

PROCEDURES AND CONDITIONS FOR OBTAINING A BLOCK PARTY PERMIT

- Application must be filed at least 30 days prior to the event.
- Block party permits shall be issued only for street closures to vehicular traffic and then only when there are no intersecting streets to the area of the proposed closure. It shall not prohibit the free movement of pedestrians.
- Block party permits shall be to the benefit of only those residents residing in the neighborhood.
- There shall be no advertising of the block party event outside of the immediate, affected neighborhood.
- The applicant shall apply no fees, charges for participating in, or during the conducting of the block party.

It shall be the responsibility of the applicant to circulate a petition requesting approval from all properties on the effecting street. At least 85% of residents on the street must approve the event. **All signatures must be in original ink, no photocopies or digital signatures will be accepted.**

- It shall be the responsibility of the block party host to place the traffic barricades, supplied by the City, at each end of the block.
- Participants must observe all applicable state & municipal codes and ordinances including those pertaining to the use and dispensing of alcohol.
- Applicant shall provide the City of Redondo Beach with a signed Indemnification and Hold Harmless Agreement Form.
- Applicant shall provide the City of Redondo Beach with a \$25.00 refundable cleaning fee for the Barbeque Grill. The Public Works Department will refund the fee, provided the grill is returned cleaned.
- If amplified sound is going to be used at the party, **the Amplified Sound Permit must be filed and submitted directly to the Police Department.** The cost of the permit is \$72.00. **The Public Works Department does not accept payment for the amplified sound permit.** The Police Department address is 401 Diamond Street, Redondo Beach.
- Submit all relevant forms, BBQ fee (if applicable) and application to the Public Works Department, 531 N. Gertruda, Redondo Beach.

If you have any questions, please contact the **Public Works Department, 531 N. Gertruda Ave., Redondo Beach (310) 318-0686 ext. 4147. Office hours are Monday – Friday, 8:00am to 4:00pm.**



BLOCK PARTY HOST GUIDELINES

The Block Party Program is a City and Citizen cooperation to promote neighborhood cohesiveness and to encourage neighbors to come together for a day of getting to know each other and to enjoy the great city in which we live. As the party host and organizer, the following guidelines will help ensure your day is a safe and enjoyable one.



- When the street is closed using the barriers provided by City staff, ensure that access to the street by emergency vehicles is not blocked by vehicles or play equipment.
- The barriers must remain in the street for the duration of the party.
- The street must have an unobstructed 14 foot wide fire vehicle access lane the entire length of the block past the barriers.

Barbeque Grill: ****Important Note**** When lighting barbeque grill, light match **first** before turning gas on.

- To prevent inadvertent rolling, position the grill in a flat area with the wheels blocked.
- Place the fire extinguisher located in the grill, 15 to 20 feet away from the Bar-B-Que, in an area that is readily accessible in case it is needed.
- Make sure the grill is working properly. There should not be any flame visible other than those on the burners.
- The Bar-B-Que grill will get very hot and cause burns when touched.
- Do not allow children or adults to play on or near the grill.
- When the block party is over, make certain the grill is off and the gas bottles have been turned off. Replace the fire extinguisher and store the grill in a safe place off the street.
- Place the barriers and other equipment with the grill in an area that is accessible to city personnel for pick up.
- Once the grill is returned, the Public Works Department will determine whether the grill has been cleaned properly and the deposit of \$25.00 will be refunded.



Street Closure Restrictions & Time Limit

Maximum time allowed for street closure, West of Pacific Coast Hwy is 5 hours; East of Pacific Coast Hwy is 8 hours. Streets may not be closed before 8:00 a.m. or after 9:00 p.m.

The following streets may not be closed:

190 th /Anita St	Camino Real	Garnet St	Pacific Coast Hwy	Torrance Blvd
Artesia Blvd	Catalina Ave	Hawthorne Blvd	Palos Verdes Blvd	
Aviation Blvd	Diamond St	Inglewood Ave	Prospect Ave	
Beland Blvd	Emerald St	Marine Ave	Redondo Beach Ave	
Beryl St	The Esplanade	Manhattan Beach Blvd	Ripley Ave	

BLOCK PARTY BARBECUE GRILL CLEANING INSTRUCTIONS:

This grill must be received in the same condition in which it was delivered or you may forfeit your deposit.

- Before you start cooking, fill the drip pans with an inch and a half of water and coat the grates with vegetable oil.
- Clean while still warm. A warm grill cleans up the best.
- First remove the grates and scrape the food off them. Take out the burner covers and clean them. Make sure all food particles are removed from the entire barbecue. Best results come from using a wire brush or steel wool pad and a grease-cutting product like oven cleaner. Turn the grates over and do the other side.
- Clean up the drip pans last. You may also use oven cleaner on them.
- The grill needs to be cleaned after each use.

BLOCK PARTY/STREET CLOSURE PERMIT

Party Date: _____ Start time: _____ to: _____
Location: _____ Anticipated Attendance: _____
Block Number: _____ Street Name: _____
Contact Name: _____
Address: _____
Phone No. Home: (_____) _____ Other (_____) _____

Would you like the BBQ? _____ Yes/No **BBQ will be dropped off at 10:00 a.m. the day of the party and must be cleaned and ready for picked up the next day by 8:00 a.m.**

Would you like a visit from the Fire Department during the party? _____ Yes
Would you like a visit from the Police Department during the party? _____ Yes

Indemnification Agreement: Applicant shall indemnify, defend, protect and hold harmless the City, its officers and employees from and against any and all claims, loss, proceedings, damages causes of action, liability, costs or expense (including attorney fees) arising from or in connection with or caused by (i) any act, omission or negligence of applicant, or its respective contractors, licensees, agents, servants or employees, where so ever the same may occur or (ii) any use of the street or work to be conducted thereon which is granted by this permit, or any accident, injury, death or damage to any person or property occurring in, on or about said street, or any part thereof, excluding such claims, loss, proceedings, damages, causes of victim, liability, costs or expense arising from or in connection with, or caused by, City's active negligence or willful misconduct. **Applicant signs and certifies that 85% of the neighbors are aware of the block party and/or street closure. In the event that less than 85% of the neighbors have not signed the application this permit will be revoked.**

Block Party Host Guidelines: Applicant has read and agree to adhere to all the specified guidelines.

AGREEMENT:

I _____, have read the City of Redondo Beach policy statement relating to temporary street closure for a special event. I understand the rules and procedures, and hereby acknowledge my responsibility to ensure compliance of the event, its staff, and subcontractors.

Signature

Date



AMPLIFIED SOUND PERMIT

If amplified sound is going to be used, an amplified sound permit must be obtained. Applicant must file and submit this permit directly to the Redondo Beach Police Department. Public Works does not accept payment for the amplified sound permit. The cost for the amplified sound permit is \$72.00. Make checks payable to the Redondo Beach Police Department.

Party Address:	
Date and Time of Party:	
Contact Person Information	
Name:	
Address:	
Telephone: (home)	
Telephone: (mobile)	
	Type of Sound: (check all that apply)
Live	
Recorded	
Music	
Guest Speaker	
Other: (Please specify)	



