



Host a Neighborhood Block Party

Block parties are a fun way to get to know your neighbors, help foster community safety and connectivity.



What are the benefits?

Meet your neighbors!

Keep that “small town feel”!

Sense of belonging to your Community.

Have fun!

For more information and to get your permit package, contact:

**Town of Redwater
Community Services Office
4944-53 Street
Redwater, AB TOA 2W0
Ph: 780-942-4101 Fax: 780-942-4415
E-mail: cscordinator@redwater.ca
*Permit packages also available online at www.redwater.ca***



Revised August 1, 2018

BLOCK PARTY TIPS

- √ Apply for your Block Party permit well in advance of your event.
- √ Request the use of up to 5 tables, 40 chairs and 4 barricades, if required, free of charge (based on availability).
- √ Request up to 20 free copies of your Block Party Invitation.

- √ Send a “Save the Date” invitation to your neighbors and invite them to participate in planning the event. For example, ask people to help with set-up, clean-up, engage youth in planning kids activities, or ask people to bring food, chairs or other items. People like to contribute and will be more engaged as a result.

- √ Prepare for the weather. Consider an alternate location in case of rain or inclement weather. This may be a garage or a party tent. Alternatively, you may wish to choose a “rain-out” date.

- √ You may want to have a sign in sheet at your party to keep track of who attended and help you build a neighborhood contact list.

- √ Provide name tags to help people learn one another’s names.

- √ Introduce people who are new to the neighborhood and help them make connections with other neighbors.

- √ Have activities suitable for all generations to encourage everyone to participate.

- √ Talk to neighbors during the party about ways in which you can connect throughout the year.



Policy Manual

Neighborhood Block Party Policy

APPROVED

RES. NO.: 18-090

DATE: April 17, 2018

REVISED

RES. NO.: (Number)

DATE: (Date)

Signature of Approval of Authorized Personnel

PURPOSE:

To address provisions for Neighborhood Block Party Events 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.

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 Schedule “C” of this policy.

“**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 “B” of this policy.

“**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 must complete and return the Neighborhood Block Party Event Permit Application Form outlined in Schedule "A". This application form must be completed in full to be considered and submitted a minimum of 30 days prior to the event.
3. A minimum of 60% of residents in the area must be in agreement with the Neighborhood Block Party Event and/or temporary road closure.
4. Final approval shall be at the discretion of the CAO or designate.
5. No Neighborhood Block Party Event Permits will be granted for those roadways specified as "priority routes" on Schedule "B" of this policy.
6. The Town may notify bylaw enforcement and local RCMP.

B. Neighborhood Block Party Event Regulations:

1. Neighborhood Block Party Event Permits may be approved for Saturdays, Sundays and 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 police 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. \$2,00,000 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. 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.

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 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



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 30 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 | |
| Start Time | |
| End Time | |
| Permission Form <input type="radio"/> Completed and Enclosed | The enclosed permission form must be completed and returned. A minimum of 60% of 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.

**PERMISSION FORM:
TEMPORARY ROAD CLOSURE AND NEIGHBORHOOD BLOCK PARTY EVENT**

Event Date: _____

Event Location: _____

Time: _____

Road Closure Details (if requested):

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 60% of 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 |
|------|---------|-------|-----------|
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Note: If additional signatures are required, please make copies of this form. Only original signature copies will be accepted

NEIGHBORHOOD BLOCK PARTY POLICY
SCHEDULE "C"

ROADS INELIGIBLE FOR CLOSURE

