

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: _____.

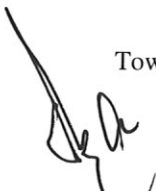
Road closed from _____ to _____.

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

Town of Redwater
Policy # 914
Page 3 of 4





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: _____



BLOCK PARTY

PLANNING GUIDE

NEIGHBORHOOD BLOCK PARTY POLICY SCHEDULE B

Throw a BLOCK PARTY in your area. This is a great way for neighbours to connect, meet one another, and build a stronger and safer community. Connecting with neighbours creates a sense of belonging in your neighbourhood and it increases safety and wellbeing. A BLOCK PARTY is an opportunity to identify and discuss what you love about where you live, and ways to make it better. This guide was created to help make the process easy and FUN.

TOP 10 REASONS TO HOST A BLOCK PARTY:

1. To have fun
2. To get to know your neighbours
3. To build friendships
4. To create a sense of belonging
5. To discuss events and happenings in your neighbourhood to form a group to plan more events
6. To celebrate your great neighbourhood
7. To increase sense of safety/security by knowing your neighbours
8. To learn about the history of your neighbourhood
9. To meet others that you could help or that could help you in the future
10. To discover your neighbours hidden talents



Find Some Neighbours to Help Out!

The idea of a neighbourhood block party is to bring neighbours together, so the first step is to bring some people together to plan the party. Start by connecting with a couple neighbours you already know to see if they would help with planning and ask them to talk to neighbours they know. You may want to send out a flyer to explain what a BLOCK PARTY is and generate interest to see if others would like to help with the event. Enlist as many neighbours as you can to help out and lessen the workload.

It's important to include as many interested people as possible (including youth) in planning and organizing your events. Areas they could help with include:

- ✓ Invitations and Promotion of the Event
- ✓ Food and Beverages
- ✓ Application or Permits
- ✓ Set-up and Takedown
- ✓ Games or Activities



Start Simple, Start Small

Start off with a smaller event rather than a large one. BLOCK PARTIES don't need to include big street closures or require inviting the whole neighbourhood. It can be as simple as a few households getting together on the front driveway. The size of the event will also impact the complexity of the event. In selecting who to invite, use natural neighbourhood boundaries where possible. If you are planning a street or cul-de-sac party, you will need to invite everyone from that area and have their support especially if you plan on applying to block off the street.

*You may also want to decide if this event is just for neighbours or if outside family and friends can be invited too.

Pick a Date & Time

While a BLOCK PARTY can happen all year round, most will occur during the warmer season, May-September. A week night might be an easy time to round up your neighbours, but a weekend date might work too. You can always take a quick poll with your neighbours to decide what day of the week and time works best.

Keep in mind those who live in the neighbourhood when setting the hours for the party. If there are young children or seniors living near the party area. Please keep in mind that there are quiet hours, starting at 9 PM, which is implemented town-wide.

Choose Your Location

Consider what activities you want to have and where in your neighbourhood the best location might be. Each neighbourhood is unique, and you and your neighbours likely know where those hidden sweet spots are. Depending on your planning time available, number of people you would like to include and how much neighbourhood interest you have, here are some party options to choose from.

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THESE 3 LOCATION IDEAS DON'T REQUIRE A STREET CLOSURE FORM!

YARD OR HOUSE - Host a social get together in your own yard, house or garage! This is the simplest way to start and works well for a smaller number of people. You could invite those neighbours that live closest to you to share a meal together or just hang out and get to know one another.

PARK OR GREEN SPACE - Host a gathering in the park in your neighbourhood! Park sites allow you to not only enjoy a meal together, but you can engage in fun active games.

NEIGHBOURHOOD CENTRE - Consider renting the cultural centre or community church/hall in your neighbourhood. This option works well year-round when weather might be a factor.

STREET PARTY - Host a **BLOCK PARTY** on your neighbourhood street or cul-de-sac. Transform your street into a hub of activity for the day. As this event occurs on a public street, you will need to apply for a *Town of Redwater Temporary Road Closure* prior to your event and will be required to have insurance.

NOTE: In some cases where higher risk activities such as bouncy castles, large tents or fire pits are used, you will require Town permission and proof of insurance.

Contact Community Services at 780-942-4101 for more information



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Decide What to Eat

Food tends to be the main incentive that brings people together. There are many different ways to go about your BLOCK PARTY and the options are endless. Here are some ideas to get you started:

- ✓ BARBEQUE - organizers can arrange for use of a large BBQ or have neighbours bring their portable BBQ to the event. Guests may bring their own meat, or the organizing committee may supply this part for the event.
- ✓ PICNIC - everyone brings food for their own families (planning committee may want to supply dessert, cake or ice cream treats for everyone).
- ✓ POTLUCK - everyone brings one dish to share (even # houses could bring dessert, odd # houses could bring salads, or everyone brings a family favourite or cultural main dish).
- ✓ CATERED DINNER - hire a catering company to prepare the food and have everyone pitch in to share the cost.
- ✓ PROGRESSIVE SUPPER - appetizers at one house, main course next door, and dessert down the street (these parties are fun year-round).
- ✓ CHILI COOK-OFF - turn your event into a friendly competition and have neighbours prepare their version of a dish to be sampled by everyone.
- ✓ BACKYARD CAMPFIRE - have neighbours over to roast some hotdogs or marshmallows if you have a safe fire pit to do so (see *Town of Redwater Fire Permit Bylaw for details*).



Be sensitive of food allergies. If people are bringing food to share, encourage them to bring the recipe as it not only provides useful information for those with allergies, but a recipe exchange is also a fun activity!

* As a reminder, the Town of Redwater does not allow for consumption of alcohol on Town property including parks, sidewalks and roads. For events held within a facility or where you are serving alcohol, you may be required to have a liquor license. (See *Alberta Gaming and Liquor Commission* <http://aglc.ca>)

TRY TO BE ENVIRONMENTALLY CONSCIOUS BY HAVING PEOPLE BRING THEIR OWN DISHES, RECYCLING BOTTLES AND CONTAINERS AND MINIMIZING WASTE.

IF USING A PUBLIC SPACE, BE AWARE OF LOCAL BY-LAWS AND PLEASE LEAVE IT CLEANER THAN WHEN YOU FOUND IT

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Play Some Games

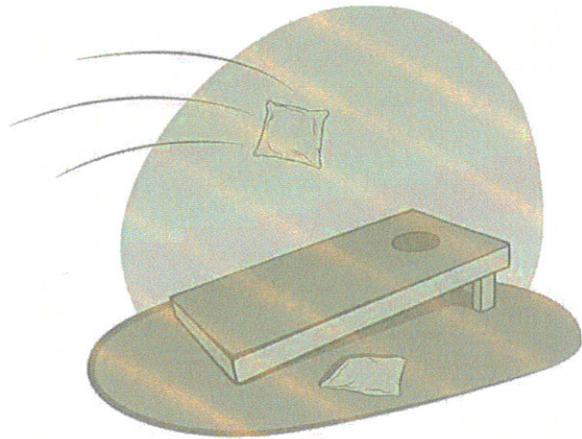
While food and visiting will be the focus of the BLOCK PARTY, it is always a good idea to have some games and activities planned to keep people engaged. You could even base your event around a theme such as community soccer game, cultural heritage or favourite holiday.

To help people get to know each other and break the ice try one of these ideas:

- ✓ Neighbourhood Bingo
- ✓ 21 Questions
- ✓ On this day in the Year

Keep the kids busy with these ideas:

- ✓ Sidewalk Chalk
- ✓ A Scavenger Hunt
- ✓ Lawn Games
- ✓ Street Hockey
- ✓ Basketball Tournament



Getting the Word Out

A BLOCK PARTY is even better when people know it is happening. Make sure you are talking about it every chance you get. Make a special effort to personally invite new people who may not be familiar with what a BLOCK PARTY even is. Other ideas to advertise could be:

- ✓ Lawn Signs
- ✓ Dropping Flyers in Neighbours Mailboxes
- ✓ Putting Posters Up on Local Bulletin Boards
- ✓ Posting Information on Community Facebook Pages
- ✓ Hanging Door Knocker Invitations on Neighbours Homes
- ✓ Have children go door to door with adult supervision to do personal invitations

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Quick Planning Checklist

You as the organizers are responsible for supporting the event in a way that makes it a success. One of the keys to success is good planning. Make a to-do list and identify with your organizing committee who will be responsible for each item. Some of the items you are going to want to discuss include:

BEFORE	
	Choose your date, time, location and size of event.
	Decide what type of food you want and if you need to purchase additional supplies in advance.
	Decide if everyone will bring their own tables and chairs, plates, cutlery and cups.
	How will you advertise and who will deliver the invitations?
	Who will register your BLOCK PARTY with the Town and complete permit forms if necessary?
	If using barbeques, who will bring them? What safety measures have you put in place for BBQ? E.g. Fire extinguishers, water.
DURING	
	Who will be the greeter(s) at the event; introducing new neighbours and helping them make connections. Provide everyone with a name tag and have a sign in sheet, ask for neighbours contact information so you can keep in touch to plan future BLOCK PARTIES.
	Who will set up tables for food and supplies?
	Institute a bathroom policy "everyone to use their own", so that home security is maintained. Are there any public washroom facilities close to the site? Rent a porta potty if needed.
	Designate someone to be in charge of facilitating games and activities.
AFTER	
	Make sure to leave it how you found it. You may wish to encourage clean up by rewarding the neighbourhood children with a prize or treat for picking up garbage.
	Who will take down any signs or posters? Who will return any borrowed equipment?
	Don't forget to fill out a rebate form!

IF ORGANIZERS CHOOSE TO COLLECT EVALUATIONS AT THE END OF THEIR BLOCK PARTY, PLEASE FEEL INVITED TO SHARE YOUR FEEDBACK WITH COMMUNITY SERVICES.

WE WOULD LOVE TO KNOW HOW THE BLOCK PARTIES ARE GOING, AND IT WILL HELP US KEEP TRACK OF HOW MANY RESIDENTS ARE GETTING INVOLVED.



\$5.00 per person rebate for supplies??

Your Block Party must be booked through community services and approved by the CAO to be eligible for the rebate

Purchase your food, beverages and other supplies you need. Complete the BLOCK PARTY Rebate form and submit with original receipts to Community Services.

A maximum rebate of \$5.00 per person is available towards eligible expenses such as non-alcoholic beverages, food or entertainment. It is at the discretion of the CAO, or his/her designate, which expenses shall be deemed eligible. If you are not sure which of your expenses would qualify for the rebate, give us a call at 780-942-4101 or email cscoordinator@redwater.ca

FINAL TIPS AND REMINDERS

1. It is a good idea to have a sign-in sheet to collect contact information. You can use it to stay connected all year long or start a Facebook group if you don't already have one for your neighbourhood.
2. Use name tags to help identify and remember each other's names.
3. Have several garbage and recycling bins on site.
4. Remember to leave it better than you found it.
5. Keep noise levels reasonable.
6. Be considerate of your neighbours and aware of Town Bylaws.
7. Decide if pets are allowed at the event.
8. Encourage people to use their own washrooms but have a water source on site for rinsing.
9. Remind people to lock their doors even if the party is close to their house.
10. Have people fill in an evaluation form afterwards or provide a way to give feedback.

For BLOCK PARTY resources and more party ideas check out the Block Party Program on the Town of Redwater website: www.redwater.ca

For assistance or more information please contact:

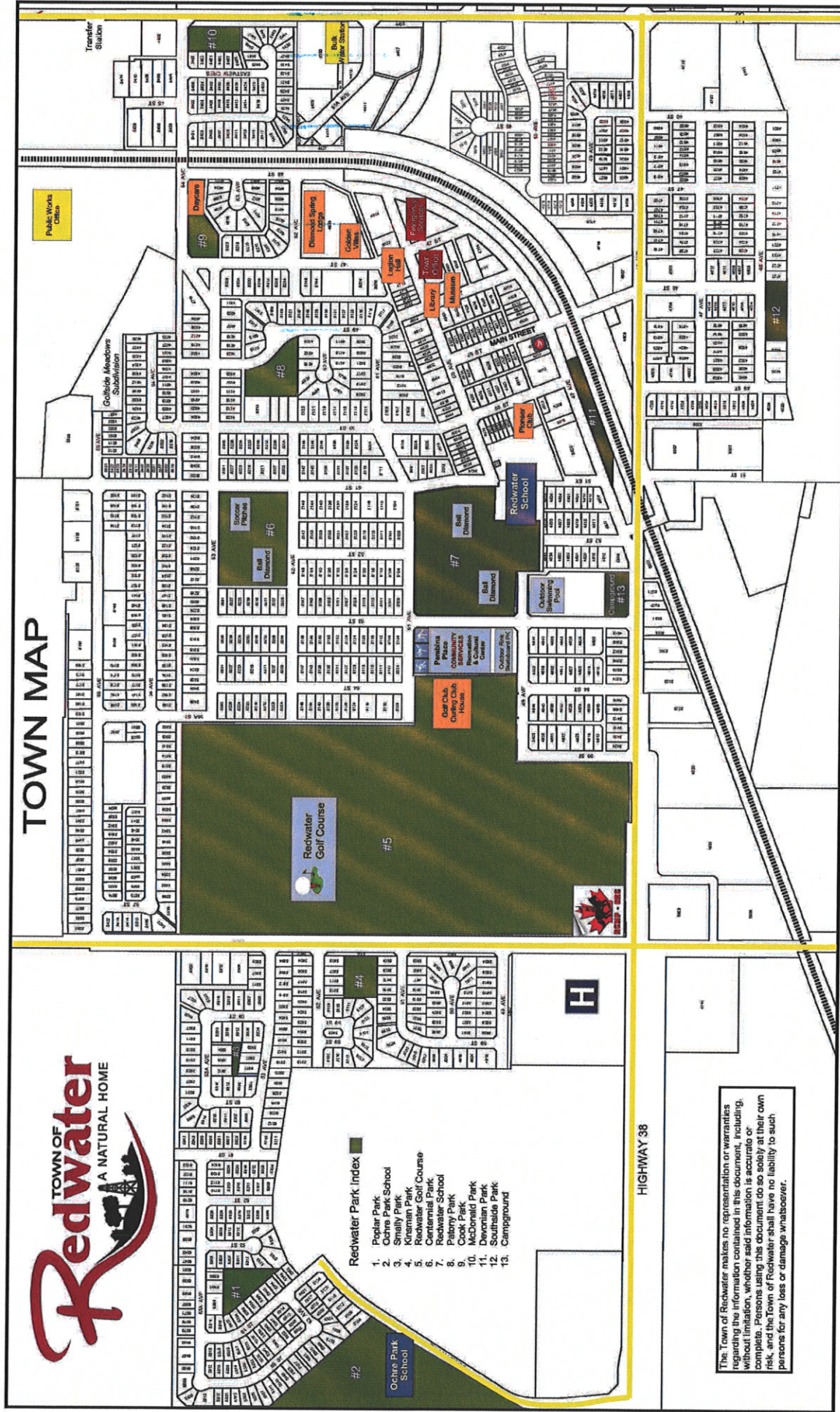
Town of Redwater Community Services

780-942-4101

cscoordinator@redwater.ca



**NEIGHBORHOOD BLOCK PARTY
POLICY SCHEDULE "C"
ROADS INELIGIBLE FOR CLOSURE**



- Redwater Park Index**
1. Poplar Park
 2. Ochre Park School
 3. Smully Park
 4. Kinsman Park
 5. Redwater Golf Course
 6. Redwater Park
 7. Redwater School
 8. Redwater Community Center
 9. Cook Park
 10. McDonald Park
 11. Devonian Park
 12. Southside Park
 13. Campground

HIGHWAY 38

The Town of Redwater makes no representation or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and the Town of Redwater shall have no liability to such persons for any loss or damage whatsoever.





NEIGHBORHOOD BLOCK PARTY POLICY
SCHEDULE D
NEIGHBORHOOD BLOCK PARTY REBATE FORM

Block Party Date: _____

Block Party Location: _____

of Participants: _____

Contact Name: _____

Address: _____

Phone #: _____

Email: _____

VENDOR	DETAILS	AMOUNT

TOTAL ELIGIBLE EXPENSES _____

*****PLEASE ATTACH ORIGINAL RECEIPTS IN ORDER TO OBTAIN REBATE.**

FOR OFFICE USE ONLY

Approved Eligible Expenses \$ _____

Signature _____ Date _____



Policy Manual

Neighborhood Block Party Policy

APPROVED
RES. NO.: 18-090
DATE: April 17, 2018

REVISED
RES. NO.: 21-059
DATE: March 2, 2021

Signature of Approval of Authorized Personnel:

PURPOSE:

To promote social engagement and connectivity within the Town of Redwater.

POLICY STATEMENT:

Neighborhood Block Party Events are a neighborhood development initiative. Active participation in the community is a critical element in developing a caring and safe community.

Neighborhood Block Party Events help to increase feelings of safety and security, foster healthy and safe neighborhoods, may decrease levels of crime, as well as increase citizen engagement and connectivity.

Strong communities are those that rely on their own resources, and neighbourhoods are most powerful when they take collective action.

In accordance with this Policy, the Town will issue Community Block Party Permits, provided that certain conditions are met. These conditions have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighbouring residents and businesses.

DEFINITIONS:

“**Applicant**” is the person to be held responsible for the Neighborhood Block Party Event.

“**CAO/Designate**” is the Chief Administrative Officer or Town Manager of the Town of Redwater or designate.

“**Neighborhood**” is a group of residential houses or buildings that are together in an area or that are grouped together as a unit.

“**Neighborhood Block Party Event**” is an outdoor, alcohol free, cannabis-free, public party put on by the residents of a block or neighborhood.

“**Neighborhood Block Party Event Permit Application Form**” is the form required to obtain formalized permission from the Town to hold the Neighborhood Block Party Event and forms Schedule “A” of this policy.

“Permit” is a document issued by the Town of Redwater giving formalized permission to the Applicant to hold the Neighborhood Block Party as per the application submitted and forms part of Schedule “A” of this policy.

“Planning Guide” Is a document designed to assist with planning a Neighbourhood block party event and forms Schedule “B” of this policy and is for the purpose of information only.

“Roads not Eligible for Temporary Closure Map” is the map outlining roads that are not eligible for closure for Neighborhood Block Parties and forms Schedule “C” of this policy.

“Special Event Insurance” Is a class of insurance that is commonly required by groups or people holding an event within a municipality. This type of insurance is easily attainable from local brokers and is common to have a \$2,000,000.00 limit

“Town” means the Town of Redwater

PROCEDURES:

A. Neighborhood Block Party Event Permit Requirements:

1. In accordance with this Policy, the Town of Redwater may issue Neighborhood Block Party Event Permits, provided that certain conditions are met. These conditions have been established to ensure the safety of our community members as well as to prevent excessive inconvenience to neighboring residents and/or businesses.
2. The applicant(s) must complete and return the Neighbourhood Block Party Event Permit Application Form outlined in Schedule “A”, Showing permission from at least 15 of the neighbours who are affected. This application form must be completed in full to be considered and submitted a minimum of 15 calendar days prior to the event.
3. The Applicant must have Special Event insurance in order to host a Neighbourhood Block Party Event. Special Event insurance coverage must be \$2,000,000.00
4. A minimum of 15 residents in the area must be in agreement with the Neighborhood Block Party Event and/or temporary road closure.
5. A neighbourhood block party events may be held in one of three locations (1. Street, 2. Park, 3. Neighbourhood centre), and must be identified as the location as per Schedule “A”.
6. Final approval shall be at the discretion of the CAO or designate.
7. Neighborhood Block Party Event Permits will not be granted for those roadways specified as ineligible for closure as identified on Schedule “C” of this policy.
8. Copies of this permit, once approved, will be distributed to the following key contacts:
 - Applicants
 - CAO
 - Manager Community Services
 - Infrastructure Manager
 - Emergency Services - Redwater Fire Department, R.C.M.P., Ambulance Services.



B. Neighborhood Block Party Event Regulations:

1. Neighborhood Block Party Event Permits may be approved for Friday evenings, Saturdays, Sundays, and Statutory holidays.
2. The Applicant will be the person deemed responsible for the Event and must remain at the Neighborhood Block Party Event until its conclusion.
3. The Applicant is responsible to place barricades no more than one hour prior to the Neighborhood Block Party Event and for removal of the barricades immediately after the Event has concluded.
4. Barricades must be placed at the end of each block, adequately warning vehicles of the street closure, and must be illuminated if in use after dark.
5. The Applicant must ensure immediate access can be provided to any emergency or RCMP vehicles. All structures related to the event including but not limited to chairs, tables or picnic tables should be placed at the sides of the street and must be easily removable in the event of an emergency.
6. Neighborhood Block Party Events may only take place between 10:00 am and 9:00 pm. Music may only be played between 10:00 am and 9:00 pm in accordance with the Community Standards Bylaw.
7. The noise level shall not disturb, or distract from the comfort, repose, health, peace or safety of other persons within the limits of the Town.
8. Inflatable devices (i.e. bouncy castles or similar) are prohibited unless the Applicant provides a certificate of insurance (min. \$2,000,000 liability coverage) listing the Town of Redwater as an "additional insured".
9. Alcohol and cannabis are not permitted on public property.
10. No open fires are permitted on public property.
11. If signage will be erected, an application for a sign permit is required as per the Land Use Bylaw, including temporary signage.
12. All applicable Town of Redwater Bylaws must be adhered too.
13. A maximum rebate of \$5.00 per person is available from the Town of Redwater towards Block Party eligible expenses. Eligible expenses shall include, but are not limited to, food, non-alcoholic beverages, and entertainment. Expenses can only be claimed after the conclusion of the event and all expense claims must be submitted using the Rebate Form as per Schedule "D". It is at the discretion of the CAO, or his/her designate, which expenses shall be deemed eligible.
14. A maximum of five (5) block parties per year may receive the above-mentioned rebate from the Town, on a first come first served basis only.
15. The Applicant is responsible to ensure that the area is thoroughly cleaned up after the event including but not limited to removal of all garbage or debris, decorations, event signs and all related equipment or structures. The Town will hold the Applicant responsible for the cost of clean-up if required following the event and may result in the forfeiture of the rebate for the Applicants event.

C. Provision of Equipment or Supplies for the Neighborhood Block Party Event:



1. It is the responsibility of the Applicant to provide supplies or equipment needed for the Neighborhood Block Party Event.
2. The Town will provide the following equipment “free of charge” to support Neighborhood Block Party Events if the equipment is available for use on the date of the Event. If the following equipment is not available for the Neighborhood Block Party Event, the Applicant will be responsible to provide their own equipment.

a. Tables and Chairs:

- i. The Town will provide a maximum of 5 tables (8ft, plastic surface, rectangle tables) and a maximum of 40 chairs free of charge, if available.
- ii. The Applicant is responsible to pick up tables and chairs from Pembina Place no later than 3 pm on the Friday before the Neighborhood Block Party Event.
- iii. The Applicant is responsible to return tables and chairs to Pembina Place no later than 4 pm on the Monday immediately after the Neighborhood Block Party Event.

b. Barricades:

- i. The Town will provide barricades free of charge, if available.
 - ii. The Applicant is responsible to pick up barricades from the Public Works Shop no later than 3:00 pm on the Friday before the Neighborhood Block Party Event.
 - i. The Applicant is responsible to return barricades to the Public Works Shop no later than 4 pm on the Monday immediately after the Neighborhood Block Party Event.
3. The Applicant will be held responsible and will be required to reimburse the Town for damages to any equipment (tables, chairs or barricades) provided by the Town.
 4. The Town will provide a maximum of 20 free copies of the Neighborhood Block Party Event invitation provided by the Applicant.

D. Neighborhood Block Party Indemnification:

1. The Applicant must agree to indemnify and save harmless the Town from and against all liabilities, damages, costs, claims, suits, actions, or causes of action by any person arising from the acts or omissions of the Applicant and is responsible for by law. The Town shall not be held responsible for any loss or damage to property belonging to the Town, except as arises due to the fault or negligence of the Town.

REFERENCE:

Municipal Government Act
Town of Redwater Community Standards Bylaw
Town of Redwater Fire Bylaw
Town of Redwater Land Use Bylaw

