

December 18, 2014

Dear Block Party Applicant:

To apply for a Block Party Permit, you must submit the following to the Office of the Chief of Police:

- Block Party Permit Request form – all requested information must be filled out
- Fee of \$15 – cash or check made payable to the Town of Greenwich
- Indemnification Agreement – completed and signed

These materials must be received in the Chief's office at least one week in advance of the requested date. After the review process, the applicant will be contacted regarding permit status. If approved, the permit can be picked up at the Police Department Records window along with a receipt for the \$15 fee. If the application is not approved, the fee of \$15 will be returned.

Sincerely,

James Heavey

Chief of Police

Attachments: Block Party Application/Permit form

Indemnification Agreement