

Neighborhood Block Party Permit Application

Please complete this permit application to apply for a neighborhood block party. Submitting this information and following the conditions within the application can provide the applicant with resources and help ensure the event is safe, considerate of neighbors and receive approval.

Applications are reviewed on a first-come, first-served basis. Applicants are encouraged to submit applications as early as possible to ensure enough time is available for review. Applications may be denied if it is determined that not enough time is available to thoroughly review the request, and/or work through issues and concerns.

The permit, if issued, authorizes the applicant to barricade a specified portion of the named residential street using city-approved barricades to prevent access to through-traffic so that nearby residents living within the enclosed area to gather for a block party.

At least 30 days prior to the event, submit the completed application by email, mail or in-person. All applications submitted for review less than seven days prior to the event will be denied.

- **Email:** events@milwaukieoregon.gov
- **Mail:**
City of Milwaukie – Block Party Application
10501 SE Main St.
Milwaukie, OR 97222
- **In person:** City Hall, 10501 SE Main St. Submit completed materials to the front counter on the third floor.

Please refer questions to Dan Harris, events coordinator, at events@milwaukieoregon.gov or 503.786.7519

I. Applicant Information

Name: _____

Neighborhood (if known): _____

Mailing address: _____

Primary phone: _____

Phone during event: _____ Email: _____

II. Event Information

Start date: _____ End date: _____

Start time: _____ End time: _____

Note: Block parties may not begin prior to 10 a.m. and must end by 10 p.m.

Set-up start time: _____ Set-up end time: _____

Take-down start time: _____ Take-down end time: _____

Estimated attendance: _____

Please list the name(s) of the streets to be closed. Include additional closures on a separate sheet, if needed.

Street Closure Information				
Name of Street		Name of Street		Name of Street
	Between		And	
	Between		And	
	Between		And	
	Between		And	

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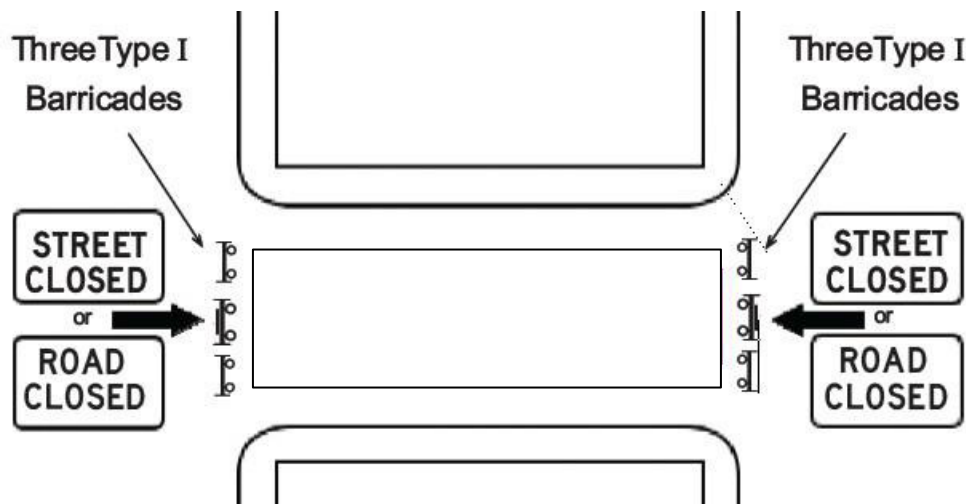
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Will vendors be present at the party? _____

Please note: If vendors will be operating at your event, the city requires a list of all vendors with contact phone number and email address (if available) be provided to the city's Events Coordinator at events@milwaukieoregon.gov at least 24 hours prior to the event start, or at a schedule agreed to with the applicant at the time of permit issuance. The city requires vendor contact information to support communications in the case of an emergency, and to understand who is doing business within the City of Milwaukie.

III. Requirements and Conditions

1. Applicant must barricade the closed portion of the street as described below. In general, the traffic control devices needed to close one typical block are found below, however, some street closures may require more traffic control devices.
 - i. 6 – Type I Barricades
 - i. Barricades must be equipped with flashing yellow lights at dusk or anytime there is diminishing visibility
 - ii. 2 – Reflective Street Closed or Road Closed signs with one sign fastened to the center barricade.
 - i. Signs must be at least 30 in. x 24 in.
 - ii. Signs must be reflective



2. Traffic control devices such as barricades may be rented or purchased from local companies. A list of companies located in the Portland Metro Area that rent traffic control devices, can be found on the [Milwaukie Block Party Permit](#) webpage.
3. Block parties must be held on the same street as the applicant's address. Contact the residents along the closed portion of the street at least one week in advance. The city doesn't require written consent from the nearby residents, but out of

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common courtesy they should be contacted and have an opportunity to express any concerns. This may be done in-person, using flyers, and/or phone calls. There is an invitation posted on the city website available for download, if needed.

4. Block parties may only be held between the hours of 10 a.m. and 10 p.m. All applicants must complete the noise control variance form included in this application. The police department will determine if it is necessary or not and, if needed, whether it is approved, approved with conditions or denied.
5. Applicant is required to block off the street portion specified during the hours specified herein. All barricades shall be removed by 10 p.m. or the stated time end time on the permit, whichever comes first, and the street shall be reopened to resume normal use.
6. Access must be granted to authorized emergency personnel and vehicles, as well as residents within the closure. To do so, a 15-foot wide emergency lane shall be maintained at all times.
7. Applicant and participants must comply with all city ordinances governing noise, alcohol and fireworks. This permit does not authorize any person to consume or serve, or for a permittee to allow the consumption or service, of alcohol or marijuana upon any street, sidewalk or other public right of way. Please keep alcohol and marijuana on private property.
8. Applicant is responsible for clean-up and removal of all trash and litter from streets, sidewalks and public ways. Failure to properly clean-up could jeopardize future permit privileges.
9. Applicant is required to have approved permit onsite during the event and present it upon request to any police officer prior to and/or during the event.
10. Applicant must obtain special event insurance. The insurance must provide coverage for not less than \$1 million in personal injury for each person, and \$1 million per occurrence involving property damage, or a single limit policy covering all claims of not less than \$2 million per occurrence. To provide evidence of the required insurance coverage, the applicant shall furnish a certificate of liability insurance to the city. No permit shall be issued until the required certificate has been received and approved by the city. The certificate will specify and document all provisions within this section. Certificates should read "Insurance certificate pertaining to block party permit for (name of streets)." The City of Milwaukie, its officers, directors, agents and employees shall be added as additional insured.

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There are four options for obtaining insurance:

- i. Milwaukie's seven Neighborhood District Associations (NDA) each have insurance for one block party annually and can provide insurance for up to three additional block parties on a first-come, first-served basis. Applications submitted less than one month prior to the block party date may not be eligible for insurance certificate assistance from an NDA. The insurance is meant for block parties with no more than 100 people in attendance.
 - ii. To partner with an NDA:
 - i. Attend one of the monthly NDA meetings to inform them of your interest in holding a block party. The chair or their designee must either sign below or submit an email to verify your attendance at the meeting.
 - a. Some of the NDAs don't hold regular meetings during the summer months (June, July, August). The chair of an NDA can sign off on a block party without attendance at a meeting, but this is not the preferred method.
 - ii. NDA meeting information and contact information for the chair is available at www.milwaukieoregon.gov. Click on "Neighborhoods" in the upper right corner, then select "Meetings and Contact Information."
 - iii. Other options to obtain insurance:
 - i. Many homeowner insurance policies offer coverage for an event.
 - ii. A special rider may be purchased to cover the closure.
 - iii. Many insurance agencies put together a special event policy.
11. If vendors are present at the event selling goods and/or services, applicant agrees to provide a list of these vendors to the City's Events Coordinator at events@milwaukieoregon.gov at least 24 hours prior to the event start, or at a schedule agreed to with the applicant at the time of permit issuance. The city requires vendor contact information to support communications in the case of an emergency, and to understand who is doing business within the City of Milwaukie.

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Optional NDA Partnership and Verification of Insurance Requirement

I attended the following NDA monthly meeting to ask for partnership in order to host my block party, including the provisional insurance:

☐ Ardenwald Johnson Creek

☐ Lake Road

☐ Historic Milwaukie

☐ Lewelling

☐ Hector Campbell

☐ Linwood

☐ Island Station

DATE OF MEETING ATTENDED _____

By signing below, the NDA chair, or their designee, has verified that the applicant is partnering with the NDA for the block party, including the provision of insurance, pending approval of this application by the City of Milwaukie.

NDA Chair (or designee): _____

Signature: _____

Date: _____

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IV. Noise Control Variance

If the event includes live or amplified entertainment, or is expected to generate noise, the applicant will be asked to obtain a noise variance. The Milwaukie Police Department will review the entire application and report to the applicant with an explanation of why it was approved, denied or approved with conditions.

Variance Information

Reason and proposed use for the variance:

Requested start time: _____ Requested end time: _____

Contact information of person responsible for amplification at event:

Name: _____

Phone: _____ Email: _____

Police Use Only

The physical characteristics of the emitted sound:

The geography, zone and population density of the affected area:

☐ Commercial ☐ Industrial ☐ Noise-sensitive ☐ Residential

Population Density: ☐ Light ☐ Medium ☐ Heavy

Is public health and safety endangered by the noise? ☐ Yes ☐ No

Does the sound source predate the receiver? ☐ Yes ☐ No

Does the compliance with the standard(s) from which the variance is sought produce hardship without equal or greater benefit to the public? ☐ Yes ☐ No

Is a Noise Variance required for this event or sale? ☐ Yes ☐ No

If a Noise Variance is required, is it granted?

☐ Yes ☐ Yes, with conditions ☐ No

Provide a brief description of why this noise variance application was approved or denied. If approved with conditions, please list the conditions below:

Noise variance authorized by: _____

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V. Indemnification Agreement for Temporary Community Event

Note: All applicants must sign the Indemnification Agreement.

Grantee acknowledges and agrees as follows:

In consideration of the city's approval of this application for a block party permit, applicant accepts responsibility for the event or sale, and agrees to indemnify, defend and hold harmless the City of Milwaukie, and, if necessary, North Clackamas Parks and Recreation District, its officials, employees, agents, volunteers, and assigns from and against any and all claims, suits, liabilities and expenses (including, but not limited to, damages, attorney fees and costs) that may be asserted against the City of Milwaukie arising out of, or in any way related to, the temporary event for which permission is sought.

Applicant acknowledges they have carefully read the foregoing and understand its contents. Applicant warrants that they are authorized to sign this document and does so freely and without reservation.

Name: _____

Signature: _____

Date: _____

VIII. Applicant Signature

I have read all information contained within the City of Milwaukie's block party permit application packet and agree to abide by the terms and conditions contained herein.

Name: _____

Signature: _____

Date: _____