



BLOCK PARTY REQUIREMENTS

as of March 2012

USE OF CITY STREETS OR PUBLIC PROPERTY

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. Additional days will require a separate Block Party Application for each additional day, and may also require a Special Events Permit if deemed necessary.

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.

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.

Clean up after the event is the sole responsibility of the applicant. Failure to perform an adequate clean up or damage to City Property will be billed at full recovery cost.

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

- \$93.00 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



CITY OF LONG BEACH
OFFICE OF SPECIAL EVENTS AND FILMING
 211 E. OCEAN BLVD. • SUITE 410 • LONG BEACH, CA 90802
 PHONE 562.570.5333 • FAX 562.570.5335



APPLICATION FOR PERMIT
 USE OF CITY STREETS OR PUBLIC PROPERTY

_____ (name) _____ (street address) _____, am applying

_____ (city) _____ (zip code) _____ (telephone)

for permission, on behalf of _____ (name of organization/street)

to conduct _____ (type of event to be held)

at _____ (proposed event location) _____ (anticipated attendance)

on _____ (date) from _____ (time: set-up to tear-down)

It is my understanding that in applying for permission to use City streets, the permit, when approved shall be subject to the following conditions. I further understand the Office of Special Events and Filming **must receive** this application at least ten (10) business days prior to event date.

1. The street shall be posted, coned or barricaded by the permittee / organization in a manner which clearly warns **all** vehicular traffic of the closure, while still allowing ready access to emergency vehicles and residents. The City Traffic Engineer and the Chief of Police shall approve the manner in which this is done.
2. A twenty (20) foot fire lane shall remain open and clear for emergency access vehicles at all times.
3. The premises (streets, parkways, alleyways and sidewalks) shall be cleared of any debris, signs, cones or barricades immediately after the event has been held.
4. Permittee / organization shall hold the City harmless from any liability caused by the conduct of the event. The City 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 may require evidence of insurance if deemed appropriate.
5. Permittee / organization shall be responsible for all costs incurred by City departments and or City approved Contractors for use of City personnel and/or equipment. Any additional costs shall be submitted to the Office of Special Events and Filming and billed to the applicant/permitte for payment as appropriate.
6. Permittee / organization shall not allow fireworks of any kind during the conduct of the event.
7. The City does not allow live bands or amplified speakers to be used during the conduct of the event unless specifically authorized by the Office of Special Events and Filming. Approval shall be based on permission by the Noise Specialist / Environmental Health Officer of the Health Department, in conjunction with the Noise Control Ordinance.
8. **NO ALCOHOLIC BEVERAGES SHALL BE CONSUMED IN PUBLIC OR ON PUBLIC RIGHTS-OF-WAY.**

 (APPLICANT SIGNATURE)

**Please return this form to: Special Events and Filming,
 City of Long Beach, 211 E. Ocean Blvd., Suite 410, Long Beach, CA 90802
 Telephone: (562) 570-5333 • Fax (562) 570-5335**



CITY OF LONG BEACH
OFFICE OF SPECIAL EVENTS AND FILMING
 211 E. OCEAN BLVD. • SUITE 410 • LONG BEACH, CA 90802
 PHONE 562.570.5333 • FAX 562.570.5335



Dear _____:

_____ has applied for the necessary street closure and will maintain all legally required liability insurance, if applicable. If a permit is granted, all City personnel required to ensure public safety will be notified of the street closure.

The permittee / organizer shall make every effort not to disturb you and will abide by the hours set forth on the attached page. Thank you in advance for your cooperation while this street closure occurs in your neighborhood.

- Residents shall be allowed to park on the street during event hours. Ingress and egress shall remain open to residents at all times.
- Non-compliance to conditions of the permit may result in denial of future permit(s) for block parties.

The following is a list of items that are not permitted in the street or on any public rights-of-way:

- Amplified Music or Sound
- Live Bands
- Alcohol
- Fireworks

Building Manager: In multiple unit buildings, managers may sign on behalf of tenants, but must notify all tenants. Total number of units in building _____. Addresses signed for _____. I, as manager of the above named building, **HAVE NOTIFIED ALL THE TENANTS** and know of no substantial objection to the proposed street closure. **Please Sign Below:**

PLEASE INDICATE YOUR SURVEY RESPONSE BELOW:		
<input type="checkbox"/> I do not object to the scheduled street closure request.		
<input type="checkbox"/> I object to the street closure request for the following reason(s) _____		
<input type="checkbox"/> I do not object, but prefer not to sign my name.		
_____	_____	_____
SIGNATURE	PRINT NAME	TELEPHONE (optional)
_____	_____	_____
ADDRESS	CITY	ZIP CODE

If you have any questions or concerns regarding this request, please contact the Office of Special Events and Filming at (562) 570-5333.

Permittee	Telephone / Cell
Address	City, State, Zip

JCL Barricade, Inc.

2334 East 8th Street
Los Angeles, CA 90021
Phone: (213) 622-9775
Fax: (213) 622-9790

Pacific Traffic Control, Inc.

1481 East 4th Street
Los Angeles, CA 90033
Phone: (323) 981-0600
Fax: (323) 981-0779

ITC Barricades, Inc

P.O. Box 858
Westminster, CA 92684
Office (714) 892-5858
Fax (714) 892-5887
Web: mysite.verizon.net/itcbarricades/