

BLOCK PARTY APPLICATION

APPLICATION FOR THE CLOSURE OF CITY STREETS OR PUBLIC PROPERTY

 Permit Number (Dept. use only)

 District Number (Dept. use only)

APPLICANT INFORMATION:

Name/Organization	Telephone Number	E-mail Address
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Street Address	ZIP Code
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Date	Time (Including Set-Up & Clean-Up)	Expected Attendance
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PERMIT APPLICANTS

A completed application shall include the following:

1. DESCRIPTION / OVERVIEW

For neighborhood block parties and street closure permits, please provide a brief description of your event, including any uncommon activity. This description must be submitted with the permit application. More elaborate events shall require a detailed proposal and site plan, and may require a Special Event Permit if deemed necessary.

Block Party Applications can be only issued for (1) day. Any additional time beyond one day will require an application for a Special Events Permit, which must be filed 60 days before the planned event.

Block Party Applications can only be issued for between the hours of 7:00AM to 10:00PM on the day of the event, which includes set-up, and tear down.

Holiday and Holiday Weekend Block Party Applications can only be issued for 7:00AM to 7:00PM on the day of the event, which includes set-up, and tear down. No Block Party Permits will be issued for December 31.

Block Party applications and signatures must be received at least ten (10) business days prior to your event. This (10) day period is required in order to review your application, possibly make changes, and notify the city personnel and departments affected by your event.

Moon Bounces/Inflatable Jumpers may not be placed on the City Street or Sidewalk.

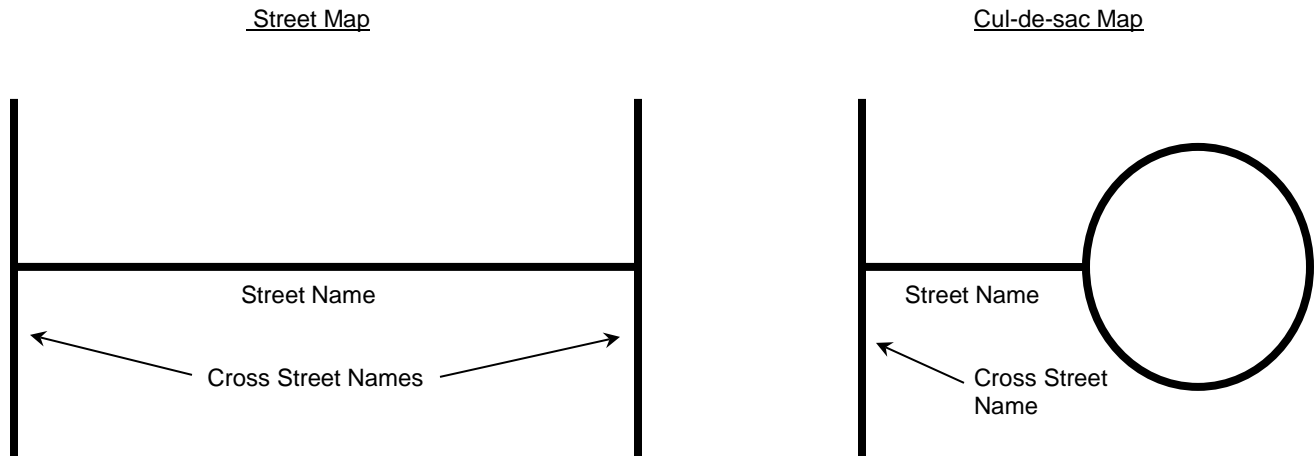
The street shall be posted, coned, or barricaded by the permittee / organization in a manner which clearly warns all vehicular traffic of the street closure, while allowing ready access to emergency vehicles and residences. The City Traffic Engineer and the Chief of Police shall approve the manner in which this is done.

Clean up after the event is the sole responsibility of the applicant. Streets, alleyways, and sidewalks must be cleared of any debris, signs, cones, or barricades immediately upon completion of the event. Failure to perform an adequate clean up or damage to City Property will be billed at full recovery cost.

Permittee / Organization shall hold the City of Long Beach harmless from any liability caused by the conduct of the event. The City of Long Beach shall not be liable for any mishaps or injuries associated with the event. Full responsibility for activities at the event shall be assumed by the permittee / organization. It is my understanding that the City of Long Beach may require evidence of insurance if deemed appropriate for your event.

2. SITE MAP

The site map shall include the blocked area showing barricade placement, alleys, cul-de-sacs or any other public areas specific to your proposed closure. A detailed layout and parking plan must be provided for elaborate activities.



3. RESIDENT SIGNATURE SURVEY

Residents must use the approved attached signature form. Applications received with any other forms will not be accepted. The survey shall be delivered to all affected residents / business owners within the proposed blocked area.

A 66% approval is required within the proposed blocked area.

4. FEES – Made Payable to: *City of Long Beach*

- \$100.00 A non-refundable application / permit fee (cash, check or money order) payable upon submission of application.
- \$108.00 Per permit for Inspection of Block Party location for compliance (if deemed necessary).
- \$80.00 Per hour for Special Event Staff to supervise your event (if deemed necessary).
- Barricades MUST be rented through a City of Long Beach authorized Vendor (please see attached list).
- Proof of barricade rental is required prior to release of final permit.

If you have any questions regarding the application for street use or any of the above listed requirements, please contact the Office of Special Events and Filming at (562) 570-5333.

Please allow ten (10) business days for permit processing.

By signing this document you understand the conditions listed above, and are accepting responsibility to follow all of the conditions herein. You are also required to comply with all City, County, State, and Federal Laws, and follow the direction of any public safety official and Special Event staff. Failure to comply with all the conditions herein may result in the revocation of your permit and/or additional city fees.

Applicant Signature

Date

Please return this completed form to:

Long Beach Special Events and Filming
5001 Airport Plaza Drive Suite 130
Long Beach, CA 90815 (562) 570-5333