



# CITY OF EL SEGUNDO BLOCK PARTY APPLICATION



Return Completed Application and insurance documents  
at **least 15 days before the event** to:

**El Segundo Recreation and Parks Department**  
401 Sheldon Street, El Segundo, California 90245  
Attention: Jackie Day jday@elsegundo.org  
Phone: 310-524-2881 FAX: 310-662-4081

Application Date \_\_\_\_\_

A non-refundable Block Party Application Fee of \$25.00 is due upon submission of the completed application.

1. Date of event: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm
2. Location: \_\_\_\_\_ between \_\_\_\_\_ & \_\_\_\_\_  
(house number/street name) (cross street) (cross street)
3. Number of occupied houses or businesses within proposed block party boundaries: \_\_\_\_\_
4. Purpose of block party: \_\_\_\_\_
5. Crowd Estimate: \_\_\_\_\_ Will there be amplified music? Live  Recorded  None
6. Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_  
Organization Name (if applicable): \_\_\_\_\_
7. Contact person on site day of event: Name \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_
8. Draw in ink below or attach a sketch showing the street layout, table, chairs, block party boundaries, barriers, etc.  
(Attach a separate page if necessary)

9. Permittee must supply proof of public liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than A:VII. Such insurance must provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance must be in the minimum amount of \$1,000,000.00 combined single limit, and must name the city and the city's officers, and employees as additional insureds under the coverage afforded. Such insurance must be primary and noncontributing with respect to any other insurance available to the city and must include a severability of interest (cross-liability) clause. A copy of the policy or a certificate of insurance along with an endorsement page must be filed with City Information at least five (5) business days before the scheduled event. The certificate must have an endorsement number or page and must be filed in the Recreation and Parks Department at least five (5) days before the scheduled event.

10. PETITION: At least two-thirds (2/3) of the property owners/residents on the street within the affected area must show their consent in writing. This can happen by having them sign the petition form attached to this permit application. The petition must state clearly the time, date, place, and sponsor of the block party. Telephone numbers are requested so that City officials can verify signatures.
11. Organizers are required to supply traffic control devices in the form of Type II barricades and C2 "Road Closed" signs specific to your event and will be detailed in your permit.
12. As a condition of the Fire Department, all streets closed to vehicle traffic must have emergency vehicle access. This will include a minimum unobstructed width of twenty (20) feet. All fire hydrants, fire sprinkler and/or standpipe system connections are to remain readily visible, accessible and unobstructed. All booths, tables or other objects must be placed so they may be removed quickly for emergency equipment. It is your responsibility to ensure the enforcement of the aforementioned conditions.
13. Organizers must allow all property owners and residents, within the barricaded area, vehicle and pedestrian access to their residences/business at all time.
14. Organizers cannot impede pedestrian right-of-way nor block access to any establishment in any manner.
15. Block parties should be planned for cul de sacs or other local streets which will not obstruct through traffic flow.
16. Block party permit requests may be denied where other previous requests have been approved in the vicinity for the same time period.
17. Organizers must comply with any direction of any sworn public safety officer whenever there is an emergency that requires action to protect public safety.
18. Organizers cannot allow the sale, serving or consumption of alcoholic beverages on public property in conjunction with the event.
19. Organizers must provide adequate parking to accommodate all attendees.
20. Organizers are responsible for the return of all public and private property in the immediate vicinity of the venue to the condition existing before the event and shall be responsible for the clean up of any litter or debris, which may accumulate as a result of the event.
21. Organizers must provide adequate trash containers for waste that may be generated by the event.
22. Any music, live or recorded, should be at a level as to not disturb the peace to conform to El Segundo Municipal Code Chapter 7-2 (Noise and Vibration regulations). Should complaints be received, a Police Officer may direct that the music be turned off.
23. For reasons of protection and safety of persons and property a block party may be required to end at a specific time. A block party may be held any time between the hours of 7:00 a.m. and 10:00 p.m.
24. 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 designated as responsible for the event
25. The City of El Segundo assumes no responsibility for claims, damages, or injuries of whatever nature which may arise out of the conduct of this event.
26. Block party permits are issued pursuant to the provisions of El Segundo Municipal Code Chapter 8 (Use of Public Street and Other Rights of Way for Events) and are subject to the terms and conditions contained therein.

Applicant/Permittee indemnifies, will defend (at City's request and with counsel satisfactory to City), and holds City harmless from and against any claim, action, damages, costs (including without limitation, attorney's fees), injuries, or liability, arising out of Applicant/Permittee's acts, errors or omissions, negligence, or wrongful conduct (regardless of City's passive negligence, if any) in connection with this Permit, except for such damages arising solely from City's negligence or willful misconduct. For purposes of this section "City" includes the City of El Segundo's elected and appointed officials, officers, and employees.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant is required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing must not apply if the Permittee prevails on every issue in the enforcement proceeding.

I, the undersigned, do hereby certify that all information contained in this application is true and correct to the best of my knowledge and belief; that I have read and understand and agree to the rules and regulations governing the proposed activity on this application; I will indemnify and defend City as required and that this application is made subject to the terms and conditions in this application and as established by the City Council, the City Manager or his/her designee.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Signing

# Petition

I consent to the holding of a block party planned for my neighborhood

Date: \_\_\_\_\_ Time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ between \_\_\_\_\_ & \_\_\_\_\_

Place: \_\_\_\_\_ between \_\_\_\_\_ & \_\_\_\_\_

(house number & street name)

(cross street/avenue)

(cross street /avenue)

	<b>Name (printed)</b>	<b>Signature</b>	<b>Address</b>	<b>Telephone</b>
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**For City Staff Use**

**Block Party Permit Application Approvals**

Address of event: \_\_\_\_\_

**FIRE DEPARTMENT:**

*Additional requirements and/or comments:*

\_\_\_\_\_

\_\_\_\_\_  
Police Chief/Designee Signature

\_\_\_\_\_  
Date

**POLICE DEPARTMENT:**

*Additional requirements and/or comments:*

\_\_\_\_\_

\_\_\_\_\_  
Fire Chief/Designee Signature

\_\_\_\_\_  
Date

**PUBLIC WORKS DEPARTMENT:**

*Additional requirements and/or comments:*

\_\_\_\_\_

\_\_\_\_\_  
Public Works Director/Designee Signature

\_\_\_\_\_  
Date

**RECREATION AND PARKS DEPARTMENT:**

*Additional requirements and/or comments:*

\_\_\_\_\_

\_\_\_\_\_  
Recreation and Parks Director/Designee Signature

\_\_\_\_\_  
Date