



## ***City of Lompoc***

# ***Fourth of July Block Party Packet***

Historically, Block Parties have always been a great opportunity to bring individuals together to celebrate a specific event or purpose. The City of Lompoc would like to encourage individuals, neighbors and families to participate in a Block Party this 4<sup>th</sup> of July. The following pages will outline the different types of Block Parties, the necessary steps to host a block party, as well as some tips to make your event safe and successful for all who attend.

The City of Lompoc has three different options for residents and/or non-residents to host a 4<sup>th</sup> of July Celebration Block Party:

### ***Private Party Neighborhood***

This permit is designed to shut down an area of a neighborhood to host a party in the street to allow neighbors to celebrate together and create community. This process includes written permission from 75% of residents in the affected neighborhood.

### ***Private Property***

This permit is designed to be used in a parking lot or at a larger facility (ie: church, restaurant, etc) to bring community together for a celebration. This process includes written permission from the property owner.

### ***City owned Parking Lot***

This permit is designed to be used for individuals who would like to have a celebration in a City owned Parking Lot. Only one permit will be executed for each City owned Parking Lot.

## **BLOCK PARTY APPLICATION**

Name of applicant: \_\_\_\_\_

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

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

Name of Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Block Party Applications will **ONLY** be considered for Wednesday, July 4, 2018. The person listed above agrees to pay the required fee, provide a deposit waiver, complete all the necessary paperwork and will be on-site at their event.

**What type of Application are you applying for: (please check one)**

Private Party Neighborhood       Private Property       City Location (JM or Ryon)

**If applying for a *Private Party Neighborhood* or a *Private Property* permit, which streets/location (ie: 100 – 200 Block of South H or Vons Shopping Center) are you requesting to close and utilize?**

\_\_\_\_\_

**If applying for a Private Property permit, what is the exact location your proposed event will take place?**

\_\_\_\_\_

**Name/Phone number of Property Owner (for Private Property Permits only):**

\_\_\_\_\_

**Activities planned: (dancing, games, bounce house, BBQ, etc)**

\_\_\_\_\_

**Number of people anticipated to attend your event: \_\_\_\_\_**

**If applying for a City Location, please indicate which site you are requesting: (circle one)**

JM Parking Lot                      Ryon Parking Lot

**Time of your event: \_\_\_\_\_**

Time you will begin set up: \_\_\_\_\_ Clean up time: \_\_\_\_\_

For office use only:

Fee Paid: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Forms completed and submitted:

- Completed Application
- Map of proposed closure to include event details
- Signature form of neighbors affected by closure
- Signature Form/Conditions of Closure
- Vendor for barricades (if applicable) \_\_\_\_\_
- Letter of consent from property owner or designated representative (if applicable)
- Storm Drain debris prevention map
- Other: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

**REVIEW FROM RECREATION DIVISION:**

Comments: \_\_\_\_\_  
\_\_\_\_\_

Application approved: \_\_\_\_\_  
Recreation Division Representative/Date

**REVIEW FROM LOMPOC POLICE DEPARTMENT:**

Comments: \_\_\_\_\_  
\_\_\_\_\_

Application approved: \_\_\_\_\_  
Lompoc Police Department Representative/Date

**REVIEW FROM LOMPOC FIRE DEPARTMENT:**

Comments: \_\_\_\_\_  
\_\_\_\_\_

Application approved: \_\_\_\_\_  
Lompoc Fire Department Representative/Date

Date Applicant Notified: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

# **PRIVATE PARTY NEIGHBORHOOD BLOCK PARTY PACKET POLICIES AND GUIDLEINES**

This is an opportunity to create a sense of community among your family, friends and neighbors; and enhance your celebration of the birth of our Country. Putting on a successful Block Party is a big project and we commend you for your efforts. This packet will provide you with step-by- step directions for the forms to be completed and policies and procedures in which to comply.

Your Block Party Application is complete once the following forms have been completed and submitted to the City of Lompoc Recreation Division at the Anderson Recreation Center, 125 West Walnut Avenue.

- Complete the Block Party Application (pages 2 & 3)
- Submit a map of the proposed street closures and event details (ie: where fireworks will be discharged, kids activities, tables, etc.) if applicable
- Submit a plan with map to block storm drains from debris from street closure until clean-up is complete
- Complete and return the “Conditions of Closure/Signature Form”
- Complete and Return the “Signature of Neighbors Form” required to shut down streets
- Pay the \$60 application fee
- Provide a \$500 cleaning and damage deposit authorization with Lompoc Recreation Division to cover any expenses the City may incur from the applicant's use of Ryon Park.

## GENERAL RULES

1. Individuals requesting the street closure must be at least 21 years of age and be a resident of the street to be closed.
2. Street closures will be limited to six hours (6) in length. In no event shall the street remain closed beyond 11:00 pm (for clean up) with firework discharge concluding by 10:00pm.
3. Any street closures shall be to vehicle traffic only and shall not prohibit the free movement of pedestrians.
4. Must be properly barricaded for safety (see the barricade information sheet). Only readily removable barricades may be used for street closures, and a 20 foot lane of clearance may be required for emergency vehicle access at all times.
5. **NO LIVE MUSIC.** Bounce houses should remain on private property and not be on the street or in the public rights of way.
6. **MUST** permit access for ALL EMERGENCY PERSONNEL
7. **ALCOHOL WILL NOT BE PERMITTED ON CITY STREETS & SIDEWALKS** per the City of Lompoc Municipal Code.
8. Street must be left clean and free from all debris.
9. A plan must be created, submitted with the application and executed to block all storm drains from debris related to activities at the event. (ie: straw waddles)
10. All vehicles on the street, must be removed from the closure area. All vehicular parking must comply with the City of Lompoc Municipal Code.
11. Discharge **ONLY** "Safe and Sane" Fireworks.
12. Discharge and disposal of fireworks per manufacturer guidelines.
13. Avoid inconveniences to non-participating neighbors.
14. A copy of the approved Block Party Permit shall be readily available for inspection by an official of the City of Lompoc upon demand.
15. Application packets will **NOT** be accepted after **Monday, June 25<sup>th</sup> at noon**. There will be no exceptions for the posted deadline due to the required inter-departmental processing. All applications will be verbally notified of the status of their request by Friday, June 29<sup>th</sup> 2018 and will receive written notification prior to the event. **PLEASE RETAIN THESE INSTRUCTIONS AND GUIDELINES. RETURN ONLY THE REQUESTED APPLICATION AND REQUIRED FORMS.**
16. Please ensure approval of your Block Party Application by the City before you announce your activity. Acceptance of your Neighborhood Block Party Application by the City is neither a guarantee of the date or location, nor an automatic approval of your activity. The applicant must complete the application requirements entirely before the City will issue a Neighborhood Block Party Permit.

## SIGNATURE OF NEIGHBORS

If you are closing off any streets, you must attain original signatures from 75% of the residents that will be affected by your street closure in order to process your application.

PRINTED NAME

SIGNATURE

ADDRESS

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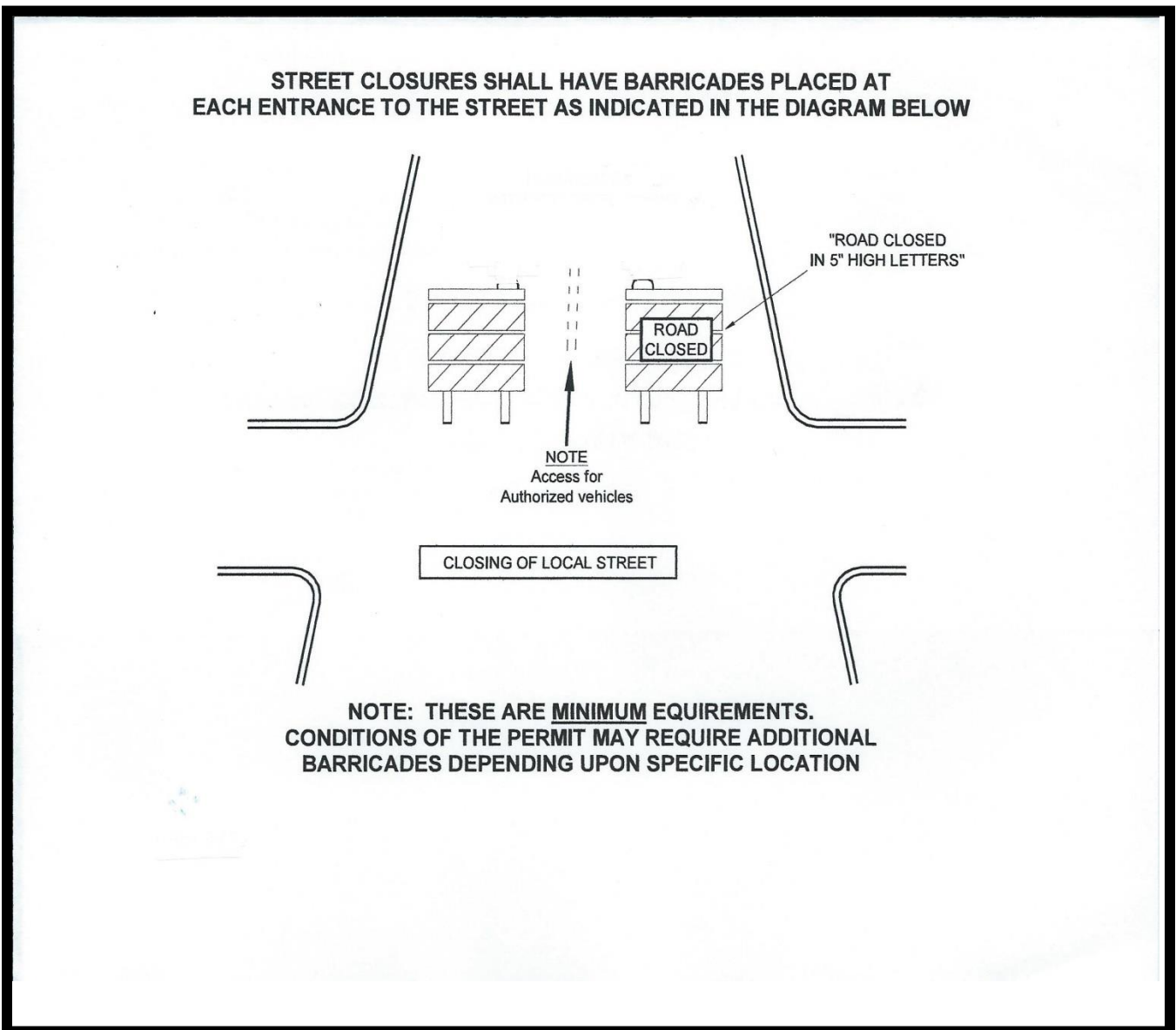
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**CITY OF LOMPOC**  
**TRAFFIC CONTROL FOR BLOCK PARTY STREET CLOSURES**  
**GENERAL REQUIREMENTS**

The City of Lompoc does not provide barricades for street closures. Applicants can build their own, purchase or rent them from a private company. If you are planning on building your own, please contact the Lompoc Recreation Division at 875-8100 for specifications.



# SIGNATURE FORM

## Conditions of closure:

Applicant is responsible for providing and removing barricades/barriers and warning signs used to safely close the affected area. Half of the width of the public roadway/street for the entire length of the closure of the affected area must remain clear of obstacles/objects. Applicant must collect and remove all trash, garbage and litter caused by or arising from the area closure. Event activities shall not create a public or private nuisance or an undue hazard or disturbance to the public peace, tranquility, health, welfare, safety or morals as defined by applicable sections of the City of Lompoc Municipal Code, nor create an excessive burden on police, fire, other emergency services or other public operations, equipment, personnel or facilities. Block party permits DO NOT waive compliance with the City of Lompoc Municipal Code Ordinance regarding noise or alcoholic beverages being consumed or possessed with the intent to consume in any public place, e.g. a public roadway or sidewalk, not licensed for the consumption of alcoholic beverages. Alcoholic beverages shall not be sold in conjunction with the event.

The City of Lompoc Police and Fire Departments reserves the right to immediately revoke a block party permit for reasons including, but not limited to, violations of the conditions of the permit or conditions that reasonably endanger public health or safety. Refund(s) of permit fee(s) will not be provided if a block party permit is revoked for any reason.

As applicant for the proposed block party permit, I certify that 75% of the owners, residents or tenants of the properties in the affected area have consented to the closure. I also certify that I have reviewed and agree to the "Conditions of Closure" and "General Rules" and understand the restrictions that are applicable. I am also aware that the block party permit can be immediately revoked by the City for any violation of the Lompoc Municipal Code, State law or conditions of approval.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Date of completion