

POLICY 2015-05

TOWN OF CROSSFIELD BLOCK PARTY POLICY

Purpose

The purpose of this policy is to provide regulations and guidelines on the use of public right of ways, roadways, sidewalks and boulevards for neighborhood block parties.

Policy

As attached and titled Policy 2015-05 The Block Party Policy.

Adopted this 7th day of July, 2015.



Mayor Nathan Anderson



Chief Administrative Officer Kenneth Bosman

1.0 INTRODUCTION

The Town of Crossfield has established guidelines and regulations for the hosting of block parties within the Town limits. These guidelines and regulations have been established to ensure the safety of our community members, as well as to prevent excessive inconvenience to neighbouring residents and businesses.

2.0 GUIDELINES AND REGULATIONS

1. Block parties will only be permitted on Fridays, Saturdays, or Federal and/or Provincial holidays during the hours of 10:00 am and 11:00 pm. Streets must be completely unblocked when the block party ends, or by 11:00 pm, whichever comes first.
2. Block parties must be held on residential streets. Block parties **may not** be held on Provincial highways (e.g. Limit Avenue). If the event requires the use of a busy/main road (e.g. Railway Street), or if multiple streets will be closed, or if the street is the only way of accessing a residential or commercial area, the Community Services Department may forward the application to Town Council for review and approval.
3. If the applicant wishes to use the Town of Crossfield's barricades, a refundable deposit in the amount of \$100.00 is due upon submission of the completed Neighbourhood Block Party Application Form and the Neighbourhood Block Party Consent Form. The barricades will be delivered to the organizer's property the last working day before the date of the block party. When the block party is over, the barricades are to be removed from the street and placed on a pre-designated lawn for pick up by the Town's Operational Services Department on the first working day following the block party.
4. In order to control traffic and provide safety for participants of the block party, barricades will be used to block all streets and alleys that provide vehicular access to the block party area. In the event that it is necessary to allow a resident's vehicle into or out of the block party area, the barricades will be temporarily moved and immediately replaced.
5. Emergency access to the block party area must be permitted and available at all times during the event (e.g. Fire, Ambulance or Police/Peace Officer vehicles and personnel).
6. If music or other entertainment is provided, the noise must not interfere with the peace and tranquility of the residents on surrounding streets. The Town of Crossfield's most recent Noise Bylaw must be adhered to.
7. Consumption of alcoholic beverages is only permitted on private property. Under no circumstances will the consumption of alcoholic beverages be allowed on public sidewalks, boulevards or streets.

8. No open fires are permitted on public property, including streets, roadways, sidewalks, and green spaces. This does not include bona fide outdoor cooking equipment when being used for food preparation.
9. The applicant must ensure that no permanent markings are left on the roadway, sidewalk or boulevard (e.g. spray paint). Any damages to Town property as a result of the neighborhood block party may result in charges being laid against the applicant. This includes, but is not limited to, costs for clean-up and/or removal of markings.
10. All structures, tents, cooking facilities, tables, etc. should be placed on the sides of streets and must be easily moved to allow access by emergency vehicles. Spikes or pegs used to anchor tents or other structures **are not** permitted to be used on roadways, pathways or sidewalks.
11. The person or persons named on the application will be responsible for the removal of any garbage deposited on sidewalks, boulevards or roadways as a result of the block party.
12. Special consideration by the Town of Crossfield must be given to block party events taking place on public property that include the use of bouncy houses, slides, livestock (e.g. petting zoo, pony rides), etc.

3.0 APPLICATION PROCEDURES

A Town resident who wishes to request a block party shall:

1. Complete the Neighbourhood Block Party Application Form describing the particulars of the request.
2. Complete the Neighborhood Block Party Consent Form with at least 2/3rds of the residents on the block indicating their consent. This form must be submitted with the application form. Photocopies of the signatures will not be accepted. Incomplete forms will be returned to the applicant, unprocessed.
3. Mail or drop off the completed application to the Town Administration Office with payment of a \$100.00 barricade deposit, if using the Town's barricades. The deposit will be refunded within ten (10) days after the event, pending return and no damage to the barricades.
4. The Community Services Department must receive the application a minimum of fifteen (15) calendar days prior to the event.
5. The application will be circulated to the Fire Department, Operational Services and Municipal Enforcement Unit for review.
6. If the application is approved, a signed copy of the application will be provided within ten (10) days from when the completed application is received.

7. If the application is approved and the Town's barricades are used, Operational Services shall drop off adequate barricades to the applicant's property on the last working day before the date of the block party. On the first working day following a block party, Operational Services shall pick up the barricades.
8. Applications may be rejected if, in the sole judgment of the Town, granting the application would not be in the best interest of public health, safety, or welfare, as a result of causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public's health, safety or welfare was negatively affected by previous block parties in this location or during other block parties sponsored by the same applicant; or if the applicant has previously failed to live up to his or her responsibilities as sponsor of a block party; or if the applicant has supplied false information on the Neighbourhood Block Party Application Form.
9. An aggrieved party may appeal, in writing, to the Chief Administrative Officer.
10. Copies of the application, once signed and approved, are distributed to the following key contacts:
 - i. Applicants
 - ii. Chief Administrative Officer
 - iii. Municipal Enforcement Unit
 - iv. Airdrie RCMP Detachment
 - v. Operational Services
 - vi. Fire Department



**SCHEDULE A:
NEIGHBOURHOOD BLOCK PARTY
APPLICATION FORM**

Contact Name(s): _____

Street and Mailing Address: _____

Phone Number: _____ Email: _____

Date of Event: _____ Time: From _____ To _____

Rain-Out Date: _____ Anticipated Number of Participants: _____

Location of Block Party: _____

Intersection(s) to be Barricaded: _____

Town of Crossfield Barricades Required: **YES** **NO**

If yes, please include a \$100 refundable deposit with this application

Street Address where barricades can be dropped off and picked up: _____

Activities Planned (Please provide details including entertainment, live or recorded music, dances, structures – tents/stages/portable toilets, outdoor cooking facilities, etc.):

Applicant Signature:

I/we hereby affirm that the information on this application is true to the best of my/our knowledge and belief, and agree that I/we have read and will be responsible for making certain that the block party follows the regulations and guidelines of the Town of Crossfield, and that the barricades (if used) are cared for, used appropriately and returned to the Town in the same condition as they were received.

I/we also agree to hold harmless the Town of Crossfield, its agents, officials, directors, employees, volunteers, contractors, servants and representatives from all injury and damage to any person(s) and property which is caused by any activity, condition or event arising out of the block party.

Applicant Signature: _____ Date: _____

Please return completed application form to: Town of Crossfield Community Services Department, Box 500, 1005 Ross St. Crossfield, Alberta T0M 0S0, or by email at town@crossfieldalberta.com
Phone 403-946-5565.

**** TOWN OF CROSSFIELD USE ONLY ****

Permission to hold neighbourhood block party: **Approved** **Denied**

Signature of CAO or Designate: _____ Date: _____



SCHEDULE B:
NEIGHBOURHOOD BLOCK PARTY CONSENT FORM

Block Party Date and Time: _____

Block Party Location: _____

Organizer's Name: _____ Phone #: _____

A description of the party, including: street(s) to be barricaded, activities planned, start/finish times and expected impact on neighbours: