

## 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 4th of July, New Year's Eve or New Year's Day.**

### Step One – Obtain A Block Party Permit

- Get a fillable PDF application online at <http://www.cityofventura.ca.gov/permits>
- Call or visit Ventura City Hall, 501 Poli Street, Room 226, Ventura, CA 93001  
805-658-4732 – business hours M-TH, 10 am-5 pm (excluding holidays)

### 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 signatures of at least 75% of the owners/residents of the affected area showing their consent on attached petition. A \$65 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 choose to purchase insurance through a commercial insurance agent or, based on review and approval of the application by the City's Risk Management Division, purchase insurance through the City of Ventura.

### 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. At this time all fees are due if they have not already been submitted.

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 75% 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 4th 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 at city specified liability levels (see #9 in application) along with the Block Party Application. The applicant may also choose to purchase insurance through a commercial insurance agent or, based on review and approval of the Block Party Application by the City's Risk Management Office, purchase insurance through the City of Ventura.
  - 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, or 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 devices 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.

# BLOCK PARTY APPLICATION

## 1. Applicant Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_, Ventura, CA \_\_\_\_\_  
Phone Day #: \_\_\_\_\_ Evening #: \_\_\_\_\_ Cell #: \_\_\_\_\_

## 2. Contact Person and Phone Number On-Site the Day of the Event:

Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

## 3. Date & Hours of Block Party: Maximum hours are 8 am – 10 pm

**Block Party Permits are not issued for 4th of July, New Year's Eve or New Year's Day.**

Date: \_\_\_\_\_ Day: Sun \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_  
From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm (include set up & tear down)

## 4. Block Party Location:

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

## 5. # Of Affected Properties:

Number of occupied houses or businesses within proposed block party boundaries: \_\_\_\_\_

## 6. Estimated Attendance:

# of residents and guests: \_\_\_\_\_

\*Attendance over 300 will be required to submit a Special Event Permit and pay all applicable fees.

## 7. Block Party Activities: Please check all that apply

Live Music  Recorded Music  Stage/Lighting  Alcohol  Other: \_\_\_\_\_

## 8. Alcohol and Other Hazards:

### Alcohol

Will alcohol be served, sold, or otherwise consumed at your event?

No  Yes

Note: Alcohol on public property is subject to review and approval of the Ventura Police Department. If approved, it is the Permittee's responsibility to obtain Liquor Liability Insurance (see section 14 for insurance requirements). Specific requirements relating to the serving /dispensing of alcohol will be outlined in your Special Event Permit. Permittee is required to contact Ventura Police Department Alcohol Enforcement Officer at 805-339-4453 a minimum of 15 business days prior to event.

## Other Hazards

Number of Attendees/Guests \_\_\_\_\_ Ages of Attendees/Guests \_\_\_\_\_

Type of Music \_\_\_\_\_

Activities occurring at the event (be sure to call out all activities, including bounce houses, rock-climbing walls, etc):

Vendors present at the event (caterers, bartending services, inflatable installations, DJs, etc.)

## 9. Indemnification and Insurance

### Indemnification:

Permittee agrees to indemnify and will defend the City against all losses arising from this event, and holds CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, arising out of Permittee's or its vendors' and subcontractors' acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit. "CITY" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers.

### Insurance:

#### **General Requirements**

Permittee shall procure and maintain, for the duration of the event period, (including set up and strike/clean-up) insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event and the activities of the permittee, its guests, agents, vendors, representatives, employees, or subcontractors. Any person or entity that is in the business of manufacturing, distributing, selling or serving alcohol must have liquor liability coverage. This includes a caterer who is supplying alcohol. These entities should also have a permit issued by the local Alcohol Beverage Control (ABC) board. If Permittee is supplying alcohol for no charge, coverage should include Host Liquor Liability. Liquor Liability Coverage will need to be noted on the Certificate of Insurance.

Permittee and its vendors, sponsors, and sub-permittees shall supply the City with evidence of General Liability, and, if alcohol is sold, distributed or served at the event, Liquor Liability Insurance, from an insurance company licensed to do business in the State of California with an AM Best rating of not less than A-, VII. Such insurance shall be in the minimum amount of \$1 million per occurrence/\$2 million aggregate. If alcohol will be served or sold at the event, a Liquor Liability Policy is required, in the amount of at least \$1 million per occurrence/\$2 million aggregate and this policy must be listed on the Certificate of Insurance.

Permittee shall supply evidence of General Liability Insurance Certificate(s) of Insurance, along with all applicable endorsements, to the City of Ventura Community Partnerships Office a minimum of fourteen (14) business days prior to the scheduled event. Failure to do so may result in the cancellation of your permit and event.

Permittee must comply with all specific insurance requirements as noted in this section. The permittee maintains broader coverage and/or higher limits than the minimums required, the City shall be entitled to the broader coverage and/or higher limits maintained by the permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

## Policies and Endorsements

The insurance policies are to contain, or be endorsed to contain, the following provisions:

### *Additional Insured Endorsement*

The City of San Buenaventura, its officers, officials, agents, employees, and volunteers are to be named as additional insureds on the General Liability policy via an Additional Insured Endorsement, with respect to liability arising out of the permitted event.

### *Primary and Non-Contributory Endorsement*

For any claims related to this permit, the Permittee's insurance coverage shall be endorsed as Primary and Non-Contributory. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Permittee's insurance and shall not contribute with it.

### *Notice of Cancellation*

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City, pursuant to the terms of the policy.

### *Certificates of Insurance*

The Certificate of Liability must include the following language in the **Certificate Holder** box:

City of San Buenaventura, its officials, officers,  
agents, employees and volunteers  
P.O. Box 99  
Ventura, CA 93002

The Certificate of Liability must include the following language in the **Description** box:

The City of San Buenaventura, its officials, officers, agents, employees and volunteers shall be named as an additional insured under the General Liability and Liquor Liability policies. All Liability policies are Primary and Non-Contributory. 30 day notice of cancellation will be provided to the Certificate Holder.

### *Special Risks or Circumstances*

The City reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances. Some activities may require underwriter approval or be excluded from coverage, which could lead to the permit not being issued, or necessitate the purchase of additional insurance, or exclusion of the vendor/sponsor/activity from the event.

### *Claims*

Permittee shall provide immediate notice to City of any claim against Permittee or any loss involving Permittee that could result in City or any of City's officials, officers, employees, agents, or volunteers being named as a defendant in any litigation arising out of such claim or loss. City shall not incur any obligation or liability by reason of the receipt of such notice. However, City

shall have the right, but not the duty, to monitor the handling of any such claim or loss that is likely to involve City.

### *Compliance*

In the event of any loss that is not insured due to the failure of Permittee to comply with these requirements, Permittee will be personally responsible for any and all losses, claims, suits, damages, defense obligations, and liability of any kind attributed to City, or City's officers, officials, employees, agents, or volunteers as a result of such failure.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant, shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing will not apply of the Permittee prevails on every issue in the enforcement proceeding.

### **To be Initialed by Permittee(s):**

\_\_\_\_\_ Yes, I have valid Homeowner's or Renter's General Liability Insurance with Special Events coverage and Liquor Liability Insurance (if applicable). I will furnish the City with original certificates of insurance and endorsements no later than 14 days prior to the event. I have thoroughly completed the hazard and vendor lists in Section 9 above.

Note: All certificates and endorsements are to be received and approved by the City at least fourteen days before Permittee commences activities, or risk cancellation of the event. In the event any policy of insurance required does not comply with these requirements or is canceled prior to the event, the City has the right, but is not required, to place insurance. All associated premium and costs will be charged to the Permittee.

\_\_\_\_\_ I elect to purchase insurance for this event through the City of San Buenaventura's insurance broker. I will provide the City with my credit card information 14 days prior to the event, so that they may procure the insurance on my behalf. I have thoroughly completed the hazard and vendor lists in Section 9 above. Please note: Insurance purchased through the City of San Buenaventura may not cover every activity at your event. To be eligible for City insurance, the following activities cannot take place on public property (streets/sidewalks): consumption of alcoholic beverages, the use of jolly jumps/inflatable slides/obstacle courses and other inflatables/climbing walls; livestock (pony rides/petting zoo) and amplified live music concerts. If these activities occur and are not disclosed on the application, all City purchased insurance becomes invalid.

Please check what type of insurance you wish to provide / purchase:

- Copy of Homeowners Policy     Commercial Carrier  
 City of Ventura Liability Insurance

## BLOCK PARTY PETITION

At least 75% 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 below or attach a sketch showing the street layout, block party boundaries & proposed barriers.*

	House #	Name - Please Print	Signature	Approval	If No, Why?
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
11.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
12.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
13.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
14.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
15.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
16.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
17.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
18.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
19.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
20.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
21.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
22.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
23.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
24.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
25.				<input type="checkbox"/> Yes <input type="checkbox"/> No	