

Block Party Application

SECTION 1 Regulations and Requirements

Retain for your records

SECTION 2 Application Forms

Complete and return

City of Boulder
Downtown University Hill Management Division

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City of Boulder

Block Party Application Packet

Block party permits require a minimum of 30 days for processing. The sponsor will be contacted when the block party has been approved, to sign and pick up the permit.

Section 1

Regulations

The City of Boulder welcomes the opportunity to work with neighborhood groups wishing to build relationships and strengthen their corner of the community. Block parties are a wonderful way for neighbors to reach out and connect with one another. The city has carefully crafted the following application process in an effort to provide clear, concise guidelines for block party hosts. We hope the items contained in this application will help you create a safe, fun and enjoyable gathering in your neighborhood. Please read the following information carefully and let us know if you have any questions or need any assistance. Thank you!

A block party is a gathering of residents on a particular neighborhood block for the purpose of building relationships and fostering community.

Block parties can include: the closing and barricading of a single residential city street (required), the availability of refreshments, activities within the blocked street area and *other activities that are legal and safe.*

Block parties DO NOT include: loud music; alcohol on public streets, sidewalks or other city property; unknown or uninvited guests; mandatory cover charges; closure of more than one street; any activities that could result in city code violations; more than the designated number of participants; any activity that violates the block party permit; *or any illegal or unsafe activity or behavior as determined by the police and fire departments.*

Process:

Each request for a block party permit will be reviewed on a case by case basis. Block Party applications require approval from the following departments: (*You do not need to contact each City department.*)

- Boulder Fire Department
- Boulder Police Department
- Transportation
- Risk Management
- Downtown/ University Hill Management Division

The following information provides procedures followed by the City of Boulder. The City Manager will make decisions on granting or denying this permit application based on criteria specified in 2-2-11 BRC 1981.

- The block party sponsor must be a resident of the block to be closed.
- The sponsor must be at least 18 years of age.
- Block party must be held between the hours of 12:00 p.m. and 10:00 p.m. for no more than 8 hours.
- No more than 100 people may attend. A Special Event Permit must be obtained for numbers greater than this.
- Block parties may not be held on major roads or areas where safety is a concern
- Barricades and marshals must be provided by the applicant (Requirements - #2).
- Alcohol is not permitted on public property.

Application Information:

This application must be filled out completely. The application will be approved and a permit issued only after all requirements and deadlines of the City of Boulder are met. Failure to comply with any of the following requirements and deadlines may terminate the permit process or result in denial or revocation of the block party permit. When the permit has been approved, the sponsor will be contacted to sign and pick it up.

If the permit is denied, the City of Boulder assumes no liability for expenses incurred by the applicant. Permits may be denied for any reason deemed necessary by the City, particularly where significant dates, public safety, police staffing and neighborhood concerns are identified.

If during the course of the event, the city determines there is a public safety hazard or if there is a violation of any permit condition, the event can be terminated immediately. The sponsor will be responsible for closing down the block party immediately, ensuring participants vacate the premises, removing barricades and thoroughly removing any event supplies and trash. The City of Boulder is not responsible for any expenses incurred by the permit holder. Failure to meet the requirements of this permit may provide basis for denial of future permits for a block party or sponsor.

Requirements

1. **Application**
Submit a complete application to Downtown University Hill Management Division *at least 30 days in advance*. Late or incomplete applications will not be accepted.

Application must include a detailed map of the block party area.
2. **Barricades/marshals**
Two type III (3) barricades (with flashing lights) with "Road Closed" signs will be used to close the street; **marshals** (designated residents or someone hired to serve in that capacity) **are required at the points of closure to answer questions and maintain the barricades. The applicant is responsible for renting barricades.**

Accommodation for emergency response must be provided at all times on the streets. Barricades must be staffed at all times and must be movable to accommodate emergency access for police, fire, and emergency medical services.

Accommodation for emergency response must be provided at all times on closed streets. A 20-foot wide corridor must be maintained along the closure for emergency vehicles. The city recommends that all block party set-ups (food, tables, chairs, toys, etc.) be placed on one side of the street *only* to allow access for emergency vehicles in the event of emergency. Barricades must be staffed at all times and must be movable to accommodate emergency access for police, fire and emergency medical services.

Marshals must be 18 years of age or older. **Marshals shall not act as flaggers or traffic controllers.**

3. **Amplification or live music requirements**

If you have been granted a block party permit and amplification or live music will be present, you must comply with City noise ordinances. A summons will be issued for a municipal code violation (Boulder Revised Code 5.9.3 and 5.9.5). A copy of these ordinances may be obtained on the web at <http://www.colocode.com/boulder2/chapter5-9.htm>.

4. **Alcohol**

A Block Party permit does not allow the sale of alcohol or the consumption of alcohol on public property (in city streets, sidewalks, parks, etc.). Alcohol is allowed only on private property. All state and city alcohol laws still apply during Block Parties.

5. **Clean-up**

Sponsor is responsible for cleanup after the event.

6. **Block Party Notification**

A good faith effort must be made to contact the residents on your block and notify them of your plans for a block party. This helps avoid misunderstandings and signifies to the city that the majority of the block endorses this event and helps strengthen neighborhood relations.

Below are several different suggestions of how to notify your block of the party. Whatever method you choose, it is important to include the date and time that the street will be closed. This helps residents plan ahead. Should any conflicts with the proposed block party date, time or location arise, it is the responsibility of the applicant to work through the issue with your neighbor.

Examples of notification:

- Phone calls
- E-mail
- Create a Neighborhood Facebook Page, nextdoor.com, or other social media

- Save the date flyer (sample attached)
- Petition (a sample of a petition is given below)

Also included in the packet is a sample map that can be used to help track residents' participation.

7. If you have any problems during the block party, please call the police at the non-emergency number 303-441-3333. For an emergency call 911.

**City of Boulder
City Manager's Office**

BLOCK PARTY APPLICATION PACKET

**Section 2 – Application Forms
(Return this Section)**

Check off the following items that are enclosed with your completed application:

Minimum Requirements:

- completed application**
- detailed map of area to be closed**

Submitted by:

Block Party Sponsor signature

Cell/Home Phone

**APPLICATION
For Block Party**

Today's Date: _____

Address of Block Party: _____
(attach map of block party area)

Describe Event: _____

Applicant: _____

Phone: _____ Date of Birth: _____

Address: _____
Street

City State Zip Code

Email Address: _____

Date of Block Party: _____

Start time: _____ p.m. Finish time: _____ p.m.
(no earlier than noon) (no later than 10:00 p.m.)

Number of persons attending: _____ (greater than 100, requires special approval)

Will amplified music be provided? _____
(if yes, refer to requirement #3 for compliance)

Will alcohol be available? _____
If so, which address(es) will have alcohol? _____

Alcohol is only allowed on private property. All state and city alcohol laws still apply during Block Parties.

A Block Party permit does not allow the sale of alcohol or the consumption of alcohol on public property.

How do you plan on notifying your neighbors? (See #6 for ideas) _____
Applicant may be asked to produce completed petition, map, flyers, etc. upon request by the city.

By initialing the line below, you are indicating your understanding that barricade rental is the responsibility of the applicant, and will not be provided by the city (see requirement #2). _____

As an applicant for a block party permit, I certify that I have read and understand all of the conditions and procedures that are required in order to obtain the permit and I agree to comply with each of those conditions and procedures.

I agree to indemnify and hold harmless the City of Boulder, and all City of Boulder officers, employees, agents and representatives, from any claims (including costs of defending such claims) or damages that may arise from the occurrence of the block party or from related events.

I understand that a block party permit does not authorize violation of city or state laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that a block party permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers; and, that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, block party events.

I affirm, under penalty of perjury, that the statements and representations made in connection with this application are true to the best of my knowledge.

Block Party Sponsor

Date

Sample Block Party Petition

Address of Block Party: _____

Date of Block Party: _____

We, the undersigned and residents abutting

_____ agree or disagree to closing the street between the hours _____ am/pm and _____ am/pm

On _____.

We also acknowledge that the above named activity may include music/amplified sound between the hours of _____ p.m. and _____ p.m. It is the responsibility of the block party sponsor to insure the City of Boulder's noise ordinance is complied with.

Name	Signature	Address	Phone #

Rio Grande Avenue Neighbors

invite you to a
Neighborhood Block Party

Food * Fellowship * FUN

4 - 8 p.m.

Saturday, June 11, 2008

On Rio Grande Avenue between 10th and 11th Streets

Soft drinks, paper goods and utensils will be provided
Please bring a side dish or something to grill.

Hosted by:

The Happy Family, 1234 Rio Grande Ave.

We are applying for a block party permit from the city of Boulder so we can safely, legally close our street for the duration of the party.

Please call 303-555-5555 or email happyfamily@email.com
if you have a conflict with this date or time as
we want to make sure the block party is convenient and safe
for everyone on Rio Grande Avenue. Thank you!

SEE YOU THERE!

This is a sample map that can be used to keep track of the notification and participation of the residents on your block. It can be used as a checklist of who has been notified, who will be attending and who will be providing food, games, etc.
