



WESTMINSTER

Application to Conduct a Block Party

Block Party Location: _____

Start/End Times: _____

Applicant Name: _____

Address: _____

Contact's Email: _____

Phone: _____

Day of Event Phone: _____

How many attendees do you expect? _____

Will your event use tents/canopies? No Yes (These cannot be staked into the pavement.)

Will your event include fire pits or barbques? No Yes

Will your event include food or retail sales? No Yes

Will your event include inflatables? No Yes (These cannot be staked into the pavement.)

Please check to confirm that you have attached the required:

- Written description of the proposed event
- Site plan sketch
- A signed copy of the Rules & Regulations form
- Street Activity/Lane Closure Request
- Street Activity/Lane Closure Petition - Completed

I, the undersigned, certify that the statements contained herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Applicant Signature

Date



WESTMINSTER

Block Party Rules and Regulations

The responsible organization/applicant, as a condition of being granted a block party permit within the City of Westminster, agrees to abide by the following rules, regulations and conditions established by the City as follows:

1. The services and activities provided by the block party are those of an independent entity and not as an employee, officer, official or agent of the City.
2. By signing below, the applicant/responsible organization agrees to indemnify and hold harmless the City, its officers, officials, employees, insurance carrier or insurance pool from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and attorney fees incurred by the City in any way resulting from or arising out of the special event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., C.R.S., the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. Consumption of alcoholic beverages is not allowed on City-owned right-of-way which includes sidewalks and travel lanes.
4. Only neighborhood streets are eligible for travel lane closures for block parties.
5. The applicant will ensure that 20' of open travel lane will be maintained for the duration of the block party. This 20 feet is measured from the block face opposite of the travel lane being closed to the centerline (or 20') of the roadway.
6. The applicant will provide 42" high traffic delineators every 10 feet of the travel lane that is being closed. Sunbelt Rentals is a good option for rentals: <https://www.sunbeltrentals.com/equipment-rental/general-construction-tools/delineators/7001390/> Please provide name of the company providing the delineators in your application.
7. The applicant must obtain the signatures of residents who live on both sides of the roadway travel lane that will be closed for the block party. This document must be provided with your application.
8. The City of Westminster cannot issue permits or approve activities on behalf of other jurisdictions, such as the County Health Department, Sheriff's Office, or State Patrol. It is the responsibility of the organization or event planner to secure the necessary approval from other entities.
9. The responsible organization, upon conclusion of the event-block party, shall return the site to its pre-event condition immediately.
10. City staff will not be on site for your event. If you need City services during the event-block party, please use the non-emergency phone number 303-658-4360.

Responsible Party's Signature

Responsible Party's Printed Name

Date



WESTMINSTER

Block Party Lane Closure Request

Applicant Name: _____ On-Call Contact Number: _____

Event Name: _____

I acknowledge and agree that:

- The proposed event will utilize a travel lane within a residential area for a block party as indicated on the event site plan submitted with this application.
- Street closures must allow access for emergency vehicles.
- The event site plan must show a minimum 20-foot clearance where emergency vehicles can pass adjacent to the lane closure if emergency access is necessary.
- I, as the applicant, must provide 42" traffic delineators for the duration of the lane closure. Delineators are to be placed every 10 feet of the length of the lane closure. The event site plan must show locations of traffic delineators.
- I, as the applicant, have confirmed with the barricade company that the traffic delineators meet the requirements of the Manual on Uniform Traffic Control Devices Standards.
Name of Barricade Company: _____
- I, as the applicant, am responsible for the placement and removal of all traffic delineators.
- The City reserves the right to stop any activity if proper traffic control devices and/or personnel are not in place during the event.
- I, as the applicant, have petitioned residents and businesses in the area of the lane closure prior to the submittal of the special event – block party application.
- I, as the applicant, will post flyers on residences and businesses in the area of the lane closure one to two weeks in advance of the special event-block party.
- The event will be held in an orderly manner and all traffic laws and Westminster ordinances will be obeyed.

I have read, understand and agree to the Street Activity and Closure requirements.

Applicant Signature

Date

