



ARNPRIOR
• WHERE THE RIVERS MEET •

**Residential Block Party
Guidelines and
Application Package**



ARNPRIOR

How to apply to host a block party:

1. Consult with the Clerk's Office at 105 Elgin Street West, Arnprior, ON. 613-623-4231 clerks@arnprior.ca
2. Staff will advise you what areas will be affected so you can fill out the neighbourhood consent form. This is to show that you have the support of at least 50% + 1 of your affected neighbours.
3. Submit the completed Block Party Application with a filing fee of \$5.00 (subject to change) at least four (4) weeks prior to a proposed block party.
4. Once your event has been approved, the Clerk's Office will advise you of the approval to temporarily close the street for the block party and you will be given a contact to arrange for street barricades.
5. Plan your party and have fun!

Purpose

Neighbourhood block parties build goodwill and strengthen community ties. The attached application form is for the temporary closure of a street, or a portion thereof, in order to hold a block party or other similar event.

Please read the Block Party Requirements and Things to Consider When Hosting a Block Party and sign the statement on the bottom of the application form. Approval of block parties are on a case-by-case basis. Upon approval, notice of approval to hold your Block Party will be issued for a nominal administration fee. Block Party approvals require at least 4 weeks advance notice.

Block Party Requirements

- A hold harmless clause is required that will release the Town from any liability caused by negligence.
- Alcohol is not permitted on the public right-of-way or public lands.
- No fee may be charged for admission to the public right of way in connection with any special event.
- Amplification of music that would unreasonably disturb non-participating residents is prohibited in accordance with the Noise By-law No. 6764-17.
- Fireworks are not permitted (unless authorized under By-law No. 5730-09, as amended)

- In the interest of public safety and to prevent motor vehicles entering the areas designated for pedestrians and equipment (e.g. tables, tents, chairs, etc.), event organizers must protect the roadways with barriers capable of stopping an on-coming vehicle.
- Street barricades are provided free of charge. All barricades needed for your road closure will be delivered by the Operations – Recreation/Roads Department(s) at an agreed upon location for pick-up and drop off. Barricades are to be removed at the completion of the event and returned to the agreed upon pick-up location by the organizer. Barricades are to be kept in a safe place until the road closure begins and after it is finished. Organizers will be invoiced for any lost or damaged barricades.
- Physically close off the road using the signs and barricades provided.
- Block parties are only permitted on Fridays, Saturdays, Sundays and/or Statutory holidays.
- The organizer is liable for any damage to public property during the event.
- Ensure that, in the event of an emergency, all streets are accessible to emergency vehicles and equipment at all times via a minimum six (6) metre or 20 feet dedicated and unobstructed emergency lane.
- Ensure that you or your designate are continuously available to the OPP and Town of Arnprior staff, and present during the event.
- Remove all garbage, recycling and composting immediately after the conclusion of the event.
- Ensure that the block party event is carried out in accordance with all Town of Arnprior By-laws and all applicable Federal and Provincial legislation and regulations.

Things to Consider When Organizing your Block Party

- Observe safety precautions for all activities, for example keep barbecues away from activities for children.
- Consider the environment in your block party planning:
 - Promote the event by using email or word of mouth
 - Posters should be 100% recycled content paper (and recycled following the event)
 - Avoid the use of Styrofoam as it is not recyclable in the Town of Arnprior's Recycling Program
 - Minimize the amount of waste that goes into the garbage by maximizing recycling and composting
- Post signs the day before reminding everyone to remove cars and that the street will be closed.

Attachment(s)

Block Party Application Form
Neighbourhood Consent Form

Block Party Application

Table 1 Contact Information

Name	
Address	
Telephone Number	
Town, Province, Postal Code	
Home Phone	
Work Phone	
Email Address	

Table 2 Alternate Contact Information

Name	
Address	
Telephone Number	
Town, Province, Postal Code	
Home Phone	
Work Phone	
Email Address	

Table 3 Block Party Information

Date	
Start Time	
End Time	
Rain Date	
Start Time	
End Time	
Specific street and parameters of closure (generally only one block) (ex. Bell Street from Victoria to Ottawa)	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I shall abide by all Town of Arnprior By-laws and all applicable Federal and Provincial legislation and regulations. I understand that if the block party is approved, any false statements, omissions, or other misrepresentations made by me on this application may result in cancellation of the block party.

As the applicant acting in the capacity of the organizer of the Block Party, if granted approval for the Block Party by the Corporation of the Town of Arnprior:

I hereby release, indemnify and save harmless the Corporation of the Town of Arnprior its elected officials, officers, employees and from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of participants at the Block Party in connection with or in any way related to the Block Party.

Name:

Signature:

Date:

For Office Use Only

Completed Application:

Application Fee Received (\$5.00):

Neighbourhood Support Receive:

Notification of Approval of Block Party:

Emergency Services Notified:

Temporary Notice of Service Disruption Prepared:

Barricades Delivered:

Barricade Picked Up:

Notice of Collection

Personal information contained on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will be used for the purposes of administering your request for, and use of, your temporary street closure for a block party or other similar event. Questions about this collection should be directed to the Town Clerk at 105 Elgin Street West, Arnprior, ON K7S 0A8 613-623-4231 ext. 1817 or by email at clerks@arnprior.ca.

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