



ENGINEERING SERVICES
T. R. Timm, P. Eng., General Manager
Peter Judd, P.Eng. Deputy Engineer

BLOCK PARTY APPLICATION

To apply to hold a Block Party, please complete this form and submit it, along with a map and Block Party Sign-Off form, to the Special Events Office. It can be mailed to: 453 West 12th Avenue, Vancouver, BC V5Y 1V4 or faxed 604-257-8859 or dropped off to our office site at: 126 Keefer St., Vancouver. A complete information package, including procedures, suggestions, invitations and all other forms is available on-line or from the Special Events Office: call 604-257-8850.

Date of Application: _____ Expected No. of people in attendance: _____

Block Party Organizer(s)

First/Last Name: _____

Address: _____ Postal Code: _____ E-Mail Address: _____

Phone: _____ Cell: _____ Fax: _____

First/Last Name: _____

Address: _____ Postal Code: _____ E-Mail Address: _____

Phone: _____ Cell: _____ Fax: _____

Location of block party (attach a map): _____

Date: _____ Time of event from: _____ to: _____

Community Centre at which barricades will be booked and picked up from: (see reverse side for contact information): _____

Description of activities planned: _____

I have read, understand and agree with the conditions on the reverse side of this application.

Signature _____ Print name _____

OFFICE USE ONLY

Approved Not Approved

Sign Off: Date: _____

Faxed to C.C. Sent to applicant:

IMPORTANT BLOCK PARTY INFORMATION

Once your application has been approved, a *signed* copy of it will be sent back to you as confirmation. You will need to bring this with you when picking up your barricades. A copy of the *signed application* will also be sent to the Community Centre requested by you. Please phone ahead to confirm availability of barricades and best pick-up and drop-off times, as this may vary at each Community Centre.

A \$50.00 deposit is required when picking up the barricades but will be refunded when the barricades are returned.

Douglas Park Community Ctr	801 West 22 nd Avenue	P: 604-257-8130	F: 604-257-8532	<input type="checkbox"/>
Hastings Community Centre	3096 East Hastings St.	P: 604-718-6222	F: 604-718-6226	<input type="checkbox"/>
Kerrisdale Arena	5670 East Boulevard	P: 604-257-8122	F: 604-257-8316	<input type="checkbox"/>
Mount Pleasant Community Ctr	3161 Ontario Street	P: 604-713-1888	F: 604-713-1899	<input type="checkbox"/>
Riley Park Community Centre	50 East 30 th Avenue	P: 604-257-8545	F: 604-257-8639	<input type="checkbox"/>

Here are some things to remember when planning a block party.

1. The organizer is responsible for ensuring that the site is appropriate for the event and that it is carried out in a safe, well-controlled manner. The organizer is also responsible for obtaining support from all neighbours impacted by the event. Each home must be notified, and a majority of the neighbours on the block must be in agreement for the event to take place. Signatures and addresses should be obtained on the “sign off” form from all residents on the block where the party will take place. As well, neighbours across the street from each end of the block should be informed, and sign the approval sheet. The sign off form must be submitted with the application form
2. Once the application has been approved, the invitation letter (see package) is a good way to let people know the event is a ‘go’, and to inform even those people who didn’t agree to the event that it will be occurring. This prevents people from being surprised on event day if they have made other plans.
 - If the block party is cancelled, the cancellation form must be filled out and faxed to the Special Event Coordination Office, 604-257-8859. We will then inform the Community Centre.
3. The Block Party is supposed to be something for all your neighbours to enjoy. To ensure they do, the following restrictions apply:
 - block parties must take place between the hours of 10:00am and 9:00pm
 - generally, block parties should be planned for Saturdays, Sundays and Statutory Holidays
 - alcohol is not permitted on public property
 - no fireworks permitted
 - access must be maintained for emergency vehicles
 - all structures, tables etc. on the street must be easily removable
 - loud amplification of music is prohibited
 - cleaning up is the responsibility of the organizers

Please return the application form, map and sign-off form to the: Special Events Office

By Mail: City Hall, 453 West 12th Ave, Vancouver, BC V5Y 1V4

Fax: 604-257-8859

Or Drop-Off at: 126 Keefer Street, Vancouver BC

For more information please call: 604-257-8850