

# City of Lake Oswego

## Block Party Request

Official Use Only

PERMIT NUMBER \_\_\_\_\_

<b>What is a "Block Party":</b>	The undersigned applies for a permit to close a public street in order to conduct a neighborhood block party. A "Block Party" is a gathering organized by members of the neighborhood abutting the street to be closed, for the enjoyment of neighborhood residents.		
<b>Event Date, Time and Location:</b>	Date: _____	Location / Affected Street(s): _____ _____	
	Event Times:	Start Time: _____	End Time: _____ End time must be prior to sunset.
	Times of Street Closure or Alteration	Start Time: _____	End Time: _____ End time must be prior to sunset.
<b>Applicant Information</b>	Name:	_____	
	Mailing Address	Street / PO Box _____	City / State / Zip _____
	Applicant Telephone / E-mail:	Phone: _____ (business) _____ (home) _____ (cell)	Email: _____ _____
<b>Adjoining Residents' Consent</b>	Attach a listing of the addresses of all properties adjoining the portion of the street proposed to be closed, together with a signature by at least one resident from each address indicating approval of the proposed date and time of the Block Party and street closure.		
<b>City Traffic Engineering Division and Maintenance Department Contact</b>	<p>The Applicant affirms that:</p> <ul style="list-style-type: none"> <li>• Traffic Engineering: Applicant has discussed the proposed street closure and placement of the required traffic control devices with the Traffic Engineering Division and coordinated with Maintenance Dept. for pick up of devices.</li> <li>• Maintenance Dept: Applicant has discussed the need to use the City's traffic control devices with Engineering and the applicant or designee will: <ul style="list-style-type: none"> <li>○ pick up the traffic control devices on the last working day before the event no later than 4:00 PM at the Maintenance Services Building at 5705 Jean Rd.</li> <li>○ return the traffic control devices no later than 4:00 PM the first working day following the block party.</li> </ul> </li> </ul>		
<b>Day of Event Contact Information</b>	Name(s): _____	Telephone: _____	
	Name(s): _____	Telephone: _____	
	Name(s): _____	Telephone: _____	
	Name(s): _____	Telephone: _____	

<b>Release and Indemnity Agreement</b>	The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connection with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the City, but is in addition to such common law or statutory provisions.		
<b>Applicant's Signature</b>	<p>The information submitted is true to the best knowledge of the undersigned, and the undersigned shall notify City in writing at any time as additional information is known or the plans for the event are revised which would alter the information and statements given.</p> <p>Signature of Person Signing: _____</p> <p>Name of Person Signing: _____ ( print legibly)</p> <p>Title of Office: _____</p> <p>Date: _____, 200__.</p>		
<b>Submit to:</b>	Kathy Marcott, Traffic Engineering Technician, Engineering Department, 3 <sup>rd</sup> Floor, City Hall, 380 A Avenue, P. O. Box 369, Lake Oswego, OR 97034		
<b>City Use Only</b>			
<b>Date Received:</b>	_____, 200__	Received By: _____	
	Police	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Required By: _____	
	Fire	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Required By: _____	
	Maintenance	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Required By: _____	
<b>Permit Approved / Denied (send copy to Applicant)</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	By: _____ Name (legible): _____ Title: _____	Date: _____