



June 18, 2018

## **RE: Notice to Block Party Organizers**

Dear Block Party Organizer,

Thank you for your interest in hosting your block party event in Menlo Park. Block parties serve as a great way to social engage with your neighbors and provide opportunities to sit back and relax for an afternoon. We welcome organizers to visit [menlopark.org/eventpermits](http://menlopark.org/eventpermits) to download the most updated application and find FAQs for hosting your block party.

It is important to note that the City of Menlo Park is currently undergoing a pilot program to waive permit fees for block parties to ease the financial obligation on block party organizers. Most block parties fall under the category of “minor event” and for block parties held in 2016 the application fee of \$125 will not be required. However, any event deemed a “major event” will still be required to pay the appropriate application fee. The difference between a minor and major event depends on the nature of the event and its impact on city services. For example, most block parties closing a single road would fall under a “minor” event, while fun runs requiring the closure of many roads would be considered a “major” event.

Effective March 1, 2016, the City of Menlo Park will accept block party permit applications under the 60-day requirement for applications that do not require a noise permit. In most cases, a block party will not be required to obtain a noise permit. However, block party permits submitted to the City under 60-days that are later deemed required to have a noise permit will either be denied or asked to remove the noise element from their event. Applications for a block party will not be accepted less than 30-days prior to the event. It is highly recommended that all block party applications are submitted more than 60-days before their scheduled date.

If you have any questions regarding submission of your block party application or our new deadlines, please feel free to contact me directly at [mlmilde@menlopark.org](mailto:mlmilde@menlopark.org) or 650-330-2223.

Sincerely,

Matthew L. Milde  
Recreation Supervisor