



# CITY OF BEVERLY HILLS

## NEIGHBORHOOD BLOCK PARTY GUIDELINES

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### **First Things First:**

Whether it's a holiday celebration, summer barbecue or carnival, the main purpose of Beverly Hills Block Parties are for neighbors to get better acquainted, mingle and take part in enjoyable activities within the confines of their neighborhood.

Once you've decided on a date and time, you will need to provide the City's Filming & Special Events office with a completed Block Party Application, at least one month before the planned function. Approval of Block Party dates are subject to considerations of other City events, personnel resources, etc. A Block Party Petition is required from the "lead resident" who wishes to hold a Block Party and petition signatures must be returned to the City at least two weeks before the Block Party. Over fifty percent (50%) of the residents on the Block Party street must sign the City Block Party Petition; the form will have a column to indicate those residents who will be attending; 50% of Block Party residents must plan to attend. A manager or owner may not sign for an entire building; only one signature per occupancy will be considered. Documents must be submitted with original signatures. Significant objections may result in denial of the request.

### **A Couple of Items to Consider:**

- Parties may not be for fundraising events or political activities.
- Amusement activities, tents, barbecues, location of tables and chairs, and other large items, which will be used at the Block Party, must be drawn on the diagram map on the Application and submitted to the City. The diagram must include a 12-foot fire lane on the street for emergency vehicle access. The fire lane may be located down the middle or on either side of the street and must remain vacant of any objects (tables, chairs, barbecues, games, equipment, etc.) through the duration of the Block Party.
- Following submission of the Block Party Application, the City will notify the lead applicant of any other required items and procedures which are relevant to their application; this may include fire extinguishers for barbecuing or cooking under canopies, tents, etc.

### **What are the Costs to the Residents?**

- Costs involved in conducting a Block Party within residential areas in the City of Beverly Hills will be assessed based on party elements and activities.
- A refundable deposit of \$100 will be required to ensure that barricades are not lost or damaged.
- Insurance premiums paid by residents will depend upon the type of Block Party planned and the number of attendees; if a policy is purchased through the City's carrier, the fee could range from \$75 to \$250.
- The cost of one traffic control officer (TCO) shall be paid by the event organizer. That TCO must be on site for the duration of the street closure.



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## NEIGHBORHOOD BLOCK PARTY APPLICATION

The City of Beverly Hills requires that you submit this application at least one-month prior to your planned party date, so that logistics can be addressed within an appropriate time frame. (Note: An application is required only if you plan on occupying the street, which requires closing it to all traffic!)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Block Party Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ Clean Up/Breakdown Time: \_\_\_\_\_

Anticipated Attendance:  0-50  51-100  101-150  151-200

Description of Rental Equipment or Services Planned: (ie: pony rides, moon bounce, catering, etc.) Attach a copy of vendor's policy naming the City of Beverly Hills as an additional Insured in the amount of two million dollars (\$2,000,000).

\_\_\_\_\_  
\_\_\_\_\_

Block Party Location: In the space provided, draw map of streets/area to be closed, including location of all special activities (i.e. tents, barbecues, chairs, cross streets, etc.). Don't forget to include the 12-foot fire lane on either side or through the middle of the block.

Block Party Street

crossstreet	crossstreet
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\* use back of page if necessary

