

CITY OF ALHAMBRA

BLOCK PARTY/TEMPORARY STREET CLOSURE POLICY

The Applicant shall be responsible for completing all City forms. The Applicant must also comply with any insurance requirements necessary to obtain a Block Party/Temporary Street Closure Permit.

- I. Definition of a Block Party
 - a. A Block Party is an event organized by residents of a neighborhood, in which the City street is closed off to vehicular traffic.
 - b. The requested block party shall consist of at least 75% of the residents in the proposed street closure from intersection to intersection.

- II. Issuance of a Permit
 - a. The permit only applies to non-City sponsored activities.
 - b. Only current Alhambra property owner residents in the proposed closures may apply for a Block Party/Temporary Street Closure Permit.
 - c. No person shall use any public or private property, facility or residence for the purpose of a Block Party without first applying for a Block Party/Temporary Street Closure Permit with the City of Alhambra.
 - d. A completed application, and all related forms and documents, including completed application, submission of all fees and required deposits, certificate of insurance, statement of indemnification, and approval of activities by adjacent neighbors, must be submitted to the Administrative Services Department at least thirty (30) days prior to the date of the event. Should the Applicant cancel an event, notification must be given in writing to the City.
 - e. The Permit must be kept at the event site at all times during event activities.
 - f. The City maintains the right to cancel approval of the street closure at any time.

- III. Insurance and Liability
 - a. A copy of a certificate of insurance for general comprehensive liability insurance and/or special event insurance, subject to the discretion of the Risk Manager in the amount of \$1 million identifying the City of Alhambra as additional insured.
 - b. All insurances must be submitted with the Block Party/Temporary Street Closure Permit Application and approved by the City's Risk Manager before a permit can be issued.
 - c. The City may be able to purchase insurance (Tulip Insurance) on behalf of the applicant. Please call the City of Alhambra's Risk Management Department for more information.

- IV. Block Party Activities
 - a. The event, including setup and dismantling of Block Party activities, shall not occur before 7:00 a.m. or after 10 p.m.
 - b. The Applicant must be at the event site during the duration of the event and available by the Day of Event phone number listed on the Block Party/Temporary Street Closure Application.

- c. Revenue such as tickets sales shall not be collected during the event.
- d. Amplified activities shall be subject to all rules established in Chapter 18.02 of the Alhambra Municipal Code.
- e. Fireworks and/or pyrotechnics shall be prohibited without the approval of the Fire Chief or Fire Marshal.
- f. Smoking shall be prohibited where any combustibles are present or where it is deemed hazardous and no smoking signs shall be posted.
- g. A designated smoking section may be allowed with a metal container and water in order to adequately extinguish smoking products.
- h. There shall be no consumption of alcohol on Public Property, or within right-of-way or easement per the Alhambra Municipal Code (§ 9.16.010).

V. Safety

- a. In granting a Block Party/Temporary Street Closure Permit, any reasonable conditions may be imposed as necessary to protect public health, safety, and general welfare or property. Factors which may be taken into consideration include, but are not limited to: noise, traffic congestion, traffic hazards, fire hazards, environmental issues, interference with street maintenance work and possible violations of federal, state or local law. Conditions which may be attached to the Block Party/Temporary Street Closure Permit may include, but are not limited to: use of City employees, such as Fire and Police at the Applicant's expense; implementation of traffic control measures at the Applicant's expense; cleanup and restoration of property used in the event at Applicant's expense.
- b. The Applicant shall attach a detailed map of the event area with the location to each of the following (as applicable):
 - i. Fire Extinguishers
 - 1. Fire Extinguishers-minimum rated 2:A-10:BC dry chemical spaced at not to exceed 75 feet of travel distance and mounted at 3-5 feet above floor.
 - 2. At least one fire extinguisher per cooking area/appliance.
 - 3. Additional fire extinguishers may be required based on hazard type.
 - ii. Tents/Canopies and/or Air Supported Structures
 - 1. Tents/Canopies exceeding 400 square feet shall be required to obtain a Tent Permit. Flame resistance certifications shall be required to be furnished at the time of permit application.
 - 2. Tents/Canopies and or Air Supported Structures on public property are required to be adequately secured and kept clear of all fire apparatus lanes/access road(s).
 - 3. Cooking under tents/canopies shall not be allowed in public areas. Exception: cooking in flame resistant tents with food that does not produce grease laden vapors, and where said tents are kept at least 20 feet away from all other tents/canopies.
 - 4. All propane tanks shall be kept a minimum of 10 feet away from any structures and or sources of ignition. These tanks shall be secured so as to prevent tipping.

iii. Fire Lanes

1. A minimum 20 foot fire lane shall be kept free and clear at all times in order for fire department and/or other first responders to gain access for emergency services.
2. A minimum 26 foot fire lane shall be kept free and clear where one or more adjoining buildings are 30 or more feet in height in said block where the proposed party is to take place.
3. All fire hydrants shall be kept clear. A minimum of 15 feet clearance shall be kept around any fire hydrants.

iv. Food Trucks/Caterers

1. Food Trucks must have a valid State of California Department of Housing and Community Development insignia on truck as well as a current passing inspection from LA County Health Department.
2. Food Trucks must have a valid certificate of insurance for general comprehensive liability insurance and/or special event insurance, subject to the discretion of the Risk Manager in the amount of \$1 million identifying the City of Alhambra as additional insured and a LA County health permit. Both forms of documentation must be turned in with the application.
3. Food Trucks cooking on site-must have a portable fire extinguisher at cooking location. Minimum rated 2:A-10:BC
4. Caterers must have a portable fire extinguisher at cooking location. Minimum rated 2:A-10:BC.

v. Generators

1. Portable generators shall be kept a minimum distance of 25 feet away from any structure and per manufactures recommendation. A portable fire extinguisher shall be designated to protect any portable generator—minimum rated 2: A-10: BC.
 2. Generator exhaust shall be directed away from any window, door, or air conditioning intakes in order to minimize risk of toxic exhaust exposure.
- c. If crowds over one-thousand people are expected, crowd management shall be required at a ratio of 1 manager to 250 people. These crowd managers shall be trained and/or certified in crowd management. A security company can be hired if necessary.
- d. Standby fire watch personnel may be required at the expense of the block party permit applicant, if deemed necessary; in order to maintain public safety.
- e. ADA title II requirements and the ADA Standards shall be followed. This includes providing an accessible route throughout the site and providing other accessible features for food service, toilet facilities (including accessible portable toilets), assembly area seating, etc.
- f. Additional requirements may be imposed based on proposed activities in order to maintain public safety.

VI. Street/Road Closures

- a. Street closures may only occur if the proposed street is designated as a “local route” per the City’s Street designation map.
- b. The proposed street shall be closed from intersection to intersection.
- c. Notifications (by the applicant) shall be provided to all residents and/or businesses within an area determined by the City. Signatures must be obtained from 100% of those residents/businesses affected by the activity. Signatures must be on the form provided by the City detailing the proposed event activities including times, dates, parking, traffic control measures, etc. Tenants of rental properties may sign the acknowledgement form.
- d. Barricades to be used in order to close off traffic must be readily movable in order to allow for emergency services.

VII. Fees

- a. The Applicant shall pay the Block Party/Temporary Street Closure Application fee upon filing an application for a permit. The fees required for the event shall be paid at the time of the permit issuance.
- b. Additional cost may occur after the event.
- c. The Block Party/Temporary Street Closure Application fee will include some or all of the following:

ACTIVITY	FEE
Block Party Closure	\$304
Fire Permit – Outdoor Events	\$150
Fire Permit – Temporary Structures or Tents	\$134
Public Works Fees <ul style="list-style-type: none"> - Rental of barricades* including installation and removal - Installation and removal of No Parking Signs - National Pollutant Discharge Elimination System (NPDES) *may require rental of additional barricades from an outside vendor	TBD
Police Officer	\$100 per hour (minimum 4 hours)
Fire Personnel	\$100 per hour (minimum 4 hours)

CITY OF ALHAMBRA
BLOCK PARTY/TEMPORARY STREET CLOSURE
CHECKLIST

Before submitting your application, please make sure your application encloses the following documents:

- Block Party/Temporary Street Closure Permit Application
- Detailed Map of Event Area
- Neighbor Consent Form
- Certificate of Insurance for general comprehensive liability insurance and/or special event insurance
- Food Truck's LA County Health Permit (if applicable)
- Food Truck's Certificate of Insurance
- Payment for any applicable fees

**CITY OF ALHAMBRA
BLOCK PARTY/TEMPORARY STREET CLOSURE
APPLICATION**

Applicant Contact Information

Applicant Name: _____

Address: _____

Home Phone: _____ Day of Event Phone: _____

Event Information

Name of Event: _____

Type of Event: _____

Event Location: _____

Date of Event: _____ Start/Finish Time: _____

Description of Event: _____

Expected Attendance: _____ Number of Properties Impacted: _____

Event Activities (*check all applicable fields*)

Music/Entertainment

Games/Activities

Amplification

Food Trucks

Portable Restrooms

Jumpers/Inflatables

Other: _____

I certify that all statement on this permit are true and complete to the best of my knowledge. I understand that false or incomplete statements/responses shall be sufficient cause for denial or revocation of Block Party/Temporary Street Closure Permit.

Signature: _____ Date: _____

Please submit (in person) the completed permit with any supplemental documents and application fee to the:

Finance Department, City Hall (111 S. First St. Alhambra, CA 91801)