



**PEABODY CITY COUNCIL  
BLOCK PARTY REQUEST FORM**

Date \_\_\_\_\_

The City Council of the City of Peabody has required that any block party which requires to block off any portion of a public way shall file the following application. The City Council **will consider approval of the application after review and recommendation by the Peabody Police Department, and if the majority of those residents residing on the street to be blocked off have signed in favor of the same, and that said request must be submitted to the City Council at least one month prior to the block party.** All residents affected by the block party must sign either in favor or opposed. Failure to comply with any of these requirements may cause the request to be denied.

TO THE CITY COUNCIL OF THE CITY OF PEABODY:

We the undersigned, being qualified voters and/or residents of the City of Peabody, hereby petition the Honorable City Council to hold a block party as follows:

Block party to be held on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Day of Month) (Numerical Day) (Month) (Year)

Rain Date, if any: \_\_\_\_/\_\_\_\_/\_\_\_\_

The public way to be blocked off is as follows: \_\_\_\_\_  
\_\_\_\_\_

Time of Block Party : \_\_\_\_\_ to \_\_\_\_\_. Purpose: \_\_\_\_\_

Is there going to be any music played. Yes / No. If so, what type: \_\_\_\_\_

Time to be Played \_\_\_\_\_ to \_\_\_\_\_.

Trash Barrels requested from Public Services Dept. Yes / No. If yes, how many \_\_\_\_\_

Cones to block off street from Public Services Dept. Yes / No. If yes, how many \_\_\_\_\_

**Stringed lights:** If you wish to have stringed lights, you must contact the Peabody Municipal Light Plant at least one month in advance of the block party (978-531-5975). Lights are furnished on a first come, first serve basis. Stringed lights are only available between July 1<sup>st</sup> through Labor Day. Lights cannot be provided to neighborhoods with underground service. There are a limited amount of lights available. Do you wish to have stringed lights: Yes / No

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_  
(Best Number for Contact)

\_\_\_\_\_  
(Secondary Contact Number)

E-Mail \_\_\_\_\_

Contact Person \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_  
(Best Number for Contact)

\_\_\_\_\_  
(Secondary Contact Number)

E-Mail \_\_\_\_\_

**FOR USE BY THE CITY CLERK ONLY – CITY COUNCIL APPROVAL**

**APPROVAL OF BLOCK PARTY BY PEABODY CITY COUNCIL**

**APPROVED BY THE CITY COUNCIL**

\_\_\_\_\_

**SENT TO VARIOUS CITY DEPARTMENTS**

**(Public Services, Police, Fire, Municipal Light & Life Line Ambulance)**

\_\_\_\_\_

\_\_\_\_\_  
(City Clerk)



## BEST PRACTICES FOR BLOCK PARTIES

May 2021

**Summary:** Effective May 29, 2021, the state of Massachusetts is lifting COVID-related requirements governing outdoor events such as block parties. The City of Peabody is not adopting any additional local restrictions regulating these events. This document provides best practices that event organizers should consider to minimize the risk of disease transmission.

**Rationale:** Public health data both statewide and within the City of Peabody support the decision to eliminate most restrictions. As of 5/27/21, Peabody's average daily case rate is 5.5 cases per 100,000 people per day and its percent positive test rate is 1.59%— both metrics at their lowest rates since October 2020. However, only 51% percent of our population is currently fully vaccinated, and only 27% of our 12-15 age group has received a first dose. Children below age 12 are not yet eligible to be vaccinated. Children under age 19 represent 17% of all COVID cases in Peabody, and approximately 29% of them are without symptoms. Families with children are often the primary participants at outdoor neighborhood events such as block parties. It is prudent to continue to follow best practices to protect the health of all residents.

### Recommended best practices:

1. Consider activities that allow for social distancing. Activities such as concerts, movies, parades, and crafting lend themselves more easily to distancing.
2. For activities where it is more difficult to maintain distancing, such as field games and races, consider breaking into smaller groups. Encourage spectators to space themselves out.
3. Activities that require close contact, such as face painting, should be carefully considered. If such activities are done, make sure to provide hand hygiene stations nearby.
4. Activities that bring people into close contact in a confined space, such as bouncy houses, should be carefully considered. If such activities are done, send people in in small groups.
5. Bring-your-own-food events are generally safer. If food and drink is to be provided, consider having servers at the buffet line rather than having people serve themselves. If possible, provide individually-wrapped food items and utensils/containers rather than serving from bulk containers. If food is prepared on-site, consider designating an individual with food safety certification to oversee all food preparation, cooking, and serving.
6. If portable toilets are provided, rent a portable handwashing station to accompany it.
7. Consider limiting the duration of the event to 2 hours.
8. In pre-event communications, remind all participants, staff, and volunteers to screen themselves for symptoms prior to attending. Anyone with symptoms consistent with COVID should not attend. Anyone with recent exposure to an individual with COVID should not attend. Anyone awaiting the results of a COVID test should not attend.
9. Set up hand hygiene stations with alcohol-based hand sanitizer at multiple locations at the event.
10. In pre-event communications, remind all participants, staff, and volunteers that masks should be worn by any individuals who are not fully vaccinated\* if they are not able to maintain at least 6' of distance from others at all times.
11. Event organizer must have a plan for clean up and removal of waste following the event.

\*People are considered fully vaccinated two weeks after they receive the second dose of the Pfizer-BioNTech or Moderna vaccines or the single dose of Johnson & Johnson vaccine.