

Permit No. _____

BLOCK PARTY PERMIT APPLICATION

for TEMPORARY CLOSURE OF PUBLIC STREETS

Applicant Information

Applicant Name: _____

Address: _____

Telephone: Main _____ Secondary _____

Email: _____

Block Party Information

Date of Block Party: _____

Block Party Description: *e.g. Potluck, Games, Disaster Planning, Neighborhood Watch meeting; Describe objects to be placed in the street, e.g. Tables, Chairs, BBQ, Bounce house*

Estimated number of people you expect to attend: _____

Block Parties are intended for residents and neighbors.

Name of Street to be closed: _____

From (cross street): _____ To (cross street) _____

Start Time: _____ End Time: _____

Name of "on-site" contact day of event: _____ Cell: _____

Will your Block Party have amplified sound? Yes _____ No _____

If marked "Yes" to amplified sound, block party must comply with Town noise standards

Please draw a diagram or attach a map of the proposed street closure, including location of barricades:

Only readily removable barricades may be used for street closures, and a 20-foot lane of clearance is required for emergency vehicle access at all times. For neighborhood Block Parties up to four barricades may be provided by the Town free of charge as supplies last. It is the permittee's responsibility to request, pick up and return the Town barricades.



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**WAIVER OF LIABILITY, MEDICAL RELEASE AND
INDEMNIFICATION AGREEMENT**

ACTIVITY: Block Party Permit

In consideration for being permitted by the Town of Windsor to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have or which may hereafter accrue as a result of my participation in said activity. This release is intended to discharge, in advance, the Town (its officers, employees, agents and elected officials) from and against any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the Town or (its officers, employees, agents and elected officials).

I understand that the above activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity; that serious accidents occasionally occur during the above activity; and that participants in the above activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof. Knowing the risks involved, nevertheless, I have voluntarily applied to participate in said activity, and I hereby agree to assume any and all risks of injury or death and to release and hold harmless the Town (its officers, employees, agents and elected officials) who through negligence, carelessness, or any other act or omission might otherwise be liable to me. I further understand and agree that this waiver, release, and assumption of risks is to be binding on my heirs and assigns.

I further agree to indemnify and to hold the Town (its officers, employees, agents and elected officials) free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE TOWN OF WINDSOR AND ME, AND I SIGN IT OF MY OWN FREEWILL. (Each participant must personally sign).

Printed Name

Date

Signature



Permit No. _____

Street Address

Telephone Number

City

Please submit this form along with a non-refundable Block Party Permit Application fee of \$51.00 to:

Town of Windsor

Parks and Recreation Department

9291 Old Redwood Hwy Bldg 300D

Windsor, CA 95492

Questions? Please call (707) 838-1260

For Office Use Only:

Non-refundable Permit Fee: \$51.00

Amount Received: \$_____

Paid by CC / Cash / Check # _____ Received by: _____

Date: _____

Parks & Rec Approval: _____

Police Approval: _____

Permit Issued: _____



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Block Party Activity Guidelines

1. **APPLICATION DEADLINE:** Application must be submitted for processing at least thirty (30) days prior to the date being requested. All necessary permits shall be obtained from the Town of Windsor Parks and Recreation Department by 3:00 PM on the Wednesday prior to the weekend of the proposed closure.
2. **Send or bring application, neighborhood notice, and permit fee to:** Parks and Recreation Department- 9291 Old Redwood Hwy Bldg 300D. Neighborhood notice must include, date, hours, addresses on each end of closure and contact information.
3. **Applicant must be a resident on the street being requested for temporary closure and be at least 21 years of age.**
4. **Permits Issued:** Block Party permits, and road closure packages will be issued on a first come, first served basis on specific dates and as road closure supplies last.
5. **Appeal process:** Any person may appeal a Block Party Road Closure application. All appeals must be received at least fourteen (14) days in advance of the Block Party date. Appeals are reviewed by the Parks & Recreation Director and decisions issued up to 72 hours prior to the event.
6. **ACCESS:** Town-issued barricades and posted signs divert through traffic only. **All households within the closure area and abutting the one-block closure shall be notified of the event 10 days in advance and always have vehicular access to their properties throughout the duration of the closure.** Maintain maximum feasible accessible path of travel for all pedestrians, including mobility-device users, pursuant to provisions of the Americans with Disabilities Act (ADA) and non-discrimination laws.
7. **FIRE LANE: A 20-foot-wide emergency access lane** (free of physical obstructions) **shall be maintained at all times throughout the street closure.**
8. **LAYOUT:** In order to maintain access and a 20-foot wide fire lane, all cars, pop-up tents, tables, etc. must be on one side of the street
9. **HOURS:** Closure will generally not be permitted during normal Monday-Friday business hours, unless it is a town-observed holiday. **Weekend and holiday street closures shall be permitted only between 9:00 AM and 8:00 PM.**



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10. ROAD CLOSURE PACKAGE: The road closure package will include, four barricades, road closed signage and sign hangars.

11. BARRICADE and SIGN, PICK UP and RETURN location and hours:

Please schedule a time to pick up the road closure package from, the Town of Windsor Parks and Recreation Office: 9291 Old Redwood Hwy Bldg 300D. Please call 707-838-1260 for appointments:

- **Pick up:** On the last working day before the street closure by appointment, normally THURSDAY.
- **Drop Off:** On the first working day after the street closure, normally MONDAY, **8AM-5PM**
- **Late Returns and lost or Damaged Equipment:** Barricades and signs are Town-owned property temporarily loaned to you to ensure public safety.
- ***Please bring your approved permit when picking up barricades and signs.***

12. CLEAN UP: The street and sidewalk area shall be left clean of all debris and litter within four hours after event. The City may choose to undertake cleanup and bill the applicant for costs.

Permit must be available at the event for presentation to Town of Windsor representatives, Windsor Police Department, or Sonoma County Fire District personnel upon request.

