

Block Party Application Guidelines – District of Saanich

The District of Saanich supports neighbourhoods in the coordination of community celebrations with residents of their block. To ensure there is appropriate coordination and planning, the District requires that anyone planning a block party on streets, sidewalks and other public space has a permit. These guidelines will assist you in completing the permit application.

Please read the Guidelines and sign the statement on the bottom of the application form. Upon approval, a Letter of Support for your Block Party will be issued free of charge. Block Party approvals require 4 weeks advance notice.

The following restrictions apply:

- Block parties can take place only between the hours of 10:00 AM to 10:00 PM
- Block parties must be held on Saturdays, Sundays and statutory holidays
- All residents on the block must be notified with the majority in agreement for the event to take place.
- Alcohol is not permitted on public property.
- Amplification of music which would unreasonably disturb non-participating residents is prohibited.
- The organizer is responsible for participant conduct.
- A 20' emergency access lane must be maintained on closed streets.
- All structures (e.g. tables) should be placed at the side of the street or must be easily moved in the event of an emergency
- Cleaning up is the responsibility of the organizers. Green practices (e.g. recycling) are strongly recommended.
- Street barricades are provided free of charge. Organizers are responsible for the return of barricades and will be invoiced for any lost or damaged barricades. Please contact Saanich Public Works at 250-475-5599 to make arrangements for pick-up at the Public Works facility located at 1040 McKenzie Avenue.
- The site should not be used for any other purpose than that specified in the permit.
- The organizer is liable for any damage to public property during the event.
- Nothing can be fastened to or hung from boulevard trees, planters, or other District property unless otherwise approved
- Vehicles are not permitted on sidewalks, paths or grass areas.

Requirements for Block Parties that include Road Closures

1. Barricades must be erected at each access point to the closed area, and placed in such a manner that they are visible on approach and allow ample time and space to detour. Barricades are to be immediately removed, if required, on approach of an emergency vehicle
2. Clear and adequate signage must be erected at each barricade sight advising motorist of the event, its duration, and alternate routes
3. No person, other than a Certified Traffic Control Persons as defined in the Streets and Traffic Regulation Bylaw may engage in any form of traffic control

Organizer Liability

In signing the application form, the organizer agrees to indemnify and save harmless the District of Saanich in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site by the organizer.

Costs

The organizer is required to provide proof of General Liability Insurance Coverage in the amount of 5,000,000, with the Corporation of the District of Saanich listed as an additional insured. There are no costs to organizers for the permit or for use of barricades. The organizer will however be responsible for damage or any required clean-up of public space and for ensuring that District barricades are left in good condition and returned to the Public Works yard no later than the Tuesday following the event. Organizers will be invoiced following the event for equipment lost or damaged.

Notification

The organizer is responsible for notifying each home on the block and anywhere else that may be directly affected. This prevents people from being surprised on event day if, for example, arrangements have been made for movers, deliveries or parties. It also provides them with contact information should they have questions or concerns regarding your event (e.g. noise). The majority of the block must be in agreement for the event to take place. For the first year of the event, completion of a Sign-off form is required. In subsequent years, the same list of residents should be notified.

Noise

All events which include music or other amplified sound are required to have a plan for controlling the type and volume of sound produced by the event. Sound levels must not unreasonably disturb the surrounding neighbourhood and are subject to the Saanich Noise Bylaw. (<http://saanich.ca/living/pdf/noise7059.pdf>) The organizer will make attempts to address any complaints regarding sound levels.

Cancellation

The District of Saanich retains the right to cancel the event up to and including the day of the event or at any time during the event if there is an emergency or if permit conditions are not adhered to (e.g. loud music). Organizers must designate an on-site Liaison with authority to intervene and/or stop the event if necessary at any time during event.



Block Party Application – District of Saanich

This application form must be completed for any Block Party held on streets, sidewalks or in any other public space. Applicants are required to carefully follow the Block Party Application Guidelines and sign the statement on the bottom of the application form.

EVENT DETAILS	Day(s) and Date(s):		
Time(s) Start:	Finish:	Set-up:	End clean-up:
Location:		Annual Event? Yes ☐ No ☐ Number of years:	
Number of participants expected:		Changes for this year:	
Activities Planned: (Describe applicable items below and provide a site diagram if requested)			
☐ Amplified Music or Sound:		☐ Food / Beverages:	
☐ Temporary Structures: (e.g. tents, stage...)		☐ Additional Activities:	

CONTACT INFORMATION

Contact Name:		On-Site Liaison: (Same ☐)	
Address:		Address:	
Phone:	Cell:	Phone:	Cell:
Email:		Email:	

An on-site liaison must be identified and must be present at all times during set-up, tear down and during the event. This person must have the neighbours consent to make decisions on behalf of the event and must be accessible to Saanich staff, Police and residents via cell phone.

INSURANCE

ALL APPLICATIONS MUST INCLUDE PROOF OF COMPREHENSIVE OR COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE IN THE MINIMUM AMOUNT OF \$5,000,000, INCLUSIVE PER OCCURRENCE, FOR BODILY INJURY AND PROPERTY DAMAGE, UNDER WHICH THE DISTRICT OF SAANICH AND THE SAANICH POLICE BOARD ARE ADDITIONAL INSURED. THE COVERAGE MUST INCLUDE A WAIVER OF ALL RIGHTS OF SUBROGATION OR RECOURSE AGAINST SAANICH AND THE SAANICH POLICE BOARD.

Your insurance broker can provide you with such a document or Saanich can give you a form to be completed by your broker

INDEMNITY AGREEMENT

IF THE BLOCK PARTY PERMIT IS GRANTED TO YOU BY SAANICH, YOU AND YOUR ORGANIZATION MUST INDEMNIFY AND SAVE HARMLESS SAANICH, THE SAANICH POLICE BOARD AND THEIR OFFICIALS, OFFICERS, EMPLOYEES AND AGENTS FROM ANY CLAIM, LAWSUIT, LIABILITY, DEBT, DEMAND, LOSS OR JUDGMENT (INCLUDING COSTS, DEFENCE EXPENSE AND INTEREST) WHATSOEVER AND HOWSOEVER ARISING EITHER DIRECTLY OR INDIRECTLY AS A RESULT OF THE GRANTING OF THE PERMIT OR THE USE OF SAANICH PROPERTY OR FACILITIES.

YOU ALSO AGREE TO WAIVE ALL RIGHTS OF SUBROGATION OR RECOURSE AGAINST SAANICH AND THE SAANICH POLICE BOARD AS A RESULT OF THE GRANTING OF THE PERMIT OR THE USE OF SAANICH PROPERTY OR FACILITIES.

I have read and understand the Insurance Requirements and Indemnity Agreement

Initials:

On behalf of the applicant, I/we acknowledge that I/we have read and understood the conditions in the Application Guidelines and agree to comply with them.

Print Name:	Signature:	Date:
Please return completed application form to: Saanich Engineering 3500 Blanshard St, Victoria, BC V8X 1W3 engineering@saanich.ca (250) 475-5575		Have you attached the following: ☐ Resident Sign-off Form (required for 1 st time event) ☐ Site Plan: (if requested)

This collection of personal information is authorized under the *Local Government Act*, Community Charter and section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC, V8X 2W7, t. 250-475-1775, e. foi@saanich.ca



Block Party Sign-Off Form

(required for the 1st time an event is hosted in this location)

Event:		
Date:	Start Time:	End Time:
Location:		
Organizer's Name:	Organizer's Phone:	
On-Site Contact Name:	Cell Phone:	

The organizer and on-site contact will make efforts to address any issues neighbours may have associated with the event, including reasonable attempts to reduce any loud noise. It is understood that the organizer is permitted to have elevated sound levels, but that these should be within tolerable levels and adhere to the times indicated above. Contact Saanich Engineering at (250) 475-5575 or at engineering@saanich.ca with any outstanding concerns.

Description of Activities:				
Name: (please print)	Address:	Signature	I Approve Block Party	I Disapprove

