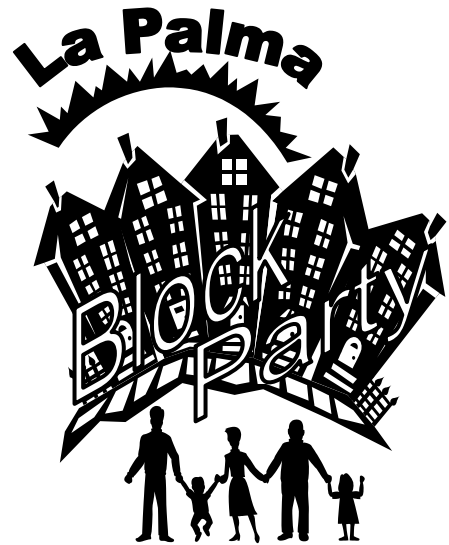




**Planning
Kit**

Dear La Palma Resident,

One of the things that makes La Palma a great place to live is our friendly, small-town atmosphere. Events like block parties are a terrific way for folks to meet and keep in touch with each other, and we truly value your efforts to help foster this sense of community!



To help you plan a safe and successful event, we're enclosing our new **Block Party Planning Kit**. This handy kit contains everything you need to apply for a permit to temporarily close your street to through traffic. Due to the need for emergency access, this can only be done on a cul-de-sac. When safely blocked, residential streets are a great place to get together with neighbors to BBQ, dance, play sports, hold a multi-family garage sale, kiddie parade, or just plain ol' celebrate!

Your Block Party Planning Kit contains:

- Everything you need to know about planning a block party in La Palma
- Sample themes and activities
- Ideas for needed supplies/volunteers
- Block Party Request form

All the best in planning a fun-filled neighborhood gathering. We are confident yours will be a memorable event! If you have any questions, don't hesitate to contact La Palma City Planning Division at (714) 690-3336. If you have any suggestions for improving this kit, please let us know that as well. Enjoy!

Sincerely,

La Palma City Council

Everything you need to know about planning a...

The City of La Palma wants to help you be sure your block party is a huge success! We've put together this handy step-by-step planning kit to help you along the way.



Getting Started

A neighborhood block party is a great way for folks to get together! There are lots of reasons to host a party - you can celebrate birthdays, anniversaries, and holidays, have a multi-family garage sale, a neighborhood BBQ, sports tournament, wet and wild water competition, chili cook-off, luau, pet show, mini-carnival, an international festival, or just dedicate the day to fun activities and delicious food. Attached is a list of themes and activities for more ideas.

Date & Time

If you haven't already done so, pick a date and time for your party. Block party hours are limited to 10:00 a.m. to 10:00 p.m. In our experience, later in the afternoon on a weekend works best. Your neighbors have time to get chores and other activities done before coming to the block party.

Location

Pick a location for the party. For safety reasons, please remember that **ONLY cul-de-sacs** qualify for block parties. If in front of your own property doesn't seem appropriate, speak with your neighbors to select the best site.

Electricity

If you plan to have activities requiring electricity, be sure you or one of your neighbors is willing to allow hook-up to the house. Also, please inform the person(s) providing the electricity what equipment will be present and for how long you anticipate use.

Block Party Request

Take a few moments to read this information and then fill out the easy-to-use Block Party Request form. Please give complete information, indicating the exact location of the party. Be sure to plan early - **we'll need to receive your request form at least two weeks prior to your scheduled block party date to allow efficient time to process your request.** Most requests are approved, but there are some valid reasons why a request may be denied. Please don't jeopardize your fun day by not securing City approval first. A lack of City approval may result in your party's premature closure the day of the event. Please reference the attached page for City Hall business hours.

Signatures

Because you will be closing off your street to through traffic, effective November 5, 2005 you will need to get approval from 90% of the affected residents. On the Block Party Request form, there's space to list all addresses affected and to get the signature of the resident at those addresses. Please ask them to clearly print their name followed by their signature and address.

Walk around your neighborhood and collect the needed signatures. It's OK to make copies of the blank address/signature sheet of the Block Party Request form for more than one person to get neighborhood signatures, as long as **all** addresses are accounted for on the provided form. Please indicate any vacant addresses or open fields in the area to be temporarily blocked off.

Signatures (cont'd)

Inform residents that street closure simply means they move their car prior to the closure time to an unaffected location. If necessary, car access during street closure times can likely be accommodated.

Timeline

It is helpful to have a schedule on how your party will flow. When do people need to help set-up? If there is going to be food, when will people be eating? Is there going to be entertainment? If so, when and where will the set-up be? When should people plan to begin cleaning up? Attached is a checklist of suggested supplies and how volunteers can help with the party.

Sign-ups for food and donations

Securing signatures for neighborhood consensus to close the street is also a good time to get sign-ups for potluck or to collect donations for any expenses of the party. There is a City ordinance that indicates you may not charge money for anything the day of the event. Have people donate the necessary supplies or have them donate money to purchase/rent the necessary supplies either ahead of time or the day of the event. Under no circumstances are donations mandatory; this would be in violation of the City ordinance, which could subject your block party to premature closure by the authorities. The request form mentions the need for an 'Alcoholic Beverage License,' this is a state law that pertains to charging for alcohol at events. Since you already agreed you wouldn't require a fee at your event, you do not need this license.

Block Off Your Street

To ensure a safe event for all:

- **Only cul-de-sacs may be closed to through traffic**
- Movable barricades and traffic signs must be installed at the open end of the cul-de-sac.
- All barricades and signs must be removed at the end of the event.
- It will be necessary to maintain an open lane on either side of the street for emergency vehicle access.



Block Off Your Street

Here are some easy ways to fulfill these requirements:

1. One choice is to check out barricades from the City's Public Works Department. Once your block party has been approved, contact city staff at (714) 690-3312 to request four barricades. Call early to arrange a convenient time for you to stop by and pick up barricades. The barricades must be returned the next business day after your event.
2. In addition, you will need to make two white signs (18" x 36" or larger) with black lettering (4" high or larger) that read: "Road Closed to Thru Traffic." These signs are to be mounted on the barricades and must be **clearly visible to local traffic**.
3. You may rent the above equipment from a barricade rental company at your cost.

Special Activities

If your party will include equipment or services from a private vendor (pony rides, merry-go-round, bounce house, etc.) to be used on City property, including sidewalks, streets, or other public areas, you must submit a copy of your vendor's General Liability insurance certificate naming the City of La Palma as an additional insured in the amount of \$1 million. Preferably submit this with the Block Party Request form, but as long as it is submitted three days prior to your event, this is fine.

Publicity

Key to the success of your event is making sure everyone is informed and reminded of the details of the day, so they will be as excited for it to take place as you are. Door-to-door flyers are useful.

Keep Your Neighborhood Beautiful

Please furnish trash receptacles and adequate clean-up after your block party. If your neighbors and guests all pitch in, you'll have it cleaned in no time! Should the City have to provide emergency call-outs and/or clean-up, residents will be responsible for any costs incurred.

Congratulations!

Now you know most everything there is to know about hosting a block party in La Palma. All that's left is to make it happen. Just complete the following:

- Block Party Request
- Copy of vendor's General Liability certificate naming the City of La Palma as additional insured (only when applicable)

Mail or deliver (all together, please) to:

**City of La Palma
Attn: City Planner
7822 Walker Street
La Palma, CA 90630**

Business hours:

Monday through Thursday
7:30 AM – 6:00 PM

If you have any further questions or would like to check on the status of your request, please feel free to contact Scott Hutter, Planning Manager at (714) 690-3336 / shutter@cityoflapalma.org.



Within a few days, the City will contact you regarding the approval status of your block party.

The City of La Palma thanks you and all of your volunteers for your efforts in keeping La Palma a great place to live by fostering a sense of community!



Sample Themes and Activities

Themes

- Neighborhood BBQ
- Multi-Family Garage Sale
- Kiddie Bicycle Parade
- Un-Birthday Party...Everyone Celebrates!
- Neighborhood Clean-Up Day
- International Festival (Everyone Cooks/Decorates for their Nationality)
- Sports Tournament Day
- Chili Cook-Off
- Luau
- Wet and Wild Water Competition
- Neighborhood Potluck
- Holidays (a great reason to celebrate)
 - St. Patty's Day Blow-out
 - Cinco de Mayo Celebration Pinatas
 - Memorial Day
 - Labor Day
 - Oktoberfest
 - Halloween
 - Trick-or-Treat Street
 - New Year's Eve Countdown
- Pet Show
- 50's Theme Sock Hop
- Kids' Art Festival - "Paint" Streets with Sidewalk Chalk
- Toga Party
- Mini-Carnival with Games, Food, etc.

Activities

- Giant Twister Game
- Sidewalk Chalk Drawing Contest
- Sports Tournament
 - Volleyball
 - Football
 - Whiffle Ball
 - Soccer
 - Kickball
 - Badminton
 - Frisbee Obstacle Course
 - Roller Hockey
- Hula Hoop Contest
- Limbo Contest
- Bubble Blowing Contest
- Bingo
- Pie Eating Contest
- Bobbing for Apples
- Hide-n-Seek
- Scavenger Hunt
- Tricycle Races
- Cracker Whistle Contest (give everyone a few crackers to chew, then try to whistle)
- Three-legged/Sack Races
- Water Balloon Toss
- Orange/Ball Pass (chin/neck to chin/neck)
- Hand-stand Contest
- Watermelon Eating Contest
- Egg Toss
- Wheel Barrel Races
- Tug-of-War



Ideas for needed supplies &

Supplies

- Cups
- Plates
- Napkins
- Utensils
- Sodas (figure 2-3 per person)
- Ice
- Ice Chests
- Tables
- Tables covers
- Chairs
- Hot plates or camp stove to keep food warm
- Extension cords for anything needing electricity
- Trash cans
- Trash can liners
- Canopy tents to provide shade
- First-aid kit
- Radio/CD Player for music
- Decorations
- Camera
- Film
- Sidewalk Chalk
- Hula Hoops
- Brooms

Checklist

1. Do you have people to help you obtain your neighbors' signatures?
2. Do you have people to help organize and advertise the event?
3. Assign volunteers for:
 - Decorations
 - Entertainment
 - Coordinate games for different age groups
 - Help with set up
 - Help with clean up
 - Troubleshooting
 - Coordinate food/donations/etc.

CITY OF LA PALMA

BLOCK PARTY PERMIT REQUEST AND APPLICATION GUIDE

APPLICATION GUIDE

The La Palma City Council has adopted Policy No. 10, setting rules and regulations for allowing the temporary closure of a cul-de-sac street for the purpose of allowing block parties and similar events. **City Council requires that ninety percent (90%) of the residents living in the affected area approve of the street closure.** It is important that the applicant be aware of their responsibilities since block parties entail the usage of public property for a private purpose.

City staff and appropriate authorities must review the application for completeness and regulation compliance prior to submitting it to the City Manager for review. The City requests that the application be submitted at least two weeks prior to the scheduled event. Following the review, a letter will be sent to the applicant with the City Manager's response.

REQUIRED APPLICATION SUBMITTALS

- ❖ Completed application form signed by the applicant/responsible party.
- ❖ Block Party hours are limited to 10:00 a.m. to 10:00 p.m.
- ❖ Petition signed by head of household (a legal tenant over the age of eighteen) for every residential unit within the cul-de-sac street that will be closed. A 90% residential approval is required for street closures.
- ❖ A simple diagram of the street to be closed, including adjacent cross streets, and the approximate location of activities or equipment.
- ❖ The purpose of the event and street closure.
- ❖ Any required Police Personnel fees as noted on the application.
- ❖ If the block party includes equipment or services from a private vendor to be used on a public right-of-way, the responsible party must submit a copy of the vendor's General Liability Insurance Certificate naming the City of La Palma as additionally insured in the amount of one million dollars (\$1,000,000) (Ord. 2003-07 § 3 [Exh. A part]). This information is included in the La Palma Municipal Code Section 26-24; "Block Parties" and Section 26-190; "Block Party Permit."

CITY OF LA PALMA BLOCK PARTY PERMIT REQUEST

DATE REQUEST SUBMITTED: _____

(PLEASE PRINT)

APPLICANT: _____

ADDRESS: _____ EMAIL: _____

TELEPHONE: (DAY) _____ (EVENING) _____

ORGANIZATION: (IF APPLICABLE) _____

EVENT DATE: _____ EVENT HOURS: _____ AM/PM TO _____ AM/PM

EVENT LOCATION: _____

DESCRIBE PURPOSE OF STREET CLOSURE: _____

APPLICANT AGREES THAT:

- | | |
|---|---------------|
| ❖ No fee will be collected to attend. | INITIAL _____ |
| ❖ There shall be no sale of food, drinks, merchandise, or alcoholic beverages. | INITIAL _____ |
| ❖ Applicant shall clear all debris immediately following the event. | INITIAL _____ |
| ❖ Applicant shall reimburse the City for any damages caused to public property. | INITIAL _____ |
| ❖ Applicant holds the City harmless from liability to any person for personal injury or damage/loss of property during event. | INITIAL _____ |

APPLICANT'S SPECIAL REQUEST(S): (CHECK APPROPRIATE BOXES)

TRAFFIC CONTROL REQUESTED:

- BARRICADES: AMOUNT: _____
- CANDLESTICKS: AMOUNT: _____
- POLICE PERSONNEL @ DIRECT LABOR COST OF POLICE OFFICER(S) INVOLVED
(PURSUANT TO LA PALMA RESOLUTION NO. 2022-49)
- RESPONSIBLE PARTY TO PICK UP EQUIPMENT AT LA PALMA CITY YARD
DATE/TIME FOR PICK-UP: _____
(MAY BE SCHEDULED WITH THE PUBLIC WORKS DEPARTMENT)

- ALCOHOLIC BEVERAGES WILL BE CONSUMED AT THIS EVENT.

- FEE WAIVER REQUESTED (IF APPLICABLE)

I HEREBY ATTEST THAT THE ABOVE STATEMENTS AND ANSWERS ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

I FURTHER STATE THAT I HAVE READ AND I UNDERSTAND THE BLOCK PARTY RULES AND REGULATIONS AND IN THE EVENT THE BLOCK PARTY PERMIT IS GRANTED, I WILL COMPLY IN ALL RESPECTS TO THE REGULATIONS THEREIN.

SIGNATURE OF APPLICANT: _____ DATE: _____

CITY OF LA PALMA BLOCK PARTY APPLICATION PETITION

Responsible Applicant's Name

Address

Phone Number

Street to be Closed

Date

Hours of Closure

Reason for Closure

We, the undersigned, approve the applicant's request to hold a Block Party at the location, date, and times set forth above. We agree to indemnify and hold harmless the City of La Palma, the City of La Palma City Council, City of La Palma Management and Staff, and/or other assignees for any and all activities or damages occurring, caused, or resulting from or during this event.

Print Name	Signature of Head of Household (Must be over the age of 18)	Street Address	Date