



# City of Sacramento Neighborhood Block Party Application

Sacramento City Code 12.16

<b>Organizer(s) Information</b>		
Name		
Street Address		
City, State, ZIP Code		
Day Phone		
Fax Phone		
E-Mail Address		
Contact Person "on site" day of Event		Cell Number:
<b>Neighborhood Block Party Information</b>		
Block Party Date		
Block Party Hours	Start:	End:
Set-up	Date:	Time:
Break Down	Date:	Time:
Name of Street to be Closed:		
Between (Street Name):		And (Street Name):
<b>Diagram</b>		
Please draw a diagram of proposed street closure, including the location of barricades:		

## Neighborhood Block Party Description

Have you had a neighborhood block party before? If yes, when?

What is the purpose of your neighborhood block party?

What is your expected attendance?

Will your neighborhood block party have amplified sound? If yes, please describe:

Does your neighborhood block party involve the sale or consumption of alcoholic beverages? If yes, please describe:

Will there be food at your neighborhood block party? If yes, please describe:

Will items or services be sold at the neighborhood block party? If yes, please describe:

Will your neighborhood block party be advertised? If yes, please describe and attach a copy of the advertising material if applicable.

How will residents be notified of proposed street closure? Please attach a copy of the notification piece if applicable.

Will any apartment complexes be affected by your street closure? If yes, please describe:

## Rules and Regulations

- Initial \_\_\_\_\_ A neighborhood block party is intended to provide neighbors a unique opportunity to gather and create a network of friends rather than mere acquaintances. Neighborhood block parties are intended for residents only, not the general public. If your neighborhood block party is open to the general public, is being advertised outside the affected area or involves major street closures, you will need to submit a Special Event Application.
- Initial \_\_\_\_\_ A request for a neighborhood block party permit must meet the following criteria:
- A street may be closed for a neighborhood block party if it meets the following qualifications:
    1. The street is a cul-de-sac, dead end or circular street;
    2. The section being closed is less than a half mile in length and is intersected by two (2) other residential streets.
  - A street may not be closed if one of the following conditions exists:
    1. Speed limit on the street is greater than 25 miles per hour;
    2. Street is an arterial street with more than two (2) lanes;
    3. Street has a bus stop.
- Initial \_\_\_\_\_ All businesses and/or residential property owners or lessees within the street closure shall give their acknowledgement in writing to the person or organization seeking the permit on the Resident Petition (page 5). The name, address, phone number or email address and approval/disapproval of each person who is either a property owner or lessee within the requested barricaded area must sign the Resident Petition. **You must obtain a minimum of 80% approval from these individuals for your application to be considered.**
- Initial \_\_\_\_\_ A non-refundable \$25 permit processing fee is required at the time the application is submitted to the City of Sacramento. Reservations may be made a maximum of one (1) year in advance and must be made a minimum of 20 days in advance. Reservations made less than 20 days in advance are subject to late fees of \$5 per day. Applications will not be accepted fewer than seven (7) business days prior to the proposed neighborhood block party date.
- Initial \_\_\_\_\_ A copy of photo identification (California Driver's license or I.D. card) of the applicant will be required to complete the application process. Applicant must be 18 years of age or older.
- Initial \_\_\_\_\_ All debris and trash must be removed from an event site immediately after the event. Failure to do so will require the City to call upon the Solid Waste Department. All expenses will be the responsibility of the event applicant. The applicant is required to provide recyclable receptacles at the event.
- Initial \_\_\_\_\_ Only readily removable barricades may be used for street closures, and a 20-ft lane of clearance is required for emergency vehicle access at all times. The applicant is responsible for acquiring barricades for a street closure. Consult the yellow pages of your telephone directory under "barricades" for rental information.
- Initial \_\_\_\_\_ The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by the City to be unusual or extraordinary, and related to the event for which the permit is sought.
- Initial \_\_\_\_\_ Any noise emitted from a radio, tape player, tape recorder, record player compact disc player or any other audible audio equipment, or television outdoors on or in any publicly owned property or place, including but not limited to public parks, when such noise is audible to a person of normal hearing sensitivity one hundred (100) feet from said radio, tape player, tape recorder, record player, compact disc player or any other audible audio equipment, or television. The amplified sound associated with the outdoor activities shall commence not earlier than 9am and shall be terminated no later than 10:00 p.m. on Sunday, Monday, Tuesday, Wednesday, and Thursday and no later than 11:00 p.m. on Friday, Saturday and the day before a federal holiday.
- Initial \_\_\_\_\_ Alcohol must be confined to private property. Alcohol consumed on public property is a violation of City Code and is prohibited.

**Rules and Regulations (con't)**

Initial \_\_\_\_\_ I hereby attest that the information contained in this application is true and correct. I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable city, county, state or federal rules, regulations, codes or laws be violated, any permit(s) issued shall automatically become null and void and any activity associated with this permit(s) will immediately cease.

Initial \_\_\_\_\_ Applicant agrees to assume the defense of and indemnify and save harmless the City, its council members, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such temporary street closure and the activities permitted in connection therewith. The City may require, as a condition of issuance of a permit, that the applicant obtains insurance to serve this end, in such an amount and with such terms as the City determines to be appropriate under the circumstances. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial \_\_\_\_\_ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the permit prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

**Agreement and Signature**

I the undersigned representative have read the rules and regulations with reference to this application. The information contained herein is complete and accurate.

Name (printed)			
Signature:			Date:
Driver's License or California I.D. Number (copy of I.D. required with application)			

**Payment Information**

Amount Due:	Payment Method (check all that apply)		
<input type="checkbox"/> Cash	<input type="checkbox"/> Check or Money Order#	<input type="checkbox"/> Visa/MasterCard	
Card #:	Expiration Date:		
Verification Code (Last 3 digits on signature strip):	Authorized Signature:		

**Office Use Only**

Neighborhood Block Party Permit Number:	Assigned to:
Notes:	

Submit your completed application packet to:  
**Special Event Services**  
 4623 T Street, Sacramento, CA 95819  
 Phone: (916) 808-7888  
 Fax: (916) 808-3565  
 Email: [specialeventservices@cityofsacramento.org](mailto:specialeventservices@cityofsacramento.org)

