

**HOW TO REQUEST A BLOCK PARTY AUTHORIZATION**

1. This request form must be filled out by the Chairperson of the proposed Block Party.
2. Every household (each address) on the block where the event is proposed to take place must be accounted for on the attached BLOCK PARTY REQUEST Address list. The address list must start with the lowest address number and end with the highest address number. The completed address list must be in sequential order.
3. A Block Party shall not be approved by the City of Madison Heights unless a minimum of three-fourths (3/4 or 75%) of the households on each block where the event is to occur agree to the holding of the event by having an adult Homeowner/Tenant in each household place a check mark or "X" in the "Agree" box indicated on the "Block Party Request Form".
4. Streets cannot be barricaded in excess of five (5) hours. **Contact Department of Public Services for barricades.**
5. The completed "Block Party Request Form" must be submitted to the Madison Heights Police Department at least fifteen (15) working days prior to the requested block party date.
6. It is required that the Chairperson makes copies of the "Block Party Rules and Guidelines" and distributes one (1) set to each household. **The Chairperson of the event must be an adult homeowner/tenant residing in or occupying a house as a principal homeowner or tenant in the block where the party is to be held and must provide the City with a copy of his/her personal liability insurance (homeowner's/tenant's insurance).**
7. The Madison Heights Police Department may use its discretion to partially block off the street upon which the event is to be held in order to provide for ingress and egress, if necessary.

**BLOCK PARTY REQUEST FORM**

(Print or type in Black Ink)

CHAIRPERSON'S INFORMATION:

FULL NAME: \_\_\_\_\_  
(First) (Middle) (Last)

ADDRESS: \_\_\_\_\_ PHONES: ( ) - ( ) - \_\_\_\_\_  
(Home) (Cell phone)

MICHIGAN DRIVER'S LICENSE # or STATE ID#: \_\_\_\_\_

On behalf of the attached persons, I am requesting permission to hold a Block Party and to barricade certain intersections.

This event will be held on \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_ from \_\_\_\_\_: \_\_\_\_\_ am/pm and the streets will be barricaded from \_\_\_\_\_: \_\_\_\_\_ am/pm until \_\_\_\_\_: \_\_\_\_\_ am/pm (not to exceed five (5) hours). It is estimated that approximately \_\_\_\_\_ persons will be attending the event. Alcoholic beverages will / will not be available. (Review Dram Shop Act notice-attached).

We would be closing \_\_\_\_\_ at \_\_\_\_\_ and at \_\_\_\_\_.  
(Street) (Street) (Street)

\_\_\_\_\_  
SIGNATURE OF CHAIRPERSON DATE: \_\_\_\_\_

BLOCK PARTY RULES AND GUIDELINES

PART II

1. In order to obtain approval from the City of Madison Heights for holding a Block Party, it is required that an adult Homeowner/Tenant in each household located on the block where the party is to be held, shall be personally contacted and requested by the Chairperson of the proposed event, or his/her designee, to execute the attached "Block Party Request Form" by signing his/her name, address, and telephone number, and by placing a check mark or "X" in the "Agree" box or the "Disagree" box indicated on the form.
2. The phrase "an adult Homeowner/Tenant" shall mean at least one person twenty-one (21) years of age or older that resides in or occupies a house as a principal owner or tenant (i.e., a Mother or Father) on the block where the party is to be held.
3. The term "household" shall mean each house located on the block where the event is to be held.
4. NOTE: APPROVAL OF A BLOCK PARTY BY "AN ADULT HOMEOWNER/TENANT" BINDS ALL OTHER ADULT HOMEOWNERS/TENANTS RESIDING IN OR OCCUPYING THE SAME HOUSEHOLD AND ALL SUCH ADULT HOMEOWNERS/TENANTS SHALL BE CONSIDERED SPONSORING HOSTS/HOSTESSES AND SHARE IN THE RESPONSIBILITY TO CONTROL PARTY GUESTS.
5. A BLOCK PARTY SHALL NOT BE APPROVED BY THE CITY OF MADISON HEIGHTS UNLESS A MINIMUM OF THREE-FOURTHS (3/4ths) OF THE HOUSEHOLDS ON THE BLOCK WHERE THE EVENT IS TO OCCUR APPROVE THE HOLDING OF THE EVENT. In order for a household to be counted as approving the event, an adult Homeowner/Tenant residing in or occupying a house as a principal owner or tenant must approve of the event by executing the attached "Block Party Request Form" and by signing his/her name, address, and telephone number, and by placing a check mark or "X" in the "Agree" box indicated on the form. If an adult Homeowner/Tenant of a household disapproves by placing a check mark or "X" in the "Disagree" box or refuses, fails and/or neglects to execute the form, that household will be considered as not having approved of the event.
6. NOTE: THE CHAIRPERSON OF THE EVENT MUST BE "AN ADULT HOMEOWNER/TENANT" RESIDING IN OR OCCUPYING A HOUSE AS A PRINCIPAL HOMEOWNER OR TENANT ON THE BLOCK WHERE THE PARTY IS TO BE HOLD AND MUST PROVIDE THE CITY WITH A COPY OF HIS OR HER HOMEOWNER'S INSURANCE POLICY.
7. ONLY THOSE APPROVING HOUSEHOLDS, BY AND THROUGH THEIR ADULT HOMEOWNERS/TENANTS, SHALL BE CONSIDERED SPONSORING HOSTS/HOSTESSES AND SHARE IN THE RESPONSIBILITY TO CONTROL PARTY GUESTS. This includes, but is not limited to, noise and drinking. All Madison Heights City Ordinances must be complied with. Particular attention is directed to Ordinance Number 4-203, Section 17-41 and 17-45, which prohibits making of any loud noises and/or music that would disturb the public peace.
8. The Chairperson is responsible for prompt obedience to all requests from the Madison Heights Police Department.
9. All barricades must be identified as "Block Party". Street closings will not exceed five (5) hours and will be opened not later than 11:00 p.m.

10. The Chairperson shall notify all households on the block where the event will take place, including those households that voted against the holding of the event, at least five (5) days prior to holding the event as to the time of the event so that all households are aware of when the barricades will be up.
11. All households, including those that voted against the event and guests invited to the event shall honor the placement of barricades so as to make the street inaccessible to motor vehicles during the event. The Madison Heights Police Department may use its discretion to partially block off the street upon which the event is to be held in order to provide for ingress and egress, if necessary.
12. Barricades will be attended at all times and will be immediately removed to provide access for Police, Fire, and Ambulance Vehicles.
13. **ABSOLUTELY NO DRINKING BY ANYONE UNDER TWENTY-ONE (21) YEARS OF AGE.** Each approving household, by and through its adult Homeowners/Tenants, is subject to a violation where a minor is found in possession of, or consuming alcoholic beverages upon their property. The Chairperson accepts primary responsibility for such behavior in the "public right-of-way" for law enforcement purposes, but EVERY APPROVING HOUSEHOLD, BY AND THROUGH ITS ADULT HOMEOWNERS/TENANTS, SHARES IN THE "CIVIL LIABILITY" UNDER MICHIGAN'S DRAM SHOP LAW, which holds hosts/hostesses responsible for injuries or damages caused by a minor who has become intoxicated while attending such events.
14. The use of any "controlled substance" shall result in the arrest of anyone using such substance.
15. Violations of rules #13 and #14 shall result in immediate cessation of this event and all sanctions/permissions granted are withdrawn. In addition, each adult Homeowner/Tenant of each household where such violations are found upon their property may be subjected to arrest or issued written citations for same.
16. The Chairperson agrees to have his/her phone attended for calls from the Madison Heights Police Department. In the event of any complaint or problems, the chairperson will be contacted by phone or in person by Madison Heights Police and will be advised to make those corrections necessary to resolve the complaint and/or problem.
17. It is strongly suggested that Block Party attendance be restricted to the residents and not be "advertised" by any means. This could result in unwanted persons "crashing" the party and creating crowds much too large for the residents to control.
18. **REMEMBER -- ALL APPROVING HOUSEHOLDS, BY AND THROUGH THEIR ADULT HOMEOWNERS/TENANTS, ARE ACCOUNTABLE FOR THE ACTIONS OF OTHERS WHO ATTEND THE EVENT AND MUST CONTROL THE PEOPLE WHO ATTEND THE EVENT.** The Madison Heights Police Department is available to assist in such control where physical confrontations may be anticipated.

It is not the intention of the Madison Heights Police Department or the City of Madison Heights to restrict households from holding a Block Party. It is the City's intention to make households aware of their responsibilities and any potential liabilities surrounding Block Parties so that informed decisions can be made regarding such events.

# MADISON HEIGHTS POLICE DEPARTMENT

280 West Thirteen Mile Road • Madison Heights, Michigan 48071

248-585-2100 • Fax 248-585-8090 • Administration 248-837-2729

KEVIN M. SAGAN  
Chief of Police

ANTHONY P. ROBERTS  
Deputy Chief of Police

Dear Host/Hostess:

On your behalf, I have consulted with the Madison Heights City Attorney regarding your potential civil liability for money damages as pertaining to serving alcoholic beverages at a "social event," such as graduation parties, block parties, and open house parties. What I have learned has caused me concern for you.

Under the "Dram Shop Act," a host/hostess can be held liable for injuries, or death to a minor who was served alcoholic beverages at a "social event." Should the minor injure or kill someone, this "third party," or their survivors, could also sue the host/hostess. The current leading case is "Longstreth v Gensel" (1985), in which a nineteen (19) year old male was served alcoholic beverages at a wedding and was killed in an automobile mishap. The host and hostess lost the case.

The City Attorney further advises there are many different theories of law where social hosts serving alcohol are potentially civilly liable for money damages. For this reason, the City Attorney advises you to consult with your attorney prior to holding your social event. We concur with this advice.

Have a happy time at your planned event and protect yourself from problems. Persons under twenty-one (21) years of age must not be served alcoholic beverages at your event. And, an intoxicated person should never be allowed to drive.

Having "designated drivers" available to drive guests home is always a wise decision. Previous hosts and hostesses have found it practical for guests to turn in their car keys upon arrival and return them as "sober" guests leave. Intoxicated guests would be driven home, or they stayed overnight. What solutions do you have to offer?

With your best interests in mind,



Kevin M. Sagan, Chief of Police

