

Planning A Block Party?

The City of Prince Albert 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.

Step One – Obtain A Block Party Permit

- Visit the City of Prince Albert website at www.citypa.ca
- Call or visit Prince Albert City Hall, Public Works Department
1084 Central Avenue
Prince Albert, Saskatchewan S6V 7P3
(306) 953-4900– business hours M-F, 8:00 a.m. – 4:45 p.m. (excluding holidays)

Step Two – Complete & Return Block Party Application With

Pick up your application for a block party permit at the Public Works office at City Hall or at the City webpage at www.citypa.ca.

Applications for block party permits must be submitted no less than 1 week from the date of the event along with the petition page with at least 75% signatures of the owners/residents showing their consent in writing.

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.

Step Three – Receiving Your Block Party Permit

Once City Staff receives your block party application, signature page, and the insurance requirements have been satisfied, the application will be forwarded to the Prince Albert Police Department, Fire and Emergency Services, Traffic Department and other affected public utility agencies for review.

Once approved, City Staff will notify the applicant via telephone to stop by City Hall to sign the block party permit and receive a copy.

Block party organizers are required to obtain all regulation traffic control devices from the Public Works Department.

HAVE A SAFE AND FUN EVENT!

BLOCK PARTY RULES AND CONDITIONS

1. Petition

- a. Signatures from 75% of all households and businesses within the block party area or residents and businesses whose property is directly adjacent to or have access from the area to be closed, indicating their consent, and must be submitted with the block party application. Only one adult signature per household is required. Multiple signatures from the same residence will not be counted. It must also be demonstrated that all households in the area have been contacted by obtaining 90% of all household's and businesses signatures within the block party area or residents and businesses whose property is directly adjacent to or have access from the area to be closed. If it can be demonstrated that each household has been contacted but 90% of adult signatures cannot be reached, the Cities Public Works Department will determine on a case-by-case basis if the application should go through. In the case of multiunit residences in the area all residents should be notified of street closure and of appeal process if necessary, by the applicant, however only one signature is required per building.
- b. If there is opposition to the block party they should be given the chance to appeal their case to the Public Works Department. The Public Works Department will determine whether the block party will unusually inconvenience them. Inconveniences such as noise or parking will not be considered as a reason to deny the block party permit unless there are extenuating circumstances.

2. Block Party Hours/Excluded Dates

- a. A block party may be held between the hours of 9:00 a.m. – 11:00 p.m. If block party is to occur after daylight hours, provisions must be made to ensure that participants or street closures are highly visible
- b. Block party permit requests may be denied where other previous requests have been approved in the vicinity for the same time period.

3. Approval

- a. The criteria for approval for the closure of a street for a block party should relate to:
 - i. The general convenience of the affected residents on the street.
 - ii. Traffic safety aspects involved.
 - iii. Street Designations. (i.e. Block parties will not be approved on Arterials, collectors and/or bus routes; block parties will only be approved on local residential streets).
 - iv. Any unusual impact on traffic within neighborhood (i.e. Block party will not be approved if street is main entrance or exit to neighborhood)
 - v. Any complications with scheduled street affected improvements such as gas, electricity, water, re-surfacing, etc.
 - vi. Any unusual or additional street maintenance or other public works cost incurred because of the street closure.
 - vii. Any unusual impacts in terms of provision of refuse collection service.
 - viii. Any unusual impact on operation of education facilities, businesses and places of worship.
 - ix. Approval will be subject to all other City ordinances and governmental restrictions.
 - x. The majority of residents of the block or street concerned consent to the closure (as detailed in 1.15.3 of the block party policy), and no extreme hardship shall be imposed on any resident, to be determined by the Public Works Department (as detailed in 1.15.4 of block party policy)
 - xi. Applications will be routed to the Fire, Police and Community Services Departments for consultation. The City Engineer reserves the right to reject applications based on their recommendations
 - xii. The closing of a street for a block party should pertain only to local residential streets.

4. Insurance

- a. Any unusual form of entertainment that is not covered under the Cities insurance policy (i.e. Mechanical rides, motor vehicle rodeos etc...) Approval will depend on SGI authorization in this matter.

5. **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 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.

6. **Safety**

- a. Block parties should be planned for cul-de-sacs or other local streets, which will not obstruct through traffic flow and emergency services routes.
- 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 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 Bylaw. Should complaints be received, a Police Officer may direct the music be turned off and may result in the issuance of a citation.

7. **Animals**

- a. Owner or operator of animal remain in full control and ensure the safety of both pedestrian and vehicular traffic on the street
- b. The organizer agrees to indemnify and save harmless The City of Prince Albert, its officials, employees and agents from any and all actions, causes of action, claims and demand for, upon or by reason of any claim, loss, damage or injury to person or property which may arise in consequence of or block party approval.

8. **Barricades**

- a. Organizers will be responsible to contact The City of Prince Albert's Transportation Department to arrange for the delivery of barricades for your block party.
- b. If barricades are not available through the City of Prince Albert the organizer will be responsible for obtaining the proper barricades from another jurisdiction or company
- c. A standard fee of \$50.00 will be charged to the applicant for any misplaced or damaged barricades

9. **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. Any clean up that has to be completed by The City of Prince Albert will be billed to the applicant.
- b. Organizers will need to provide adequate trash containers for waste that may be generated by the event.

Block Party Application

Applicant Information:

Name: _____

Address: _____, Prince Albert, SK _____

Daytime #: _____ Evening #: _____ Cell #: _____

Contact Person And Number On Site The Day Of The Event:

Name: _____ Address: _____

Daytime #: _____ Evening #: _____ Cell #: _____

Date & Hours Of Block Party: Maximum hours are 9:00 a.m. – 11:00 p.m.

Date: _____ Day: Sun ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___

From: _____ am/pm To: _____ am/pm

Block Party Location:

Street Name: _____

Between: _____ & _____
(cross street) (cross street)

Of Affected Properties:

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

Estimated Attendance:

of residents and guests: _____

Entertainment will consist of: _____

| |
|---|
| <p>Have read and agree to block party rules and conditions: _____ Signature of Applicant</p> |
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| | House # | Name-Please Print | Signature | Approval Yes No | If No, Why? | |
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