

# District of Oak Bay

2167 Oak Bay Avenue, Victoria, BC V8R 1G2

## Block Party Application Form

DISTRICT OF

OAK  BAY

<b>Applicant Information</b>		<b>Re-occurring Event:</b> If yes, changes from previous year(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization Name (if applicable):			
Contact Name(s) (Block Party Liaison):		E-mail Address:	
		Permission to email Block Party Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address:	City:	Postal Code:	
Home or Work Phone Number (Please Specify):		Cell or Alternative Phone Number (Please Specify):	
On-Site Contact Name(s):		E-mail Address:	
Street Address:	City:	Postal Code:	
Home or Work Phone Number (Please Specify):		Cell or Alternative Phone Number (Please Specify):	

<b>Block Party Information</b>		
Block Party Name:	Block Party Date:	Event Times and Attendance:
		Required Set Up Start Time:
	Weekday M / D / YYYY	Block Party Start Time:
Location (Please specify exact location of requested closure):		Block Party End Time:
		Required Clean Up End Time:
Site Map/Plan: A sketch or map of the requested road closure must be included with your application.		Estimated Attendance:
*useful tip, if your Block Party is an annual event and there are no changes to this year's road closure request, simply submit the Schedule A from the prior year's letter of approval to satisfy this requirement.		*includes both participants and spectators attending the Block Party
Block Party General Information for Municipal Road Use, including any and all Municipal Requests. (Brief outline of structures and other such items to be placed on roadway during the time of the requested closure, and general activities to take place on Municipal property):		
*please list all requested municipal resources at time of application i.e. police or fire party day visit, request for use of traffic cones, etc. The municipality may not be able to accommodate all request for service or assistance, sufficient notice will be always be provided. However, please know that barricades to facilitate the closure of the requested roadways are included with the approval of the Block Party, and will be delivered to the home of the Block Party Liaison in advance of the closure date.		

**Limitations for Approval:**

Please be aware that nothing can be fastened to, hung from or placed in trees, planters or other municipal property without specific advanced permission, including posters advertising the event. Further please be aware that the provision and consumption of alcoholic refreshments are prohibited within the areas of occupancy located on Municipal property, and that children's inflatable bouncing activities are prohibited on Municipal property which includes roadway, sidewalk or boulevard (the approval of such would require a Special Event Permit, with insurance provisions). However, the Block Party Liaison directly having a children's inflatable on their or an accompanying participating neighbor's private property, would not be in contradiction with the approval of the application.

<b>I have read &amp; understand the Limitations for Approval:</b> Initials:	<input type="checkbox"/> Yes
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**Notification and Acceptable Sound Requirements:**

It is necessary that all residents and businesses not participating are aware of the event at time of application. Delivery of written notices is required no later than 30 days prior, to each occupier of property adjoining the Event Site, setting out the date and times of the road closure. Please note that while it is understood that the organizer is permitted to have elevated sound levels, these should be within tolerable levels and adhere to the times indicated above.

<b>I have read &amp; understand the Notification Plan and Acceptable Sound Requirements:</b> Initials:	<input type="checkbox"/> Yes
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**Emergency Access:**

Should there be an urgent requirement for vehicular access during the period for which the closure has been approved, any obstructions must be removed for that purpose, in which case precautions must be taken for the safety of individuals occupying the road.

**Indemnity Agreement:**  
If the event is approved by the District of Oak Bay, the event organizer hereby absolves, releases and forever discharges the Municipality, its officers, servants, agents and employees, from any and all claims, causes of action, actions, suits, proceedings and demands of any nature whatsoever which the organizer can or may have for any loss, damage, death or injury sustained by it, arising directly or indirectly out of the event. The organizer agrees to indemnify and save harmless the Municipality, its officers, servants, agents and employees, from and against any and all claims, causes of action, suits, proceedings and demands of any nature whatsoever that any person, including but not limited to participants in the event, might have or will have for any loss, damage, death or injury arising directly or indirectly out of the event.

<b>BLOCK PARTY APPLICANT</b>	<b>First and Last Initial:</b> _____	<b>I have read &amp; Understand the Indemnity Agreement:</b> <input type="checkbox"/> Yes
<b>Signature Below:</b> _____	<b>Print Name Below:</b> _____	<b>Date Signed Below (M/D/Y):</b> _____

<b>SIGNED IN THE PRESENCE OF</b>	<b>First and Last Initial:</b> _____	<b>I witnessed the signing of the Indemnity Agreement:</b> <input type="checkbox"/> Yes
<b>Signature Below:</b> _____	<b>Print Name Below:</b> _____	<b>Date Signed Below (M/D/Y):</b> _____

**Please submit all complete Block Party Applications, including the required map and/or sketch of road closure directly to the Administration Secretary. Only complete applications can begin the approval process.**

Submissions can be made electronically by **Email:** to [administration@oakbay.ca](mailto:administration@oakbay.ca)  
 By **Fax:** to 250-598-9108 Attn: Administration Secretary,  
 In **Person:** to the Administration Secretary at the Municipal Hall Administration Counter, located at 2167 Oak Bay Avenue,  
 Or **By Mail:** to the District of Oak Bay  
 ATTN: Administration Secretary  
 2167 Oak Bay Avenue  
 Victoria BC, V8R 1G2

Should you have any questions or require further information please contact the Administration Secretary directly at 250-598-3311, by email at [administration@oakbay.ca](mailto:administration@oakbay.ca) or visit the Oak Bay website at: <https://www.oakbay.ca/explore-oak-bay/festivals-events/block-party>.

<b>FOR OFFICE USE ONLY:</b>		
Date Received:	Public Works Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	BC Transit Notified (if applicable): <b>M / D / YY</b>
Date Distributed:	Parks/Rec Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	BC Ambulance Notified (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No
Return by Date:	OBPD Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	Site Map included at submission <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Approved/Denied:	Engineering Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	

## BLOCK PARTY SUBMISSION DEADLINE AND APPLICANT INFORMATION

The District of Oak Bay welcomes special events using public spaces that benefit our community. Proposed special events generally require community social and economic benefits that are well organized and appropriately supported from the planning stages through to leaving the site in the same condition it was found prior to use. Please remember to include both a start and end time for your request, as well as set up and clean up time.

### Overview of Application Process

The following information corresponds to the Block Party Application form and is intended to act as a guideline to assist you in having your Block Party application considered.

The application process begins with you submitting your completed Block Party application form to the District of Oak Bay, accompanied by a sketch or map of the closure/event site. Please submit your application directly to the Administration Secretary. Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. All approved Block Party requests will receive notification in writing from the District of Oak Bay.

Special Event Deadlines for and inclusions for Applicants		
Block Party	6 weeks – Prior to required approval date	Sketch/map of requested closure to be submitted at time of application
Public Space, Non-roadway	8 weeks - Prior to required approval date	Sketch/map of event site and proposed resident notification (if applicable, i.e. parking lot closures) to be submitted at time of application
Road Event, Non-closure	12 weeks – Prior to required approval date	Sketch/map of event site/route, proposed resident notification, proposed signage, and Traffic Control Safety Plan (if applicable) to be submitted with application
Major Event, Road closure	12 weeks – Prior to required approval date	Sketch/map of event site/route, proposed resident notification, proposed signage, and Traffic Control Safety Plan to be submitted with application

Once the application has been received copies are distributed and reviewed by all affected municipal departments.

### The application must include:

1. brief description of your Block Party, *including whether the event will be a fundraiser for a not-for-profit charity*
2. organizer contact information, this person is the designated Block Party liaison, **the person signing the application form is responsible for ensuring that all conditions in the agreement are met**; and
3. contact information of on-site (event day) contact person; and
4. block party details such as exact locations of closures, date and time(s) (include setup/cleanup); and
5. clearly presented site map and/or sketch of the road closure and block party site; and
6. anticipated number of participants and spectators; and
7. notification plan for all residents and affected businesses that abut to the immediate closure; and
8. please list all requested municipal resources at time of application i.e. police or fire party day visit, request for use of traffic cones, etc. The municipality may not be able to accommodate all request for service or assistance, sufficient notice will be always be provided. **However, please know that barricades to facilitate the closure of the requested roadways are included with the approval of the Block Party, and will be delivered to the home of the Block Party Liaison (Or on-site contact) in advance of the closure date (barricades and other items may not be placed into/or left in position on municipal property outside of the agreed upon closure times).**

The Administration Secretary will be most happy to assist you with any and all Block Party queries, and to act as your point of contact moving forward until your event is approved.