

## CITY OF SIMI VALLEY • BLOCK PARTY PERMIT REQUIREMENTS

The City of Simi Valley supports family-oriented activities, such as block parties. An Encroachment Permit is needed whenever a public street (or segment of a street) is going to be closed for such a function. Please review the following requirements:

1. The Block Party applicant must submit a completed application and petition (see attached forms) to the Police Department's Records Bureau at least **two weeks** before the intended event. This time is needed to review the location, evaluate the effect on area traffic and public safety, obtain administrative approval, and prepare the Encroachment Permit.
2. The attached petition must be signed by a majority of the residents directly affected by the proposed temporary street closure. **In addition to obtaining the required signatures, the applicant must notify all other residents of the event.** The attached **Notice of Block Party** form may be duplicated and used for this purpose. In order to minimize potential inconvenience, all required notifications must be completed at least one week before the scheduled block party.
3. Subsequent to permit approval, the applicant shall agree to obtain and place five (5) City approved Type II barricades across the normally unobstructed end(s) of the street (see attached diagram). A C2 "Road Closed" sign shall be affixed to the middle barricade and visible to all approaching traffic. Required barricades and signs are available at local rental companies. **No other means shall be used to block the roadway.**
4. An approved block party may begin no earlier than 10:00 am and must conclude no later than 10:00 pm.
5. Any change in the date of the scheduled block party must be approved by the Police Department.
6. The applicant agrees that the Police Department and/or the Ventura County Fire Department shall retain the right to terminate the Block Party at any time.
7. The applicant shall accept full responsibility for site clean-up and repair/restoration of the public right-of-way.
8. A non-refundable processing fee of **\$93.26** (subject to change annually) shall be paid to the City of Simi Valley when the block party application, petition, and **signed** Encroachment Permit form are submitted.
9. **Restrictions:** Section 5-3.01 of the Simi Valley Municipal Code prohibits the consumption of alcoholic beverages in public; this includes front yards as well as the (closed) roadway. Section 7802.3 of the Uniform Fire Code further prohibits the use and/or possession of any fireworks without a permit. -- **Any violation of the Uniform Fire Code relating to fireworks will make the requested street ineligible for future Block Party permits for a period of five (5) years.**
10. Any group, organization, or individual having a block party is required to provide the City of Simi Valley with evidence of liability insurance with a \$1 million combined single limit naming the City as an Additional Insured. This requirement can be met in any of the following forms:
  - Completion of the City's General Liability Special Endorsement form by your insurance agent or broker for submittal to the City's Risk Manager;
  - Submittal of an acceptable certified copy of a liability insurance policy (Declarations of Coverage) with an approved Additional Insured Endorsement (CG 20150993/CG 20101093) to the City's Risk Manager;
  - Purchase of a Special Event Liability Policy to cover the block party (contact the City's Risk Manager at (805) 583-6739 for additional details). Standard ACORD forms are not acceptable evidence of liability insurance.

# CITY OF SIMI VALLEY • BLOCK PARTY APPLICATION

(Must be returned with completed Petition)

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

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Location of Block Party: \_\_\_\_\_

Cul-de-Sac       Street

If requested closure involves a segment of a street, please identify the exact location, i.e., cross streets and/or inclusive addresses: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Approximate number of families participating: \_\_\_\_\_

Number of years Block Parties have been held at this location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*This Section is to be completed by Police Department personnel.*

Request reviewed by: \_\_\_\_\_  Approved       Not Approved

Comments: \_\_\_\_\_

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

cc: Watch Commander (Briefing BOLO)  
Ventura County Fire Department - FAX: (805) 526-4141  
American Medical Response Ambulance Company - FAX: (805) 496-1356

**CITY OF SIMI VALLEY • BLOCK PARTY PERMIT APPLICATION** (continued)  
**NEIGHBORHOOD PETITION – JOINT SPONSORSHIP**

Main Applicant: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Day of Event:    M   T   W   Th   F   S   S

As a current resident of (street) \_\_\_\_\_, I do hereby give my permission for the roadway in front of my home to be temporarily closed for the purpose of conducting a block party. This activity will be open to those families who reside on the street. A simple majority of resident support is needed to obtain a City permit; your signature will help.

**HOLD HARMLESS**

In consideration for issuance of this block party permit, all of the undersigned as event sponsors agree to jointly and severally defend, indemnify, and hold harmless the City of Simi Valley and its officials, officers, employees, agents and representatives from and against all claims, lawsuits, liabilities or damages arising out of or in connection with, or relating in any manner to any act or omission of the event sponsors, our agents, employees, and subcontractors of any tier and employees thereof in connection with the performance or nonperformance of activities authorized by this permit. As event sponsors, we shall thoroughly investigate any and all claims and indemnify the City of Simi Valley and do whatever is necessary to protect the City of Simi Valley and its officials, officers, employees, agents, and representatives as to any such claims, lawsuits, liabilities, expenses, or damages.

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Date</b>

Name	Address	Phone Number	Date

# NOTICE OF BLOCK PARTY

Date distributed: \_\_\_\_\_

The City of Simi Valley has issued an Encroachment Permit authorizing the residents of (street) \_\_\_\_\_ to conduct a neighborhood block party on (day) \_\_\_\_\_, (date) \_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_. During the indicated time, the street will be closed to motor vehicle traffic. City approved barricades and road closed sign(s) will be placed at the normally unobstructed end(s) of the street.

In order to help ensure the safety of all participants and minimize inconvenience, local residents are encouraged to either park their vehicles outside of the closed area or off the street during the event. Expected visitors should be advised of the street closure and alternative parking locations.

Your cooperation and support of this neighborhood activity are greatly appreciated. If you have any questions regarding the temporary street closure or about the block party and related activities, please contact the Simi Valley Police Department's Traffic Bureau. A Traffic Bureau supervisor can be reached at (805) 583-6950.

\_\_\_\_\_  
Block Party Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

Simi Valley Police Department  
Block Party Conditions

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

Date: \_\_\_\_\_

1. The applicant shall place five (5) City approved Type II barricades across the normally unobstructed end(s) of the street. A C2 "Road Closed" sign shall be affixed to the middle barricade and must be visible to all approaching traffic.
2. The barricades must be easily moved in the case of an emergency.
3. An unobstructed 15' fire lane must be maintained along the closed portion of the roadway. Vehicles, play equipment or other items placed by Block Party participants, may not block fire hydrants.
4. Section 5-3.01 of the Simi Valley Municipal Code prohibits the consumption of alcoholic beverages in public; this includes front yards as well as the (closed) roadway.
5. Fireworks are prohibited within the City of Simi Valley. Any violations relating to fireworks will make the requested street ineligible for future Block Party permits for a period of five (5) years.
6. The applicant shall clean the streets and sidewalks at the completion of the event to the satisfaction of the City of Simi Valley.
7. The Simi Valley Police Department and/or the Ventura County Fire Department may terminate the event at any time.
8. The Block Party Applicant and participants shall comply with all Police Department directives related to crowd control, parking and traffic control. The applicant shall be responsible for extraordinary expenses resulting from any unanticipated event related occurrence, which necessitates a response from the Police Department.