

Your guide to throwing a block party!

Block parties are fantastic ways of building community, block by block! Our neighborhoods are where we can connect over what we share in common, relate to each other despite our differences, and find ways to work with neighbors across the street and across the city to make Bozeman an even more vibrant and inclusive place to call home. Bringing people together over food, fun, and conversation is the first step!

Getting Started

1. Make a team! (8 weeks out)

Find a team of party planners, "do-ers" or just people who love coming together in community to share the work. These folks help obtain permits, plan activities, coordinate logistics like setting up, cleanup, and helping to spread the word!



2. Pick a date, time, and location (6 weeks out)

Give yourself 4-6 weeks to plan, apply for permits, and pull together supplies. Consider keeping the event 4 hours or shorter, and in the neighborhood so folks can walk, bike, or roll to the party without needing to get in the car!



3. Apply for permits and notify affected neighbors (4-6 weeks out)



Hosting on a City Street?

Apply for a Public Assembly Permit through the Public Works Department and gather signatures of the neighbors who are adjacent to the street being closed!

Find the signature form and public assembly permit at www.bozeman.net/buildingblocksbn:

- Submit materials to the Public Works Department - email myekal@bozeman.net
- Questions? Call 406-582-2273

Hosting in a City Park?

Apply for a Parks Special Events Permit through the Parks & Recreation Department.

- Find more info on the Parks & Recreation website: www.bozeman.net/parks
- Submit materials to recdept@bozeman.net
- Questions? Call 406-582-2290



HOT TIP! The \$35 fee and insurance requirement are waived for Neighborhood Block Parties IF:

- Alcohol is NOT being consumed in the public right of way (streets and sidewalks)
- The event lasts for no longer than 4 hours

If alcohol will be consumed in the public right of way, please apply for an Open Container Waiver, and submit proof of General Liability insurance

We're here to help!

Contact the Neighborhoods Program for help connecting with other City staff, getting the word out to your neighborhood, and brainstorming fun and engaging ideas to get people to the party!

Visit www.bozeman.net/neighborhoods and click "Building Blocks BZN" or call 406-582-2274

Contact the Public Works Department for help with permitting at 406-582-2273



Taking care of business!



Once you've applied for permits you've covered the "paperwork!"

Now consider your basic safety and sanitation needs

- Port-a-potty – Consider renting one if you anticipate over 75 people. Otherwise is there a neighbor that is comfortable allowing folks to use the facilities at their home if needed? Provide hand sanitizer!
- Accessibility – What accommodations will be needed for folks using assistive devices or mobility devices be able to access and participate?
- COVID safety – Review the COVID-19 info Gallatin City-County Health Department for the most recent Public Health Recommendations and how or if you can host a safe gathering

Bring the fun!

Block parties can look different, based on what your team puts together. Consider some options that make the gathering a fun and enjoyable way to come together.

1. Food

- Potluck style
- BBQ
- Chili cook-off?
- Food Trucks
- Picnic style (COVID-conscious option where everyone brings their own dinner and utensils!)



2. Beverages

- It is prohibited to consume alcohol in the public right of way (streets and sidewalks) without an open container waiver. Find the open container waiver here!
- Will you provide water or other drinks or should folks bring their own?

3. Music

- Local musicians
- Neighborhood talent
- If you are using sound equipment, make sure you're wrapped up and quieting down by 8:00 p.m. from October 1 through March 30 and by 10:00 p.m. from April 1 through September 30 (Bozeman Municipal Code).



4. Games/Activities

- Bring lawn games like cornhole or ladder golf
- Provide kid-friendly activities like hula hoops, hopscotch, jump rope and sidewalk chalk
- Engage BZN! Contact the Neighborhoods Program to talk about what city projects might be of interest that your neighbors can engage in

Fire pits – If a burn restriction is not in place, small, recreational fires in patio fire pits or chimeneas are allowed. Fires cannot be located within 25 feet of a structure (including decks and fences) and cannot be more than three feet in diameter or higher than 2 feet. A fire extinguisher or a garden hose must be available for immediate use. Be a good neighbor and don't use a recreational fire on breezy days that will spread the smoke through the neighborhood.

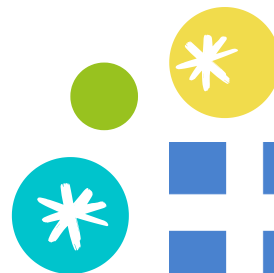
Spread the Word!

Get the communication flowing with folks you know (and those you don't!) to bring everyone together. Think of this as an opportunity to have a fun, positive interaction with someone you've maybe never introduced yourself to.

Include the basics in your invitations: what, why, where, when, but don't forget the details like what folks should bring or leave at home (chair, warm clothes, dogs), and who the main point of contact is for questions.

Here are some ways to get the word out:

- Social media- Facebook, NextDoor
- Phone – old fashioned "phone" tree, group text, groupMe, whatsApp, etc
- Post card mailers – contact the Neighborhoods Program for help!
- Door hangers
- Email
- Get creative – send the kids out with a chant, sidewalk chalk, yard signs



**BUILDING
BLOCKS
BZN**