

## NEIGHBORHOOD BLOCK PARTY APPLICATION

A neighborhood block party is a one block closure in a residential neighborhood. The closure should not block or affect intersections or MUNI routes and should be sponsored by a neighborhood organization or individual who lives on the block to be closed.

**NOTE:** This application is only valid through June 30, 2020. Please go to [www.sfmta.com](http://www.sfmta.com) for the most up to date application forms.

### Applicant (Sponsor) Information

Name (Contact Person): \_\_\_\_\_ Organization (optional): \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Block Party Information

Event Location (Example: 22<sup>nd</sup> Avenue between Moraga Street and Noriega Street)

Street Name: \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_  
(Street to be closed) (Intersection) (Intersection)

Event Date/Time (Make sure to include time for both set-up and clean-up)

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

### Activities at Block Party (please check all that apply):

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Bouncy House            | <input type="checkbox"/> Food:        |
| <input type="checkbox"/> Music (amplified sound) | <input type="checkbox"/> BBQ          |
| <input type="checkbox"/> Music (acoustic/live)   | <input type="checkbox"/> Potluck      |
| <input type="checkbox"/> Children's Games        | <input type="checkbox"/> Food truck   |
| <input type="checkbox"/> Other: _____            | <input type="checkbox"/> Other: _____ |

Have these streets been closed before? Yes, date(s): \_\_\_\_\_ No

**All fees are non-refundable and payable to the SFMTA online or by check or money order**

**File Date:** July 1, 2019 – June 30, 2020

120+ days before the event	\$ 99
90-120 days before the event	\$ 200
60-89 days before the event	\$ 325
30-59 days before the event	\$ 450
7-29 days before the event+ <small>+ only considered on emergency basis</small>	\$ 875

**Payment must be received as part of a complete application – applications without payment are incomplete and will not be processed.**

Submit to:  
**SFMTA**  
**Division of Sustainable Streets**  
**1 South Van Ness Ave, 7<sup>th</sup> Floor,**  
**San Francisco, California 94103-5417**  
**ATTN: Temporary Street Closures**

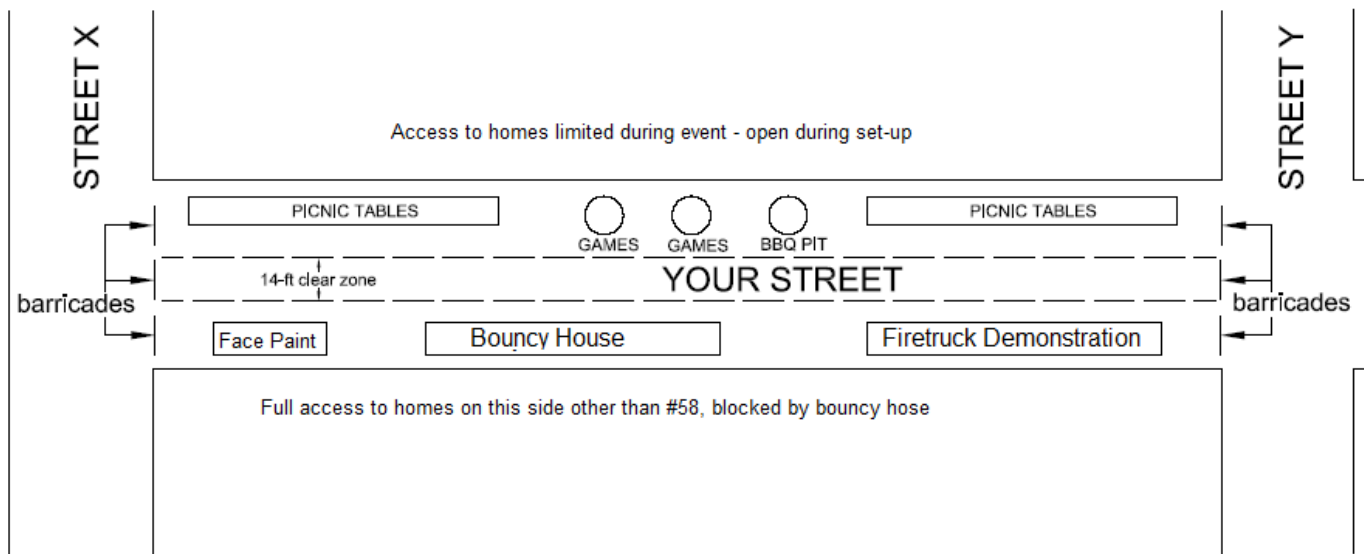
***By acceptance of this permit, the applicant agrees to indemnify, hold harmless and assume the defense of the City and County of San Francisco from and against any and all claims, demands and actions for damages resulting from work under this permit, regardless of the negligence of City and County of San Francisco***

***Under penalty of perjury, I have read and understand the requirements of hosting a block party and I have completed the application and drew the proposed map to the best of my ability.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Neighborhood Block Party - Sample Site Plan

A site plan/diagram must be submitted along with your application and filing fee. The drawing should detail any major elements such as games/barbecue areas, tables, or jumpy houses. Maps, computer paint programs, or hand drawings are all acceptable forms for submission as long as the required elements are included with correct dimensions and to scale.



The following need to be on the Neighborhood Block Party site drawing:

- 1) A 14 foot emergency access clear zone - free of any objects, though people may occupy this space
- 2) Barricades at both ends of the block
- 3) Locations of any safety monitors
- 4) Food, games, and activities to be on the street

Please make sure to clearly label all elements of the drawing including areas that will have local access during the event. If you will be allowing vehicles to remain parked on one or both sides of the street, please also include that in the site plan. Posting the street or portions as "tow away - no parking" is a separate process with an additional charge.

Regulation barricades are required for all street closures and are not supplied by the City.

Note that the permit for a block party is just to close the street and does not change other City regulations; the following additional permits may be required depending on activities at your event.

If you are planning any activities, please make sure to note it on your application - your permit is only valid for the activities and plan as approved at ISCOTT.

- [SF Fire Department](#): permits for generators, open-flame cooking, and food trucks
- [SF Department of Public Health](#): permits for any food or beverage that is available to the public
- [Entertainment Commission](#): permits for amplified sound

Please be aware that Open Container laws still apply during a permitted street closure. Unless approved by SFPD and permitted by the ABC, alcohol should not be consumed in public spaces. We recommend that every event sponsor reach out to their local SFPD District Station during the application process to notify police.