

Town of Yountville Residential Block Party Permit Guidelines

The following guidelines apply to all Residential Block Party Permit Applications. The Town of Yountville requires anyone planning a residential block party on Town streets or sidewalks to have a permit.

Block Party: “Block party” means a gathering, sponsored solely by property owners, residents or tenants of properties fronting a street that results in a closure of no more than one block of a local street to vehicular traffic. Use of the street is typically for small scale events, such as potluck dinners and barbecues that are attended by less than 100 persons. A Block Party must not compromise safety of participants or the public and must be approved in advance by the Town.

Permission for use of Town of Yountville properties and public right-of-way for Residential Block Parties are coordinated through the Town of Yountville Parks and Recreation Department.

Application: A residential block party application is to be completed and submitted by a representative who lives on the residential block where the event will be held a minimum of thirty (30) working days prior to the requested date. Block party permits will be approved only for Saturdays, Sundays, and Holidays between the hours of 10:00 am and 8:00 pm. Please submit applications to:

**Town of Yountville
Parks & Recreation Department
6516 Washington Street
Yountville, CA 94599
Phone: 707-944-8712
Fax: 707-944-9619**

Applications are available at www.townofyountville.com

After the completed application is approved, a Residential Block Party permit will be sent to the applicant. The approved permit must be in the possession of the group’s representative at the Block Party site to present to a Town of Yountville official or to law enforcement and emergency medical personnel.

Application Fee: An application fee is due upon submittal of application: Submitted 90 days or more prior to event a \$100 application fee is required. If application is submitted less than 90 days prior to event a \$200 application fee is required.

Access: Residents affected by the closed street shall have pedestrian access to their properties at all times.

Street Closure/Barricade Use: Barricades must be picked up and returned to the Town of Yountville Corporation Yard located at 7501 Solano Avenue. Employees will be available at the Corporation Yard on the following days and times:

Pick up: Friday before weekend event 8:00 am - 10:30 am and 1:00 pm - 3:30 pm

Drop Off: Monday after weekend event, 7:30 am - 10:00 am

You must present your approved event permit when picking up barricades. You will be charged a fee for late returns and for lost or damaged barricades.

The street must be blocked off for the event using barricades. Vehicles or other devices are not an acceptable way to close the street.

Clean Up: The street and sidewalk area must be cleaned of all debris and litter immediately following the event. Residents will assume total responsibility for setting out their recycling and their properly bagged trash on their next regularly scheduled recycling/trash collection day.

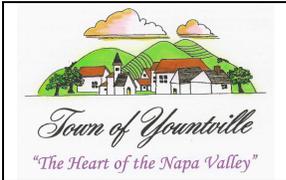
Closures: For the street to be closed, **approval of 75%** of the households residing on each block involved is required. Each applicant signing the block party petition must be **an adult representative and reside on the block** that is being closed. Only one signature per household will be accepted.

Amplified Sound: If amplified sound is desired, a separate amplified sound permit application must be submitted. Applications are available on-line at www.townofyountville.com and at the Parks and Recreation Department located at 6516 Washington Street.

Emergency Access: A 20-foot wide emergency access lane shall be maintained at all times on the closed street. No stationary items such as tents, tables or chairs may be set up in the 20 foot area.

Event Hours: Street closures shall be permitted only between 10:00 AM and 8:00 PM on Saturdays, Sundays and Holidays. All streets must be re-opened within 30 minutes of the end of the block party.

Refundable Security Deposit: A refundable security deposit of \$250 is required upon submittal of application. If no damage occurs, extra clean up is not required and Town staff time is not incurred your security deposit will be returned within 30 days of your event.



Town of Yountville Residential Block Party Permit Application

Application Date: _____

Neighborhood Association/Group: _____

Primary Contact- Name: _____

Address: _____

Phone: (W) _____ (H) _____ (C) _____

E-mail: _____

Description of Event: _____ - _____

Location of Temporary Closure and Event: _____ - _____

Event Date: _____ Set Up Start Time: _____ Event Start Time: _____
Clean Up Time: _____ Event End Time: _____

As an authorized representative of the above referenced organization, I agree to comply with all applicable laws. By signing this I am certifying that I have read and understand the Town of Yountville Special Event Permit Guidelines that accompanies this application and I agree to abide by them. We agree to indemnify and hold harmless the Town of Yountville, its officers, agents, and employees from any and all claims, damages or suits that may arise or in any way be occasioned by the granting of this permit. Other permits may also be required, such as Amplified Sound Permit, etc.

Applicant Signature

Date

For Official Use Only

Application Fee Received \$100 \$200 **Date:** _____

Visa MasterCard Check # _____ Cash

Security Deposit Received \$250 **Date:** _____

Visa MasterCard Check # _____ Cash

