Special Events/City Manager's Office
809 Center Street, Room 10
Santa Cruz, CA 95060
(831) 420-5132
(831) 420-5011 – Fax
cmevents@cityofsantacruz.com

NEIGHBORHOOD BLOCK PARTY APPLICATION

The City of Santa Cruz would like to encourage the community in its efforts to have block parties; however, it is necessary to balance the probable impact with the needs of the rest of the community.

Things to Consider When Planning Your Block Party

1. If your block party will include invitations to the general public, sales of goods or services, and/or admission charges, it may be considered a Public Special Event and will require a different application.
2. Alcohol is not approved for public areas (*streets and sidewalks*) within the block party; it must be kept on private property.
3. Bounce houses must remain on private property.
4. Requirements contained in the document entitled *Requirements for Street Closure – Barricades* must be complied with by Block Party Coordinator/ Permittee.
5. Restroom facility needs.
6. Garbage and recycling impact.

The following forms will need to be submitted at least thirty (30) days before the planned date of the block party:

- Application Form *(Include a $40.00 non-refundable Application Fee and, if amplifying sound, a $33.00 non-refundable Sound Permit Fee.)*
- Diagram of Site Plan and Street/Area *(Include equipment, 16' clearance, emergency barricades, and adult monitor locations as well as other items.)*
- Neighbor Consent Form *(Signed by neighbors impacted by the block closure.)*

Please keep in mind that the block party should not be considered confirmed until your application has been approved. Once your application, fee(s), and forms have been submitted and received, the Special Events Coordinator will review the documents and obtain input from other City departments affected by your event. You will be contacted as soon as possible to confirm your request.

Upon approval of your application, a signed permit and Conditions of Use will be issued to you. These must be on hand during the block party and available upon request by City officials.

APPLICANT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Mobile: _____

E-mail Address: _____

EVENT INFORMATION

Location: _____

Date: _____ Time (Include Set-up/Break-down): _____

Estimated Attendance: Youth: _____ Adult: _____

EVENT PLAN

Your block party will require a street closure. Please list the street(s) affected by the closure: _____

_____

NOTE: *A 16' clearance in the street must be maintained for emergency vehicle access. In addition, there are standard requirements for street closure barricades. The document entitled "Requirements for Street Closure – Barricades" must be reviewed and complied with by Block Party Coordinator/Permittee. The document also includes requirements regarding adult monitors as well as how to safely close the street.*

☐ **Please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations contained in the document entitled *Requirements for Street Closure – Barricades*.**

Are you planning to set up a stage? Yes ◯ No ◯
If Yes, what is the location of the stage? _____

What are the approximate dimensions of the stage? _____
NOTE: *Stages over 18" require building department approval.*

Please list any equipment *(tables, chairs, canopies, household generators, barbeques, etc.)* and quantities that you are planning to place on the street:

Quantity	Description	Quantity	Description

EVENT PLAN (Continued)

Will sound amplification be used? Yes ☐ No ☐
If Yes, there is a $33 non-refundable fee.

Purpose for Sound Amplification:

Speakers ☐
Announcements ☐
Music ☐ Type: _____
Band ☐ # of Players/Pieces: _____
Other ☐ Please Specify: _____

Have you applied for a sound permit for this location in the past? Yes ☐ No ☐
If Yes, results: _____

Name of Sound Coordinator: _____

E-mail: _____ Mobile: _____

No person shall, between the hours of 10:00 p.m. and 8:00 a.m., be permitted to make any offensive noise within 100 feet of any building or place regularly used for sleeping purposes or which disturbs any person within hearing distance of such noise. *(SCMC #9.36.010)*

No person shall make, cause, or permit to be made any noise or sounds which are unreasonably disturbing or physically annoying to people, of ordinary sensitiveness, or which are so harsh or so prolonged or unnatural in their use, time, or place as to cause physical discomfort to any person and which are not necessary in connection with any activity which is otherwise lawfully conducted. *(SCMC #9.36.020)*

Where the Police Department responds to a loud or unruly gathering more than once within twelve (12) hours, the responsible person shall be liable for the costs of providing special security services for the second and subsequent responses. *(SCMC #9.37.030)*

☐ **If you are requesting sound amplification, please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations for sound amplification.**

FORMS TO SUBMIT WITH THIS APPLICATION

- Preliminary Site Plan

This is mandatory for all block parties. Please sketch a map of your intended site and include stages, tables, chairs, canopies, household generators, barbeques, garbage/recycling containers, chemical toilets, barricades, adults monitor locations, 16' clearance, etc.

- Neighbor Consent Form *(Sample Attached)*

The form should provide neighbors affected by the closure with information regarding the block party and provide a space for their signature.

LIABILITY REQUIREMENTS

Hold Harmless

A. In consideration for the City of Santa Cruz (hereinafter known as "City") agreement to allow Permittee to use the requested area named within and attached hereto, Permittee hereby agrees on behalf of itself, its agents, and employees, to indemnify and hold harmless the City and the City's representatives, officers, agents, employees, and volunteers (hereinafter jointly referred to as "Releasees") for all damage, loss, claims, suits, or action of any kind or nature whatsoever, including attorney fees brought for or on account of damage to property, or injuries to, or health of any person, resulting or alleged to have resulted directly or indirectly, wholly or partially, from the use of the requested area for the event or from the conduct of the event sponsored by Permittee at the requested area.

B. Additionally, Permittee hereby agrees to indemnify Releasees against and hold Releasees harmless from all damage, loss, claims, suits, or action of any kind whatsoever, including attorney fees, which Releasees may sustain or incur, in whole or in part, as a consequence of the Permittee's negligence or intentional misconduct in the use of the requested area or the conduct of the event sponsored by Permittee at the requested area.

C. In further consideration of the City's agreement to allow Permittee to use the requested area, Permittee hereby agrees not to assert any claim against, sue, attach the property of, or prosecute Releasees for injury or damage alleged to have been causes in whole or in part by Permittee's use of the requested area or the conduct of the event sponsored by Permittee at the requested area, or any other activity undertaken by Permittee at or about the requested area with or without the City's permission.

D. Should it become necessary to enforce the terms of this agreement by legal or equitable action or should Permittee breach this agreement, Permittee shall pay legal costs and attorney fees incurred by the City of Santa Cruz whether in defense of a suit by Permittee or in the prosecution of a suit against Permittee.

☐ **Please check the box to acknowledge that you have read, considered, and agree to abide by the rules and regulations of the Hold Harmless Agreement.**

CANCELLATION POLICY

If the block party is cancelled, immediately notify the Special Events Coordinator at (831) 420-5132 and the agencies named in your Conditions of Use.

AGREEMENT AND SUBMITTAL INFORMATION

I declare under penalty of perjury that the information contained in the foregoing application is true and correct to the best of my knowledge and belief.

Name of Applicant (Print): _____

Signature: _____ Date: _____

☐ **If you are unable to sign the document digitally, please check the box to acknowledge that you declare under penalty of perjury that the information contained in the foregoing application is true and correct to the best of your knowledge and belief.**

Return the completed documents and fee(s) to:

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Santa Cruz, CA 95060
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cmevents@cityofsantacruz.com

- ☐ Application Form *(Pages 1–4)*
- ☐ Diagram of Site Plan and Street/Area
- ☐ Neighbor Consent Form
- ☐ $40.00 Non-Refundable Fee
- ☐ $33.00 Sound Permit Non-Refundable Fee *(if applicable)*

Checks should be made payable to: City of Santa Cruz. VISA and Mastercard are also accepted. Please call the Special Events Coordinator at (831) 420-5132 to provide card information.

Print Form | E-mail Special Events Coordinator