



# NEIGHBORHOOD BLOCK PARTY PERMIT APPLICATION

**PLEASE TAKE TIME TO REVIEW THE NEIGHBORHOOD BLOCK PARTY APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.**

The City of Riverside is proud to have its residents host Neighborhood Block Parties in order to improve the quality of life for those living in our City. The following pages include the City of Riverside's Neighborhood Block Party Permit Application and accompanying instructions developed to guide you through the permit process.

Applications can be found at [www.riversideca.gov/](http://www.riversideca.gov/).

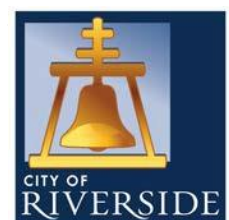
The purpose of the Neighborhood Block Party Permit Application is to provide a simple way for the residents of the City of Riverside to close a street for a Residential Neighborhood Block Party.

Neighborhood Block Party Permits will be issued only to individuals (Applicants) that agree to comply with all requirements, terms and conditions and criteria established in the application and the Block Party Permit.

For more information please contact (951) 826-2427 or [specialevents@riversideca.gov](mailto:specialevents@riversideca.gov).

**PLEASE ALLOW A MINIMUM OF THIRTY (30) DAYS FOR THE PROCESSING OF THE BLOCK PARTY PERMIT APPLICATION. A LATE FEE IN ADDITION TO THE APPLICATION FEE WILL APPLY TO ANY SUBMITTAL RECEIVED LESS THAN THIRTY (30) DAYS PRIOR TO THE BLOCK PARTY DATE.**

Please review the application in its entirety.



## CONTACT

Community & Economic  
Development Department  
Arts & Cultural Affairs Division

(951)826-2427

[specialevents@riversideca.gov](mailto:specialevents@riversideca.gov)

## SUBMISSIONS

Submit your completed application via email to: [specialevents@riversideca.gov](mailto:specialevents@riversideca.gov) or in person to the address below:

Attn: Special Event Permits  
Arts & Cultural Affairs Division  
3900 Main Street, 5th floor  
Riverside, CA 92522

# APPLICATION INSTRUCTIONS

## BLOCK PARTY PERMIT APPLICATION PROCESS

The Permit Application Process begins when the Applicant submits a completed Neighborhood Block Party Permit Application and Non-Refundable Permit Fee. During the application screening process you will be allowed time to provide all pending documents (e.g. Signed Petition for street closure, etc.). Upon receipt of your completed Permit Application, a representative from the City will contact you. Thereafter, this person will serve as your City Liaison and will be your primary point of contact for the processing of your permit.

A completed application must have all applicable sections of the application complete and must include a detailed map of the event layout, and proof of residency from the applicant. Any application submitted without these items will be deemed incomplete and returned to the applicant.

Throughout the Application Process your City Liaison will notify you if your block party requires any additional information. Delays in providing the requested items often delay the ability to finish the Application Process and approve a Permit in a timely manner and could result in denial of the application.

**Note:** Keep in mind that acceptance of your Application should in no way be construed as final approval or confirmation of your Permit.

## NON-REFUNDABLE PERMIT FEE

The Fee is established by resolution of the City Council and may not be waived. Payments must be made by check or money order made payable to the "City of Riverside" or by credit card.

**\*A late fee will be applied in addition to the Neighborhood Block Party Permit fee if application is submitted less than thirty (30) days from the date of the event.**

Residential/Neighborhood Block Party Permits	
Permit Fee	Late Fee*
\$26.75	\$30.00

## CANCELLATION POLICY

Should Applicant, for any reason, need to cancel the Block Party they must first notify their City Liaison. Written notice of cancellation must be received in our office no later than fifteen (15) days prior to the event date. Cancellations must be in written form; verbal cancellations will not be accepted.

Should, before or upon the date of the event, Public Health Regulations change to prohibit such event or gathering, the City will notify Event Organizer of the public health closures via email by 3:00 pm on the reserved date.

## GENERAL REQUIREMENTS:

1. Block Party Permits are limited to residents residing within a residential Block Party venue.
2. Venue: Block Party Venues are limited to residential streets where there are no transit routes, commercial facilities, hospitals, police stations, fire stations or direct access to a public park.
3. Attendance: Block Parties must be private and available to residents and their families. Block parties are not to be open and advertised to the general public.
4. FREE: Block Parties must not require any type of payment for entrance or for sale of food or beverage. Commercial vending and paid sponsorships are prohibited. Voluntary donations from invited guests may be accepted by the applicant to offset the cost of the Block Party permit and costs.
5. Beverages: Alcoholic beverages may not be consumed on public property at any time.
6. Vehicles: Parked or moving vehicles shall not be inside of the block party venue.
7. Emergency Vehicle Access: There must not be any objects or vehicles placed within the designated 12-foot Emergency Vehicle Access lane.
8. Block Party Venue shall be cleaned and returned to its original public access immediately after conclusion of the Block Party.

## Applicant Shall:

1. Show proof of residency within the venue area.
2. Submit a computer generated or clear hand drawn Site Plan/Diagram using 8 ½" x 11" or 8 ½" x 14" white paper showing:
  - a. Name of streets
  - b. Barricades location
  - c. Side legend explaining all items on the site diagram
3. Submit a complete Block Party Application with site diagram, required signatures from residents and proof of residency.

## NO PARKING SIGNAGE:



- Temporary “No Parking” approved in conjunction with special event permits.
  - Temporary No Parking Signs must indicate the Date and Time of Restriction AND the RMC 10.52.100 and CVC 22651 (l), (n).
  - Temporary No Parking Signs must be posted by the permittee a maximum of 72 hours and a minimum of 24 hours before the date and time they are to take effect. Per California Vehicle Code Section 22651 (l) and (n).
- Temporary No Parking Signs SHALL NOT cover or obscure existing signs or parking meter heads.
  - Temporary No Parking Signs must be unobstructed and clearly visible by drivers on the street or affected parking patrons. Post the Temporary No Parking Signs:
    - Facing oncoming traffic, directly below the existing signage, and at a 45 degree angle to the street
    - Fastened at both top and bottom
    - Signs must include “Entire Parking Lot” if an entire parking lot will be closed
    - Signs must include “Entire Block” if an entire block will be closed
  - All Temporary “No Parking Signs” must be removed by the permittee upon the expiration of the signs or at the end of the event, whichever comes first.

**Neighborhood Block Party Permit Application**

**Section I: Applicant Contact Information.** Please complete entire section.

**Primary Applicant:** Resident within venue. Only primary and secondary applicants are authorized to make changes to this application.

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

**Secondary Applicant:** Resident within venue. Only primary and secondary applicants are authorized to make changes to this application.

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

**SECTION II: Block Party Information.** Required Information. Please complete entire section.

**Block Party Details:**

<b>Event Name:</b>			
<b>Event Date:</b>		<b>Day of Week:</b>	
<b>Event Start Time:</b>		<b>Event End Time:</b>	
<b>Closure Start Time:</b>		<b>Closure End Time:</b>	
<b>Annual Event:</b>	YES          NO	<b>Anticipated Attendance:</b>	

**Detailed Event Description (50-Word Minimum):**

**Street Closure Information:** Please keep in mind that street closures must be from intersection to intersection; streets cannot be closed mid-block. Applicant(s) are responsible for posting Temporary "No Parking" Signs according to requirements on page 3.

\*Site Plan/Map must include street names and a designated 12-foot wide emergency access lane along all street closures.

<b>Venue/Street Name:</b>	
<b>From (Street):</b>	
<b>To (Street):</b>	

**Staging Details\* (The following items will be used at the block party event. Mark all that apply.)**

Amplified Music     
  Live Entertainment     
  Disk Jockey (DJ)  
 Inflatable Jumper     
  Pot Luck Items     
 Other: \_\_\_\_\_

**Note:** If any of the above items will be used, please indicate their location on your attached Site Plan/Map with Legend.

## APPLICANT AGREEMENT

Please read each statement. Initialing next to each statement indicates your understanding and agreement to the statement.

\_\_\_\_\_ Applicant agrees to defend, indemnify and hold harmless the City of Riverside, its officers, employees and agents from and against any and all claims, demands, causes of actions, or liabilities incurred by the City, its officers employees and agents, arising from Applicants acts or omissions under this Agreement or any act of omission of Applicant's permission or invitation of Applicant except as may arise from the negligence or willful misconduct

\_\_\_\_\_ Applicant agrees to notify all residents and businesses that will be affected by street/sidewalk closures and/or amplified sound. Notification also includes the posting of official temporary "No Parking" signs on streets involved in closures for the block party.

\_\_\_\_\_ Applicant agrees to supply warning signs and/or barricades and to situate them in such a position that the road closure may be maintained in a safe and orderly manner. Barricades must be manned at all times during street closures.

\_\_\_\_\_ Applicant agrees that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Block Party Permit. Applicant also agrees that failure to adhere to the conditions or restrictions imposed upon the permit by the Riverside Police Department or the Community and Economic Development Department, is cause for revocation of the Block Party Permit. Applicant further agrees that the Block Party Permit may be revoked at any time by any supervisor of the Riverside Police Department or the Community and Economic Development Department.

By signing below, applicant indicates understanding and agreement to the above statements.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The City of Riverside requires that all affected residents/businesses both on and adjacent to a proposed street closure sign this petition. Therefore, this document serves as a petition for the following proposed street closure

**NEIGHBORHOOD BLOCK PARTY NOTIFICATION**

<b>Applicant:</b>		<b>Contact Number:</b>	
<b>Residential Street:</b>		<b>Block Party Date:</b>	
<b>From Street:</b>	<b>Closure Start Time:</b>	<b>AM</b>	<b>PM</b>
<b>To Street:</b>	<b>Closure End Time:</b>	<b>AM</b>	<b>PM</b>

We, the undersigned residents/business owners have received notification of the above street closure for the purpose of a neighborhood block party scheduled on the above date.

	<b>Address</b>	<b>Name (Print)</b>	<b>Signature</b>	<b>Phone Number</b>
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