

NEIGHBORHOOD BLOCK PARTY POLICY

SCHEDULE A

NEIGHBORHOOD BLOCK PARTY EVENT PERMIT APPLICATION FORM

This application form must be completed in full to be considered and submitted a minimum of 15 calendar days prior to the date of the Neighborhood Block Party.

Neighborhood Block Party Event Information

Applicant Name	
Street Address	
Mailing Address	
Email	
Phone	
Event Date	
Event Location	
Indicate what this location is	Street <input type="checkbox"/> Park/Greenspace <input type="checkbox"/> Neighbourhood Centre <input type="checkbox"/>
Start Time	
End Time	
Permission Form <input type="radio"/> Completed and Enclosed	The enclosed permission form must be completed and returned. A minimum of 15 residents in the area must be in agreement with the Neighborhood Block Party Event and/or temporary road closure (if requested)
Temporary Road Closure Requested: <input type="radio"/> Completed and Enclosed <input type="radio"/> Not Applicable	Please indicate the requested road closure on the attached map and include the start/end time of the proposed road closure.
Inflatable Devices: Insurance Required <input type="radio"/> Completed and Enclosed <input type="radio"/> Not Applicable	If inflatable devices will be included in your event, Applicants must provide a certificate of insurance (min. \$2,000,000 liability coverage) listing the Town of Redwater as an "additional insured".



EQUIPMENT REQUESTED

It is the responsibility of the Applicant to provide supplies or equipment needed for the Neighborhood Block Party. If available for use on the date of the Neighborhood Block Party Event, the Town will provide the following equipment "free of charge":

If requesting use of Town equipment, please complete the section below in full.

Tables and Chairs: Pembina Place (4944-53rd Street)	
Number of tables requested Maximum: 5	
Number of chairs requested Maximum: 40	
Pick-up from Pembina Place on the Friday before the event, no later than 3:00 pm.	Pick- Up Date: _____ Pick-Up Time: _____
Return to Pembina Place on the Monday, before the event, no later than 4 pm.	Return Date: _____ Return Time: _____

*Additional tables and chairs may be available for rent from Pembina Place at an additional charge. Contact Pembina Place at 780-942-3555 for more information.

Barricades: Public Works Shop	
Number of barricades requested Maximum: 4	
Pick-up date and time (Friday before, no later than 3:00 pm)	Pick- Up Date: _____ Pick-Up Time: _____
Return date and time (Monday after, no later than 4:00 pm)	Return Date: _____ Return Time: _____

Note:

- Any additional supplies required for the Neighborhood Block Party Event is the responsibility of the Applicant.
- The Applicant will be held responsible for damages to any equipment (tables, chairs or barricades) provided by the Town. _____ (Applicant Initial)
- The Town of Redwater will provide a maximum of 20 free copies of the Neighborhood Block Party Invitation.



APPLICATION FORM
TEMPORARY ROAD CLOSURE AND NEIGHBORHOOD BLOCK PARTY EVENT

Event Date: _____

Event Location: _____

Time: _____

Road Closure Details:

Road Closure Required: Yes No

Street Address: _____.

Road closed from _____ to _____.

NOTE: Your signature below confirms your agreement to the Neighborhood Block Party Event on the above stated date and times including the road closure as indicated above. A minimum of 15 residents (age 18 years or older) in the area must be in agreement with the Neighborhood Block Party Event and/or Temporary Road Closure.

NAME	ADDRESS	PHONE	SIGNATURE

Note: If additional signatures are required, please make copies of this form. Only original signature copies will be accepted



NEIGHBORHOOD BLOCK PARTY POLICY
SCHEDULE A
APPROVED NEIGHBORHOOD BLOCK PARTY PERMIT

Permit Holder:

Name: _____

Address: _____

Neighborhood Block Party Event:

Date: _____

Location: _____

Temporary Road Closure Granted for above event:

Street: _____

Time: _____

Special Conditions:

Approval:

CAO: _____

Date: _____