



BLOCK PARTY APPLICATION

Effective October 2015

APPLICATION FOR THE CLOSURE OF CITY STREETS

 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 of Event	Time (Including Set-Up & Clean-Up)	Expected Attendance
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PERMIT APPLICANTS:

A completed application shall include the following (Sections 1-3):

TERMS & CONDITIONS:

For neighborhood block parties and street closure permits, please provide a brief description of your event, including any uncommon activity. A basic street diagram is provided in the SITE MAP section. Please identify the streets affected by your event. More elaborate events shall require a detailed proposal and site plan, and may require a Special Event Permit if deemed necessary.

Block Party Applications will be issued for one (1) day only.

Regular Block Party Permits will 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 Permits will 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 ten (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.

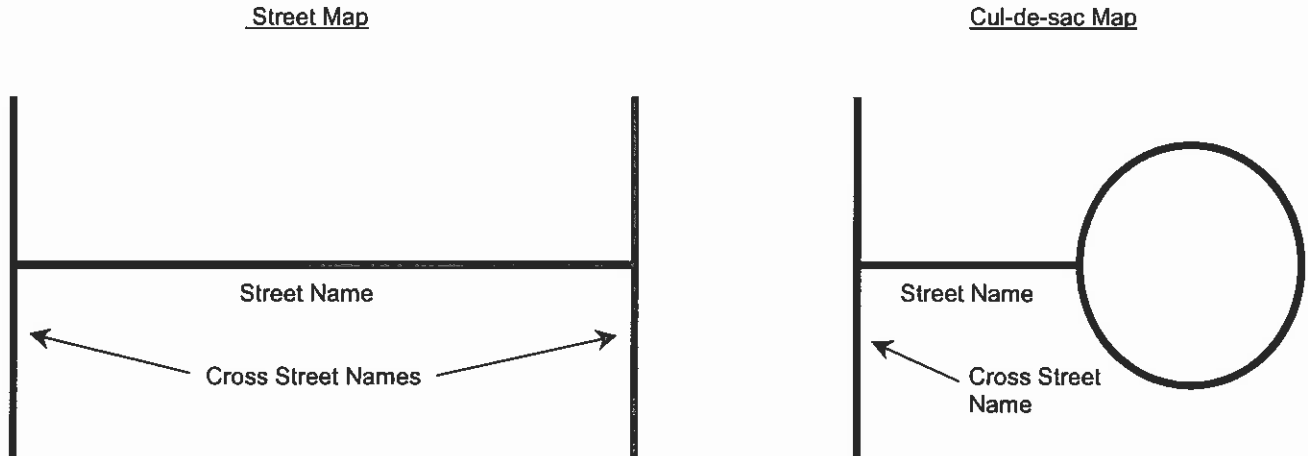
The street shall be posted, coned, or barricaded by the permittee / organization in a manner which clearly warns all vehicular traffic of the street closure, while allowing ready access to emergency vehicles and residences. The City Traffic Engineer and the Chief of Police, or his/her designee, shall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

1. 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.



2. RESIDENT SIGNATURE SURVEY

All Block Party / Street Closure applicants must use the attached Resident / Business Signature Survey 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% or approval is required within the proposed blocked area.

3. 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.
- \$42.00 Per hour for Special Event Staff to monitor 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 terms and 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:
City of Long Beach Special Events and Filming
211 E. Ocean Blvd., Suite 410
Long Beach, CA 90802
Telephone: (562) 570-5333 Fax (562) 570-5335



CITY OF LONG BEACH
SPECIAL EVENTS AND FILMING
 211 E. OCEAN BLVD • SUITE 410 • LONG BEACH, CA 90802
 PHONE (562) 570-5333 • FAX (562) 570-5335



RESIDENT / BUSINESS SIGNATURE SURVEY FORM

Dear Neighbor,

 (Permittee's Name)

 (Permittee's Phone Number)

 (Permittee's Address)

has applied for a Block Party / Street Closure Permit with the City of Long Beach. If a Block Party / Street Closure Permit is granted, all City personnel involved in Public Safety and City Operations will be notified of the street closure.

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

Rules & Conditions the permittee MUST abide by:

- Residents **MAY** enter and exit at **ALL TIMES**.
- Residents **MAY** park on the street during event hours.
- This is **NOT** a permit for **live or amplified music**.
- **Alcohol** is **NOT** allowed on City streets or sidewalks.
- **Fireworks** are **ILLEGAL** in the City of Long Beach.

 (Date of the Block Party / Street Closure)

 (Time of the Block Party / Street Closure)

 (Location of Block Party / Street Closure)

- Building or Apartment Owner / Manager:** In multiple unit apartments and businesses, owners or managers may sign on behalf of tenants, but **MUST** notify all tenants. If you agree to the Block Party / Street Closure, by checking the box at the left you agree to **NOTIFY ALL TENANTS** and know of no substantial objection to the proposed street closure.

Please Indicate Your Survey Response Below:

- I ACCEPT** the scheduled street closure request. (Yes)
- I DO NOT ACCEPT** the scheduled street closure request. (No)

 (Your Signature)

 (Print Name)

 (Telephone Number)

 (Your Residence or Business Address)

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



CITY OF LONG BEACH
OFFICE OF SPECIAL EVENTS AND FILMING
211 E. OCEAN BLVD • SUITE 410 • LONG BEACH, CA 90802
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Traffic Control Vendor List



**Street closures shall utilize parade or sawhorse w/ DOT reflective striping only.
A-Frame type barricades may be used for Road Closed Ahead signs & directional signage.**

ITC Barricades, Inc.

P.O. Box 858
Westminster, CA 92684
Phone: (714) 892-5858
Fax: (714) 892-5887
Contractors License Number: 802571

JCL Traffic Services

2334 East 8th Street
Los Angeles, CA 90021
Phone: (213) 622-9775
Fax: (213) 622-9790
Contractors License Number: 805357

Pacific Traffic Control, Inc.

1481 East 4th Street
Los Angeles, CA 90033
Phone: (323) 981-0600
Fax: (323) 981-0779
Contractors License Number: 944488

Traffic Management, Inc.

2435 Lemon Ave.
Signal Hill, CA 90755
Phone: (562) 264-2263
Fax: (562) 424-0266
Contractors License Number: 785804