

## STEP-BY-STEP PLANNING GUIDE FOR HOSTING A NEIGHBORHOOD BLOCK PARTY

The City of San Marcos wants to help you be sure your neighborhood block party is a success! So, we've put together this handy step-by-step guide to help you get underway.

### Getting Started

A neighborhood block party is a great way for neighbors to get together! You can celebrate birthdays, anniversaries, holidays, or just dedicate the day to fun activities like playing football, barbecuing and "dancin' in the streets." Keep in mind that a neighborhood block party is just that - a party for your neighborhood. If your event is open to the general public (outside of your immediate neighborhood) or involves any fund raising activities, you will need to follow the process for a "Special Event."

If you haven't already done so, pick a date and time for your party. Take a few moments to read this information sheet, then fill out the application and send the completed materials to City Hall! Be sure to plan early - **we will need to receive your materials at least three weeks prior to your scheduled party date.** Please note that the City offices are closed on alternate Fridays.

In this kit you will find an easy-to-use Block Party Application. Please give complete information, and don't forget to list any planned special events/equipment like bounce houses, pony rides, etc. The application also provides a space to draw/describe the area to be closed. Make sure you clearly identify major cross streets and indicate the exact location of the party.

### Be a Good Neighbor

Because you will be closing off your street to thru traffic, you will need to inform all residents who will be affected. To help you do this, we've included a Block Party Petition in the kit. If you hold an annual event, you must submit a new petition each year.

Take this form, walk around your neighborhood and collect the names, addresses and signatures of those neighbors who will be impacted by the closure. In addition, please indicate any vacant addresses or open fields in the area to be temporarily blocked off.

### Blocking Off Your Street

To ensure a safe event for all:

- Movable barricades must be installed at both ends of the street (or open end of cul-de-sac).
- A 20-foot emergency access lane, free of obstructions, must be maintained the length of the street.
- All barricades and signs must be removed at the end of the event.

Here are some easy ways to fulfill these requirements:

1. Contact a vendor to rent barricades (some suggested vendors are listed below):
  - Traffic Safety Solutions 760-212-1470
  - CO's Traffic Control 858-259-0300

2. You may be able to make/supply your own barricades, consisting of two trash cans (or like materials) attached by a length of rope. (A total of four (4) are needed – two (2) at either end of the block. These barricades and must be clearly visible to local traffic. Please be advised that the city's traffic engineering division may require that you install signs/barricades from a sign company.

### Special Activities

If your party will include equipment or services from a private vendor (pony rides, merry-go-round, bounce house, etc.) to be used on City property, including sidewalks, streets or other public areas, you will need to submit a copy of your vendor's general liability insurance certificate naming the City of San Marcos as additional insured in the amount of \$1 million. List any special activities, including vendor information, on your Block Party Application and attach a copy of their policy.

### Keep Your Neighborhood Beautiful

Please furnish trash receptacles and adequate clean-up after your block party. If your neighbors and guests all pitch in, you'll have it clean in no time! Should the City have to provide emergency call-outs and/or clean up, residents will be responsible for any costs incurred.

### That's a Wrap

OK, so you know most everything there is to know about hosting a block party. Now it's

time to make it happen! Just complete and send the following:

- **Block Party Application**
- **Block Party Petition**
- Copy of vendor's General Liability Insurance Certificate naming the City of San Marcos as additional insured (when applicable).

### Mail or deliver (all together please) to:

City of San Marcos  
Attn: Block Party Permits  
1 Civic Center Drive  
San Marcos, CA 92069-2918

Once your application is received, we will review the information provided and route it to all appropriate departments and agencies for comments. We will then advise you, in writing, of the permit approval, along with the conditions that may be required. Since each application is reviewed on a case by case basis, there may be specific conditions imposed on your event, in addition to the standard conditions as outlined in the attachment to the application.

For more information, call (760) 744-1050 ext. 3184 or email [lkiss@san-marcos.net](mailto:lkiss@san-marcos.net) or [kgemmell@san-marcos.net](mailto:kgemmell@san-marcos.net) during normal office hours: Monday through Friday, 7:30 am to 5:30 pm. City Hall is closed on alternate Fridays.

*Hope Your Block Party is a Huge Success!!*

## BLOCK PARTY APPLICATION

**Please submit this application with the \$50.00 processing fee at least three weeks prior to your planned party date.**

**NOTE:** A City block party permit is needed only if your plans include closing your street to thru traffic. If you are planning any Fund Raising Activities, you need a Special Event Form.

1. Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

3. Estimated Attendance: \_\_\_\_\_

4. Reason for Celebration: \_\_\_\_\_  
(Birthday, BBQ, holiday, etc.)

5. List any special rental equipment or services planned: (pony rides, merry-go-round, bounce house, etc.) Please attach a copy of vendor's policy naming the City of San Marcos as additional insured.

\_\_\_\_\_

6. Party Location (list streets to be closed): \_\_\_\_\_

\_\_\_\_\_

7. Please provide a diagram of the area/streets to be closed (include major cross streets). NOTE: Some streets cannot be closed due to traffic access issues.

The typical Block Party Conditions of Approval can be found here. Since each application is reviewed on a case by case basis, it is possible that additional conditions may be imposed depending on the circumstances surrounding your particular event.

Applicant and/or owner agrees:

The City, its agents, officers and employees, shall not be, nor be held liable for any claims, liabilities, penalties, fines or for any damage to any goods, properties or effects, or any personal injuries to or death of any person, whether caused by or resulting from any acts or omission of owner or permittee, or his or her agents, employees or representatives, or for dangerous or defective conditions of the property of owner or permittee or any way caused pursuant to this permit; owner or permittee further agrees to defend, indemnify and hold City of San Marcos, its officers, employees and agents harmless from and against any and all liability, loss, expense, attorney's fees, or claims, suits or demands for injury or damages to persons or property resulting from the activities/actions of applicant or participants of event.

This application for a neighborhood block party is not valid until such time as the City Manager affixes his signature below and provides the applicant with a copy of this signed application.

**I have read the Hold Harmless Agreement and the attached conditions of approval and I agree to comply with the requirements stated therein.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**THIS SECTION FOR CITY USE ONLY**

***City Manager's Approval:***

I hereby affix my signature to this document indicating approval of the Neighborhood Block Party as outlined in the information submitted by the applicant. ***Said approval includes compliance with all conditions as outlined on the attached.***

\_\_\_\_\_  
Jack Griffin, City Manager

\_\_\_\_\_  
Date

Attachment: Conditions of Approval

PROCESSING FEE: \$50.00

Paid on \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit Card \_\_\_\_\_

