

## ***Planning A Block Party?***

The City of Ventura supports the efforts of residents to organize neighborhood block party events. However, since holding a block party requires that the affected street(s) be closed to traffic for the duration of the event, advance notice to the City is required. These conditions have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighboring residents and businesses.

- **Please note that the City of Ventura does not issue Block Party Permits for the 4<sup>th</sup> of July, New Year's Eve or New Year's Day.**

### **Step One – Obtain A Block Party Permit**

Get a fillable PDF application (see below) online at <http://www.cityofventura.net/permits>  
Call or visit historic Ventura City Hall, 501 Poli Street, Room 226, Ventura, CA 93001  
(805) 654-7749 – Fax: 805/654-7584 – business hours M-F, 8 am-5 pm (closed alt. Fridays)

### **Step Two – Complete & Return Block Party Application With Insurance & \$65 Fee**

Applications for Block Party Permits must be submitted no less than (15) business days from the date of the event along with the petition page with at least 3/4 signatures of the owners/residents showing their consent in writing. A \$58 non-refundable application fee is also required when submitting your paperwork.

As a condition of the permit, the applicant will assume all liability for the block party event by submitting a copy of their homeowners insurance along with the Block Party Application. The applicant may chose to purchase insurance through the City of Ventura insurance broker.

### **Step Three – Receiving Your Block Party Permit**

Once City Staff receives your Block Party Application, signature page, application fee and the insurance requirements have been satisfied, the application will be forwarded to the Ventura Police Department and the Traffic Engineering Division of the Public Works Department for review.

Once approved, City Staff will notify the applicant via telephone or email to stop by City Hall, Room 226, to sign the Block Party Permit and receive a copy.

Block Party organizers are required to obtain all regulation traffic control devices (barricades and signage) at their own expense as outlined in the Block Party Permit. The City of Ventura does not supply traffic control equipment or signage.

***HAVE A SAFE AND FUN EVENT!***

***BLOCK PARTY RULES AND CONDITIONS***

1. **Petition**
  - a. At least 3/4 of the property owners/residents on the street within the affected area must show their consent in writing on the attached petition. Only one adult signature per household is required. Multiple signatures from the same residence will not be counted.
2. **Block Party Hours/Excluded Dates**
  - a. A block party may be held between the hours of 8 am and 10 pm.
  - b. For reasons of protection and safety of persons and property, block party permits will not be issued for the 4<sup>th</sup> of July, New Year's Eve and New Year's Day.
  - c. Block Party permit requests may be denied where other previous requests have been approved in the vicinity for the same time period or because of previous complaints and police calls at location of party.
3. **Insurance/Responsibility**
  - a. The City of San Buenaventura assumes no responsibility for claims, damages, or injuries that may arise out of the conduct of this event.
  - b. City purchased insurance relates only to incidents resulting directly from the closure of City streets or walkways associated with this permit.
  - c. As a condition of the permit, the applicant will assume all liability for the block party event by submitting a copy of their homeowners insurance along with the block party application. The applicant may also chose to purchase insurance through the City of Ventura insurance broker.
  - d. City Insurance will not be issued to block party events that include the use of jolly jumps/slides/crawlthroughs, amplified live music concerts, livestock (pony rides/petting zoo) and the consumption of alcohol on public property. If these activities occur after the issue of insurance, all City purchased insurance becomes invalid.
  - e. Block party permits are issued pursuant to the provisions of San Buenaventura Municipal Code ("SBMC") §§ 18.250.110 - 18.250.620 and are subject to the terms and conditions contained therein.
4. **Access**
  - a. As a condition of the Fire Department, all streets closed to vehicle traffic will have emergency vehicle access. This will include a minimum unobstructed width of twenty (20) feet. All fire hydrants, fire sprinklers and/or standpipe system connections are to remain readily visible, accessible and unobstructed. All booths, tables, and other objects shall be placed so that they may be removed quickly for emergency equipment. It is the applicant's responsibility to ensure the enforcement of the aforementioned conditions.
  - b. Organizers must allow all property owners and residents, within the barricaded area, vehicle and pedestrian access to their businesses/residences at all times.
  - c. Organizers may not impede pedestrian right-of-way nor block access to any establishment in any manner.
  - d. Organizers will need to provide adequate parking to accommodate all attendees and not obstruct driveways and walkways.
5. **Safety**
  - a. Block parties should be planned for cul-de-sacs & other local streets, which won't obstruct through traffic flow.
  - b. Organizers must comply with any direction of any sworn public safety officer whenever there is an emergency that requires action to protect public safety.
  - c. From the time of closure of the street to the time of reopening, the site will need to be secured and monitored by the applicant or the individual designee as responsible for the event.
  - d. Organizers shall not allow the sale, serving or consumption of alcoholic beverages on **public** property in conjunction with the block party event.
  - e. Any music, live or recorded, should be at a level as not to disturb the peace and shall conform to the City's Noise Ordinance (SBMC §§ 10.650.110-10.650.180). Should complaints be received, a Police Officer may direct the music be turned off and may result in the issuance of a citation.
6. **Barricades**
  - a. Organizers will be required to supply traffic control devises in the form of Type II barricades and C2 "Road Closed" signs specific to your event. This information will be provided in detail to you in your block party permit. The City does not loan or rent traffic control devices.
7. **Clean Up**
  - a. Organizers shall be held responsible for the return of all public and private property in the immediate vicinity of the venue to the condition existing prior to the event and shall be responsible for the clean up of any litter or debris, which may accumulate as a result of this event.
  - b. Organizers will need to provide adequate trash containers for waste that may be generated by the event.



# Petition

At least 3/4 of the property owners/residents on the street within the affected area must show their consent in writing on this petition. **Only one adult signature per household is required.** Multiple signatures from the same residence will not be counted.

Block Party Date: \_\_\_\_\_ Time: (from) \_\_\_\_\_ am/pm (to) \_\_\_\_\_ am/pm

Street Name: \_\_\_\_\_

Between: \_\_\_\_\_ & \_\_\_\_\_  
 (cross street) (cross street)

*Please draw in ink or attach a sketch showing the street layout, block party boundaries & proposed barriers.*

	House #	Name-Please Print	Signature	Approval		If No, Why?
				Yes	No	
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