

TO REQUEST TO SCHEDULE A BLOCK PARTY OR TO USE THE MONTVALE MUNICIPAL PARK

Name of Individual/Organization _____

Address _____

Phone _____ Email _____

Type of Request Block Party _____ Municipal Park _____

Event Date _____ Rain Date _____ Time _____ to _____

Approximate Number of Attendees _____ Will Non- Residents Attend ___ Yes ___ No

Reason For the Event

Will Traffic Require To Be Detoured _____ Yes _____ No

Montvale Police Department must approve any detours or roads closing. Contact the Police Department at **201-391-4640** during normal business hours.

Barricades may be requested from DPW, contact Pascack Valley DPW at **201- 664-2346 ext. 1400**, Monday thru Friday 9am to 3pm.

Number of Barricades Required _____ (Individual making the request is responsible to set-up, take-down and store barricades).

If barricades will not be used to close streets explain alternate plan

If there will be Entertainment (DJ, band or recorded music, games, etc.) provide details

**CONSUMING OF ALCOHOLIC BEVERAGES & THE
USE OF OPEN FLAME DEVICES ARE PROHIBITED ON
MUNICIPAL OWNED PROPERTY.**

Instructions: Please submit the request 2 weeks prior to the event. Email the completed application to the following offices: administration office at ngayed@montvaleboro.org, Department of Public Works at dpw@rivervalenj.org & dpwasst@rivervalenj.org and Montvale Police Department at montvalepd@montvaleboro.org. If you are unable to email the form, it may be faxed to 201-391-9317. After the application is reviewed & approved the administration office will contact the individual.
