



# Block Party Application Form

(Please complete form and return to Administration - Room 205)

## Application Information

### Block Party Information

Date of Event: \_\_\_\_\_ Purpose of the Event: \_\_\_\_\_

Number of Expected Participants: \_\_\_\_\_ Will amplified music be played? \_\_\_\_\_

Beginning Time of Block Party (not before 10 a.m.): \_\_\_\_\_

Ending Time of Block Party (not after 11 p.m.): \_\_\_\_\_

Street location of block party: \_\_\_\_\_

Hundred Block(s) and Street to be Closed	From (Street)	To (Street)
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- ✓ Include a map showing the location of barricades, any stage, or any other objects or structures to be placed in the street.
- ✓ Have all residents adjacent to the street location above been notified of the request? Yes ( ) No ( )  
*(All residents must be notified by the applicant before the request will be considered).*
- ✓ Describe what restroom facilities will be provided:  
\_\_\_\_\_
- ✓ Provide written consents to the block party from at least 75% of all residents living along the portion of the street to be closed (see attached Signing Petition form).
- ✓ Will applicant request to use city-supplied barricades to close the street? Yes ( ) No ( )

### Applicant's Information

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

### Applicant's Signature

"I hereby affirm that the information on this application is true to the best of my knowledge. I have been given a copy of the Municipal Code 4.07.130 regarding Neighborhood Block Parties and agree to follow the rules and regulations outlined in this ordinance. Any barricades borrowed from the City will be returned in good condition."

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Approval/Denial

Approved / Denied (circle one)

Signature of Public Safety Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

Copy: Administration, Public Safety Director, Public Works Director, Streets Department



## City of Grants Pass

### Administration Department

101 N.W. A Street, Grants Pass, Oregon 97526

Telephone: (541) 450-6000 Fax: (541) 479-0812

### ***Dear Grants Pass Neighbor:***

One thing that makes Grants Pass such a hometown place is our friendly, small town atmosphere. Events like block parties are a great way for folks to get together and the City of Grants Pass values your efforts to help foster this sense of community. We put together this information sheet to help get your party underway.

### ***Getting Started***

Be sure to plan early – we will need your completed application(s) at least 30 days prior to the proposed block party. In this kit, you will find the Block Party Permit Application form (100-j). Please fill it out completely. The application requires you to attach a map and describe the area to be closed. Make sure you clearly identify major cross streets and indicate the exact location of the party. Please note that some streets are not suitable for block parties. The City strongly discourages the closing of busy collector streets for block parties, although each application is subject to review.

### ***Be a Good Neighbor***

Because you will be closing off your street to traffic, you are required to notify all residents who will be affected. To help you do this, we have attached a Block Party Petitioner form (100-k).

### ***Blocking Off Your Street***

Your group will need to install all necessary approved signs and cones to close a section of the street. If available, the Streets Department will loan out barricades. Pickup and drop off time should be arranged at least 1 week prior to event with the Streets Superintendent at 541-450-6125. Barricades are to be returned in the same condition as borrowed. Approved barricades may also be rented from local rental stores at your own cost.

### ***To ensure a safe event for all:***

- Movable barricades and traffic signs must be installed at either ends of the street (or open end of a cul-de-sac).
- A 20-foot emergency access lane, free of obstructions, must be maintained the entire length of the street during the party. This means a 20-foot wide strip cannot be blocked by tables, chairs, ice chests, vehicles, etc. The cones are designed to be driven over if need be and thus do not apply to this restriction.
- All barricades and signs must be removed at the end of the event.
- Streets may not be closed for more than six hours.

***Special Activities***

If your party will include equipment or services from a private vendor (caterers, musicians, pony rides, bounce house, etc) to be used on City property, including sidewalks, streets or other public areas, you will need to submit a copy of your vendor’s General Liability Insurance Certificate naming the City of Grants Pass as an additional insured in the amount of \$1,000,000 with a \$2,000,000 aggregate. (List any special activities, including vendor information, on your Block Party Application and attach a copy of the insurance certificate. (Form 100-f).

***Keep Your Neighborhood Beautiful***

Please furnish a trash receptacle and provide adequate clean up after your block party. The Public Works Department can assess a street cleaning fee if City equipment is needed for clean-up.

***Applicant Instructions & Checklist***

- \_\_\_\_\_ Application must be filled out 30 days prior to proposed date of the block party.
  
- \_\_\_\_\_ No block party may be held within 500 feet of any school, church, hospital, nursing home or similar operation unless endorsed by the management of such institution. (Grants Pass Municipal Code 4.07.130)
  
- \_\_\_\_\_ Applicant completes the Block Party Application and submits a map showing the location of barricades, and clearly identifies major cross streets etc. (Block Party Application Form 100-j).
  
- \_\_\_\_\_ At least 75% of all residents living along the portion of the street to be closed must consent to the street closure (Block Party Petitioner Form 100-k ).
  
- \_\_\_\_\_ Will applicant request to use city-supplied barricades to close the street?
  
- \_\_\_\_\_ City Manager authorizes the Block Party permit (Form 100-l).

***Mail or deliver to:***

Administration  
City of Grants Pass  
101 N.W. A Street  
Grants Pass, Oregon 97526  
Phone: 541-450-6000  
Fax: 541-479-0812

***Forms needed:***

Block Party Permit Application 100-j  
Block Party Petitioner Form 100-k  
Certificate of Insurance 100-f (sample)