



City of Tigard
POLICE DEPARTMENT
Block Party Permit

RELEASE & INDEMNITY AGREEMENT

A “block party” is a gathering organized by the residents of the neighborhood abutting the street to be closed, for their enjoyment. Road closures on principal arterials, arterials and collector roadways as defined in the City of Tigard Transportation System Plan will not be permitted. A Block Party Permit Application must be completed to close a public street in order to conduct a neighborhood block party.

1. Block Party Permit Applications are available:

ONLINE: www.tigard-or.gov/document_center/police/block_party_permit.pdf

IN PERSON: Tigard Police Department, 13125 SW Hall Blvd., Tigard.

Block Party Permit Applications include an application, Traffic Control Map and a Neighborhood Notification form, which must have signatures from 100 percent of all residents and/or businesses within the requested closure area of the street you wish to close. Completed applications must be received 30 days prior to the event day.

2. The event holder (signer of the application) is responsible for ensuring the safety of those who attend or participate in the event, and to prevent unreasonable interference with traffic flow. The event must be planned to minimize conflict between pedestrians and vehicular traffic. The approved Block Party Permit Application must be displayed in a conspicuous place on a barricade closing the street at the event site throughout the duration of the event. Barricade information is detailed on Page 3 of the Block Party Permit Application.
3. The city requires clear and unobstructed access be maintained for emergency vehicles. Access shall be provided to residents and guests during the duration of the closure.
4. There is no allowance for noise variance. It is the responsibility of the event organizer to refer to the City Noise Ordinance (Section 6.02.410 – 6.02.470) and to comply accordingly.
5. Public right-of-way will be cleaned and left free of liter and debris (this assurance to be provided by applicants).
6. The issuance of permission shall never be construed to permit or condone the consumption of alcoholic beverages on public property, which is a violation of City Ordinance. No person shall drink or consume any alcoholic liquor on any public street, alley, public grounds, or other public place, unless such place has been licensed for that purpose by the Oregon Liquor Control Commission. Alcoholic beverages are not allowed on public streets.
7. The use of illegal fireworks is unlawful in the City of Tigard.



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APPLICATION

Submit the completed application, Traffic Control Map of the event site, and Neighbor Notification Form.

Name of Responsible Party: _____

Address: _____

Day telephone: _____ Evening telephone: _____

Email: _____

Public Street(s) requested to be closed _____ between _____ and _____

for a block party on _____ from _____ until _____

Please answer the following questions:

1. Has the applicant received a copy of the Block Party Permit Guidelines? Yes No

2. Will sound amplification equipment be used during the event? Yes No

If so, what are the hours? From _____ To _____ *Please refer to Permit Guideline # 4*

3. Does the applicant understand and agree to all conditions herein? Yes No

4. If "No," recite the exceptions: _____

By: _____ Application submitted on: _____

The applicant shall be responsible for maintaining barricade, signs, keeping fire lanes open and parking cars. The applicant shall be responsible for removing all barricades after the event and cleaning up all trash from the right-of-way at the end of the property. Clean-up by the Public Works crew will be at the applicant's expense. Applicant agrees to be bound to policies and regulations of the City of Tigard, and to adhere to any additional requirements imposed by the City of Tigard.



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PUBLIC WORKS AND POLICE DEPARTMENT CONTACTS

Contact the Public Works Street Supervisor at 503-718-2606 to schedule the use of barricades. Barricades are located at 8777 SW Burnham St., Tigard.

The applicant or designee affirms they will:

- Pick up barricades no later than 4 p.m. on the last working day prior to the event.
- Return barricades no later than 4 p.m. on the first working day following the block party.
- The applicant or designee affirms they have discussed the proposed street closure and placement of required traffic barricades with the Police Department On-Duty Supervisor (503.639.6168).

DAY OF EVENT CONTACT INFORMATION

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Name: _____ Telephone: _____

NEIGHBOR NOTIFICATION FORM

Block Party Permit applicants shall submit the Neighbor Notification form, which must have signatures from 100 percent of all residents and/or businesses within the requested closure area of the street you wish to close. Failure to notify properly, shall be cause for direct denial. If a house is vacant, indicate that on the neighbor notification form.

Contact person: _____

Day telephone: _____ Evening telephone: _____

The Undersigned hereby petition the City of Tigard to close _____
 (street)

between _____ and _____

for a block party on _____ from _____ until _____
 (street)



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Public street(s) requested to be closed. _____

By signing below, we abutting residents affected by the proposed closure, acknowledge notification of the designated street(s) closure.

Name (Signature)	Address	Telephone

Additional sheets may be attached if necessary.



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RELEASE AND INDEMNITY AGREEMENT

The undersigned Sponsor, by signature below, shall defend, indemnify, and hold the city, its officers, agents and elected officials, volunteers 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 directly or indirectly by any act or omission of the Sponsor or Sponsor's agent in connection with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This indemnity provision does not abrogate common law or statutory liability and indemnification to the city, but operates in addition to such common law or statutory provisions.

APPLICANT'S SIGNATURE

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 are revised which would alter the information and statements given.

Signature of person signing: _____

Printed name: _____

APPLICATION SUBMISSION

Return completed application, a map of the area you are requesting the roadway restricted (there must be unobstructed emergency vehicle access) and the abutting neighbor's consent form to:

**Block Party Permit Application
 Tigard Police Department
 13125 SW Hall Blvd.
 Tigard, OR 97223**

A copy of the Block Party Permit will be forwarded to the applicant upon approval.

FOR CITY USE ONLY:
Approvals:
 Police Supervisor: _____ PW Street Supervisor: _____ Chief of Police: _____
 Date received: _____ Date issued: _____ Date rejected: _____