BLOCK PARTY PERMIT APPLICATION

Please read the Block Party Permit Guidelines before completing.
Allow a minimum of 30 days for processing.

APPLICANT INFORMATION

Please print or type:

Name: ______________________________ Email: ______________________________

Day Phone: ______________ Evening Phone: ______________ Cell phone: ______________

Address: _________________________________________________________________

Name and phone number of contact person prior to and during the event (if different from above):

________________________________________________________

EVENT INFORMATION

Date of Event: __________________________ Check box that applies: ☐ New Event ☐ Repeat Event

Event Times: set up ______ start of event ______ end of event ______ clean up ends ______

Requested Event Location (name specific block and intersecting cross streets). *Attach required site map.

________________________________________________________

Estimated number of people in attendance: ________ adults ________ youth

*Attach required Petition for Residential Block Party.

Describe specific activities planned during the event:

________________________________________________________

Will you have a food truck? Yes ☐ No ☐ *Applicant is liable for verifying all required, up-to-date
business registration and insurance for all vendors participating in the block party.

Will there be alcohol in the public right of way? Yes ☐ No ☐

Plan for garbage collection/recycling at event: ____________________________________________

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Commercial activities, commercial solicitation, and solicitation for donations, not associated with and supportive of city programs or city-sponsored activities for which a permit has been issued by the director, shall comply with all applicable laws, including those requirements for County and State agency permits.

*The following items are required to be submitted with this application:

1. **Petition for Residential Block Party** – Including signature of at least one adult occupant from 2/3 of the residences of the street to be closed, agreeing to the street closure. If you are unable to obtain all the necessary signatures, you must provide written documentation to justify the reason.

2. **Site map** – Showing the location of the property on which the use will be conducted, including location of proposed street closures and related barricades.

3. **Food Truck proof of insurance and proof of business registration** – Applicant is liable for verifying all required, up-to-date business registration and insurance for all vendors participating in the block party, this includes proof of insurance (general liability and auto) if the truck will be parked on public property, and proof of business registration (showing business can be operated in San Carlos).

Please note that the approval of this event will involve compliance with all City of San Carlos Ordinances and Fire, Police, Public Works and Parks Department regulations.

As the applicant, I hereby certify that the information I have provided on this form and attachments are complete and accurate to the best of my knowledge. I have read the Block Party Permit Guidelines. I agree to abide by the terms set forth in this application, and the rules & regulations of the San Carlos Parks & Recreation Department. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by the City of San Carlos.

In consideration for being permitted to participate in the block party, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of San Carlos, its’ officers, officials, employees, volunteers and agents from and against any and all loss, liability, expense, claim, cost, suits and damages of every kind arising out of or in connection with the performance and action of this permit.

Signature of Organization’s Representative _____________________________ Date ____________ Please submit completed application form and attachments to:

San Carlos Parks & Recreation or vgalea@cityofsancarlos.org
Attn: Block Party Permits
600 Elm Street
San Carlos, CA 94070

FOR DEPARTMENT USE ONLY

Received by _____________________________ Date ______________

Approved by ___________________________ SC Parks & Recreation Date ______________