



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 neighborhood 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. Neighborhood block parties provide an opportunity for neighbors, family, and friends to strengthen residential neighborhoods. Invitations must not be distributed beyond the residents of the designated streets, family, and/or friends. *If your block party will include invitations to the general public, sales of goods or services, and/or admission charges, it will be considered a Public Major 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, stages, or other temporary structures 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. Note: Barricades/cones are available for rent at StopCo (831-238-1066), Traffic Safety & Signs (408-993-9770), A Tool Shed (831-477-7133), Western Traffic Supply (925) 249-1854, or other traffic equipment rental companies.
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 (*Application fee: \$58 July 2018 \$61 Jan 2019 \$69* July 2019*
Note: Sound Permit fees are no longer required * estimated fees)
- Diagram of Site Plan and Street/Area (*Include equipment, 16' clearance, street closure barricades, and adult monitor locations as well as other items.*)
- Neighbor Consent Form (*Signed by neighbors on the street impacted by the block closure.*)
- Notification Form (*to be distributed to residents in a 3 block radius of the block party*)

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.

BLOCK PARTY APPLICATION

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 and suggestions of vendors for barricades/cones/signs.

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 or other temporary structures must remain on private property or may require building department approval.

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

Table with 4 columns: Quantity, Description, Quantity, Description. Includes blank rows for listing equipment.

BLOCK PARTY APPLICATION

EVENT PLAN (Continued)

Will sound amplification be used? Yes No

Purpose for Sound Amplification:

Speakers

Announcements

Music Type: _____

Band # of Players/Pieces: _____

Other Please Specify: _____

Have you applied for amplified sound for this location in the past? Yes No

If Yes, results: _____

Name of Sound Coordinator: _____

E-mail: _____ Mobile: _____

CONDITIONS FOR APPROVAL for sound amplification for block parties:

Amplified sound for block parties can be approved for 4 consecutive hours which must end by 8:00 p.m.

Complaints of loud music may result in a Police response. Attendees should obey all lawful orders given by the SC Police Department.

Neighbors within a 3 block radius should be notified of the amplified sound.

If you are requesting sound amplification, please check the box to acknowledge that you have read, considered, and agree to abide by the conditions for approval 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.

- Notification of a Block Party (*Sample Attached*)

This separate written **notification** will be given to neighbors within a three (3) block radius. The notification is to provide information to the residents and does not serve as an invitation.

BLOCK PARTY APPLICATION

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.

BLOCK PARTY APPLICATION

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: _____

Return the completed documents and fee(s) to:

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

- Application Form (*Pages 1–4*)
- Diagram of Site Plan and Street/Area including barricade locations
- Neighbor Consent Form
- Copy of Notification Form
- Application Fee: \$58 July 2018 \$61 Jan 2019 \$69 July 2019
*estimated fees

Checks should be made payable to: City of Santa Cruz.

VISA and Mastercard are also accepted. Please contact the City's Special Events Coordinator at (831) 420-5132 or cmevents@cityofsantacruz.com for more information.