



# City of Lincoln Neighborhood Block Party Application

Organizer Information		
Name		
Street Address		
City, State, ZIP Code		
Day Phone		
Fax Phone		
E-Mail Address		
Contact Person "on site" day of		Cell #:

Neighborhood Block Party Information		
Block Party Date		
Block Party Hours	Start:	End:
Set-up	Date:	Time:
Break Down	Date:	Time:
Name of Street to be closed:		
Between (Street Name):		And (Street Name):

Diagram
Please draw a diagram of proposed street closure: <div style="border: 1px solid black; height: 300px; margin-top: 10px;"></div>

## Neighborhood Block Party Description

What is the purpose of your neighborhood block party?

What is your expected attendance?

Will your neighborhood block party have amplified sound? If yes, please describe:

Does your neighborhood block party involve the sale or consumption of alcoholic beverages? If yes, please describe.

Will there be food at your neighborhood block party? If yes, please describe:

Will items or services be sold at the neighborhood block party? If yes, please describe:

Will your neighborhood block party be advertised? If yes, please describe:

How will residents be notified of proposed street closure?

Will any apartment complexes or businesses be affected? If yes, please describe:

## Rules and Regulations

A street may be closed for a neighborhood block party if it meets the following qualifications:

1. The street is a cul-de-sac, dead end, or circular street;
2. The section being closed is less than a half mile in length and is intersected by two other residential streets.
3. Streets shall be closed at the intersection. Mid-block closures shall not be permitted.

A street may not be closed if one of the following conditions exists:

1. Speed limit on the street is greater than 25 miles per hour;
2. Street is an arterial street with more than two lanes;
3. Street has a bus stop.
4. Closure creates significant detours.

All businesses or residential property owners or lessees within the street closure area shall give their acknowledgement in writing to the person or organization seeking the permit on the Resident Petition Form. The name, address, phone number, and approval/disapproval of each person who is either a property owner or lessee within the requested barricaded area must sign the Resident Petition. You must obtain 100% approval from these individuals for your permit application to be considered.

A \$95 permit fee is required at the time the application is submitted to the City of Lincoln. The permit fee and insurance requirement will be waived for all Neighborhood Block Parties associated with "National Night Out."

All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the City to call upon the City Solid Waste Department. All expenses will be the responsibility of the event applicant.

Only readily removable barricades and cones may be used for street closures, and a 20-ft. lane of clearance is required for emergency vehicle access at all times. The applicant is responsible for acquiring barricades for a street closure.

The applicant(s) shall assume and reimburse the City for any and all costs and expenses determined by the City to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:

1. The cost of providing, erecting, and moving barricades and/or signs;
2. The cost of providing and moving garbage or waste receptacles;
3. The cost of city personnel who are required by the City to work overtime hours.

A certificate of insurance must be filed with the City of Lincoln Recreation Department one week prior to your event. The Event Coordinator shall procure and maintain a one million dollar general liability insurance policy naming the City of Lincoln as an additional insured.

**Rules and Regulations (con't)**

Initial I hereby attest that the information contained in this application is true and correct. I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable city, county, state, or federal rules, regulations, codes or laws be violated, any permit(s) issued shall automatically become null and void and any activity associated with this permit(s) will immediately cease.

Initial Applicant agrees to assume the defense of and indemnify and save harmless the City, its council members, boards, commissions, officers, employers and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such temporary street closure and the activities permitted in connection therewith.

Initial In case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the permit prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

Initial Alcohol must be confined to private property. Alcohol consumed on Public property is a violation of City Code and is prohibited.

**Agreement and Signature**

I, the undersigned representative, have read the rules and regulations with reference to this application. The information contained herein is complete and accurate.

Name (printed)		
Signature:		Date:

**Office Use Only**

Amount Due:	Cash	Check #
Permit Application Number:	Assigned to:	
Notes:		

**Office Use Only- Department Approvals**

Police-	Notes:
Fire-	Notes:
P.S. (Streets)-	Notes:
P.S. (Construction)-	Notes:

Submit your completed application to:  
City of Lincoln  
Recreation Department- Special Events  
2010 First Street, Lincoln, CA 95648  
Phone: (916) 434-3220  
Fax: (916) 434-8057

