-2025**

The Town of Lake Park is excited to offer a new opportunity for residents to host an evening of family, friendship and fun right on their own block. Block parties are a great way for neighbors to come together, build relationships, and engage in family-fun activities. Hosting a block party creates a venue to help foster the kind of trust and connection on which strong communities are built. Civic engagement is more than just a commitment to show up at the ballot box on voting day. Embracing the full power and possibility of our future requires that we each contribute to, and cherish, our wider community. We hope that our Neighborhood Block Party Planning Guide will help you get to know your neighbors and experience the joy of building a stronger community, and a brighter future, together.

# **NEIGHBORHOOD BLOCK PARTY PLANNING**

## **10 REASONS TO HAVE A NEIGHBORHOOD BLOCK PARTY**

- To have fun – no excuses or reasons are needed to celebrate.
- To provide an opportunity to get to know your neighbors.
- To establish friendships.
- To increase the sense of belonging to a community.
- To learn a little about each other and know who might need a little extra help from time to time.
- To meet neighbors on your block that might be able to help put up your hurricane shutters, assist you with a gardening project, or lend you that needed ingredient for your recipe.
- To encourage neighbors to look after the neighborhood.
- To help with safety/crime prevention by knowing who lives where and who does not.
- To increase security by knowing each other's schedules.
- To learn more about your town's history.

## **BEFORE YOU GET STARTED**

- Any individual or group that is interested in hosting a block party on a public street or sidewalk will need to obtain a Special Event Permit and pay the \$50.00 application fee.
- Applying for this permit is easy and can be done by contacting the Special Events Department at 561-840-0160 or [specialevents@lakeparkflorida.gov](mailto:specialevents@lakeparkflorida.gov). The application will address certain issues including tents, tables, chairs, music, food, street closures, bounce houses and other items that may be essential to a block party.
- All applications must be submitted at least **60 calendar days** before your scheduled event to give Town staff sufficient time to review and approve the application.
- A total of 10 grants will be awarded on a first-come, first-served basis. Each grant will reimburse eligible expenses up to \$500.00.
- Events must take place January 1, 2025 – September 31, 2025.
- **Eligible expenses include:** music, entertainment, performers, decorations, food, paper goods, door prizes, bounce houses.
- **Ineligible expenses include:** alcohol, tents, tables, chairs, stages, risers, permanent play equipment.
- The block party must occur in a residential neighborhood and be organized by a resident in that perspective neighborhood.
- Neighborhoods will receive one block party grant per party each year.

- The Block Party Grant is a reimbursement grant.
- Block Party events must occur between the hours of 9:00 AM – 9:00 PM and must not interfere with bus or transit routes.
- Organizers must allow all residents in neighborhood to participate in the block party.
- The event must be free to attend and cannot be used as a fundraiser. Private events are not allowed.
- The organizer of the block party assumes all responsibility for any damages in the public right-of-way and cleanup of the impacted areas following the event. The organizer will be billed for the cost of cleanup if Town resources are required.
- As a safety precaution, your street will need to close for the event and may require a Maintenance of Traffic (MOT) Plan. Town staff will assist the organizer with obtaining an MOT and may be able to provide barricades and cones on a case-by-case basis.
- **All residents (property owner or tenant) on the block must sign the Block Party Acknowledgement Form** that they are aware and agree to the street closing for the block party.

## PLAN WITH A TEAM

Before you begin planning an event on your own, speak with your neighbors and recruit a few to help plan your block party. Consider hosting a neighborhood meeting to discuss details and divide responsibilities. Some things to consider are:

- Pick a date between January 1, 2025 – September 31, 2025 and a rain date in case of inclement weather, street construction or other competing events.
- Decide on the scale and size of the event based on shared goals and timeframe.
- Have a sign-in sheet and get everyone's contact information to coordinate planning for the event and stay in touch afterwards about neighborhood news and other events.
- Choose who will be in charge of which tasks.
- Give people the option to stop by for a short time or stay for the whole day.

## NEIGHBORHOOD BLOCK PARTY ACTIVITY IDEAS

Plan a BBQ	Make It a Potluck	Play Board Games
Host an Outdoor Movie	Set Up a Drink Station	Play Carnival Games
Create Chalk Art	Host a Competition	Set Up a Arts & Crafts Station
Host a Competition	Plan a Scavenger Hunt	Give Party Favors

## **SUPPLIES AND OUTREACH**

### **BORROW, RENT AND BUY MATERIALS**

- Determine what type of materials you need and create a list. This may include tents, tables, chairs, food, drinks, games, activities, barricades, cones, signage etc.
- Ask neighbor and friends if they have items they can lend or contribute.
- Make sure to keep your receipts for any items purchased for the block party. You will need proof to receive the \$500.00 reimbursement for all eligible items.
- Prepare proper health and safety measures including masks, gloves, hand sanitizer and disinfectant.

### **SAMPLE SUPPLY LIST**

Hot Dogs & Buns	Tents	Plates	Trash Bins	Extension Cords
Hamburgers & Buns	Tables & Chairs	Cups	Recycling Bins	Music/Speakers
Chips & Snacks	Ice	Napkins	Trash Bags	Decorations
Desserts	Coolers	Utensils	Hand Sanitizer	Games & Activities

### **SPREAD THE WORD**

Design an event flyer that can be emailed, shared on social media, dropped off at doorsteps and passed out at other events. You can also use one of the sample flyers provided by the Town of Lake Park Special Events Department.

## **SAFETY TIPS**

- Keep doors locked to your homes and vehicles during the event.
- Work with staff, PBSO and Palm Beach County Fire Rescue to make sure that emergency vehicles are able to access your area.
- Remind neighbors to move their vehicles from the street before the party begins.
- Do not dump waste materials into storm drains.