



City of Gladstone

Block Party Rules and Conditions

1. The closure of a street for block parties should pertain only to local residential streets.
2. Barricades for the event may be obtained, if they are available, by calling our Public Works Center at (503) 656 7957, one week prior to the event so Public Works staff can arrange drop-off details with you. If barricades are unavailable, you must provide your own. You may not use vehicles, picnic benches, chairs or anything other than A-frame barricades. After the event, please call (503) 656 7957 to arrange for return of the barricades. If they are not returned, you will be billed for them at a cost of \$25 each.
3. The closure point of intersections and cul-de-sacs must be kept clear of tables or anything other than the barricades in order to allow easy access for emergency vehicles, if necessary.
4. Adult supervision must be provided at all times.
5. All activities and games are to be conducted at your own risk.
6. Noise levels to be kept within City of Gladstone code limits or party will be shut down.
7. Clean-up shall be the responsibility of the applicant.
8. The City of Gladstone encourages the use of recycling receptacles for cans/bottles, paper and cardboard.
9. Approval will be subject to all other City ordinances and governmental restrictions.
10. Applicants and all event participants must comply with all other applicable city, county, state and federal regulations.
11. Applications may be obtained from and submitted to: City of Gladstone, Office of City Recorder, 525 Portland Avenue, Gladstone, OR 97027, Phone (503) 557 2766.
12. Signatures from 75% of all households within the party area indicating their consent must be submitted with the application (use attached Page 3 Signature Authorization Form – make additional copies as needed).
13. Applications must be submitted at least 25 working days prior to the event.
14. Incomplete or improperly completed applications will not be processed.
15. Applications will be routed to City Hall, the Fire and Police Departments, and Public Works for approval.
16. You will receive approval/denial notification at least one week prior to the event. This notice will be your permit.
17. If your application is denied, you may appeal the decision to the City Council at the next regularly scheduled Council meeting.
18. A Block Party application fee of \$10 will be collected at the time of application submittal.
19. Please keep a copy of this application for your records.

Reference: City of Gladstone Ordinance pending

-- Please keep these rules for your reference --



**Special Event - Block Party
Permit Application**

Block Party applications must be submitted 25 business days prior to the event

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Date of Block Party: | Day: Mon Tues Wed Thurs Fri Sat Sun |
| Location of Block Party (Street Name and from house #_____ to house #_____): | |
| Number of homes involved: | Number of Participants Expected: |
| Actual Event Hours: _____ am/pm to _____ am/pm (10:00 pm latest) | |
| If this event is an evening event, please state how the event and surrounding area will be illuminated to ensure safety of the participants: | |
| | |

| | | |
|---------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| Applicant Contact Information | | |
| Applicant (Name): | e-mail address: | |
| Address: | | |
| Daytime Phone: () | Evening Phone: () | Fax: () |
| *Contact Person *on-site day of event: | Pager/Cellular: () | |
| *Note: This person must be in attendance for the duration of the event and immediately available to city officials. | | |

I have read and understand the Block Party Rules (page 3 of this application) _____
Signature

Submit to: City of Gladstone – City Recorder – 525 Portland Avenue – Gladstone, OR 97027

Do not write below this line

For City Use Only

Fire Department Approval: Yes ___ No ___ Signature: _____ Date: _____

Police Department Approval: Yes ___ No ___ Signature: _____ Date: _____

Public Works Approval: Yes ___ No ___ Signature: _____ Date: _____

If approved, fax a copy of this page to the Public Works Center, (503) 650 8938, and provide a copy of this approved application to both Fire and Police.

EVENT ORGANIZER/GROUP
WAIVER AND RELEASE OF LIABILITY

EVENT ORGANIZER/GROUP NAME: _____
EVENT NAME: _____
EVENT LOCATION: _____
EVENT DATE(S): _____

ON BEHALF OF THE ABOVE EVENT/GROUP, I expressly **WAIVE, RELEASE** and **DISCHARGE** the City of Gladstone, its officers, agents, and employees or any other person from any and all **LIABILITY** for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above-described event. I fully understand and acknowledge that the **CITY OF GLADSTONE** is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly **INDEMNIFY AND HOLD HARMLESS** the City of Gladstone, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs and any other individuals or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence or sole willful conduct of the City, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims. I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the event/group I represent.

DATE: _____

SIGNATURE _____

NAME: _____
(Please Print)

TITLE: _____

ADDRESS: _____

Please submit this liability waiver form and the completed application and signature page to:
City of Gladstone
Office of City Recorder
525 Portland Avenue
Gladstone, OR 97027
Tel: (503) 557 2766

Chapter 12.03

BLOCK PARTIES

Sections:

- 12.03.010 Definitions.**
- 12.03.020 Block Party Permit Required.**
- 12.03.030 Requirements.**
- 12.03.040 Application Process.**
- 12.03.050 Standards.**

12.03.010 Definitions.

(1) "Applicant" means a person who files a written application for a block party permit.

(2) "Block party" means a single-day, small scale neighborhood event such as a potluck dinner or barbeque that involves the closure of a limited portion of a single local public street, usually residential, that has attendance of not more than fifty (50) people, and does not include an admission charge, the sale or distribution of alcohol, or, on city property and the public right-of-way, the consumption of alcohol.

(3) "Block party permit" means written approval from the City Administrator to hold a block party.

(4) "City Administrator" means the City Administrator of the city of Gladstone or designee.

(5) "Permittee" means the person to whom a block party permit is granted pursuant to this chapter.

(6) "Person" means an individual, organization, firm, partnership, corporation, association, or other legal entity.

Statutory Reference: ORS 221.410
History: Ord. 1397, 2008.

12.03.020 Block Party Permit Required.

(1) "A person desiring to hold a block party shall apply for a block party permit by filing with the City Administrator a written application upon a form available from the City for that purpose.

(2) The deadline for submittal of a block party permit application is no less than twenty-five (25) working days prior to the proposed day of the block party. An application submitted less than twenty-five (25) working days prior may be denied as untimely.

(3) There shall be a permit fee set by City Council Resolution.

Statutory Reference: ORS 221.410
History: Ord. 1397, 2008.

12.03.030 Requirements.

In addition to the application requirements, the following requirements apply and control when in direct conflict with the terms of the application:

(1) City code requirements, including noise and nuisance laws, remain applicable in the block party area.

(2) The block party must be available to the community at large without charge for admission.

(3) An access lane with a width of at least twelve (12) feet must be available for emergency vehicle access to the closed portion of the street. Access may be restricted only by the use of A-frame barricades.

(4) The affected public rights-of-way including the roadway must be cleaned and left free of litter and debris immediately after the block party.

(5) The applicant may be required to notify affected and adjoining residents of the block party and collect those residents' signatures as consent to the block party on a certain date and at a certain time.

(6) Applicants agree to hold harmless the City, its officers and agents from any liability arising from the activity permitted.

Statutory Reference: ORS 221.410
History: Ord. 1397, 2008.

12.03.040 Application Process.

(1) The application shall be referred to the City police and fire departments and the public works department for review and comment on any perceived potential impacts on the City by the proposed block party.

(2) Based on staff review and comments, if the City Administrator determines that the application meets the criteria as provided in Section 12.03.050, the permit shall be issued to allow the block party on a certain date and for a certain time period there stated.

(3) An applicant may appeal the denial of an application to the City Council which may conduct a public hearing. The City Council may affirm or reverse the decision of the City Administrator and direct the City Administrator to issue the permit with the conditions if the City Council finds the application meets the criteria in Section 12.03.050. This appeal is the final decision of the city.

Statutory Reference: ORS 221.410
History: Ord. 1397, 2008.

12.03.050 Standards.

The city Administrator may refuse to issue a permit or revoke a permit if the City Administrator determines that closure of a street would significantly impede traffic, jeopardize the public's safety, or cause undue interference with City operations, or be in violation of any administrative rule, the City Code, or state law.

Statutory Reference: ORS 221.410

History: Ord. 1397, 2008.