

# BLOCK PARTY / PLAY STREET APPLICATION



Parks and Roads Services

To temporarily close your neighborhood street for a Block Party or Play Street, complete and submit this application. Please refer questions to [roaduse.permit@edmonton.ca](mailto:roaduse.permit@edmonton.ca). **Submit your application at least 14 days before your first event**

**Event Type** - Please tell us about your event (Select one):

**My neighbours and I are getting together**  
on the block in front of our homes

- Residential Block Party, or
- Residential Play Street

**We are inviting the Community at large**  
to our event

- Community Block Party, or
- Community Play Street

## INSURANCE REQUIREMENTS

### 1) Residential Block Party or Residential Play Street

- a) When you and your neighbours get together and close the street in front of your homes, your Homeowners insurance covers any liability you may have with your event.

### 2) Community Block Party or Community Play Street

- a) When the Community at large is invited to your event, Organizers must provide a minimum of \$2 million in Liability coverage.
- b) Community Leagues and other insured organizations can request a Certificate of Insurance for the event, which must name the City of Edmonton as "Additional Insured".
- c) Home owners, can make a similar request for a Certificate of Insurance from their homeowners' policy, however there would likely be a fee involved.
- d) The Certificate of Insurance is submitted with your Community Block Party or Community Play Street application form

**Location** - To be eligible, the location of your Block Party / Play Street must be on a single residential street or alley.  
- Closures of Major roads or roads with Bus Service are handled under the City of Edmonton Road Events program

**My Location is On:**

**From:**

**To:**

**Date** - Locations are eligible for up to 4 events per year, or 1 event per season. Seasons are: Jan - Apr, May - June, July - Aug, Sept - Dec.

**My Date is:**

**Start time:**

**End time:**

*In case of inclement weather please provide an alternate date*

**Alternate Date:**

*To re-schedule please call 780-442-6458 or email: [roaduse.permit@edmonton.ca](mailto:roaduse.permit@edmonton.ca)*

### Main Contact

### Alternate Contact

**Name:**

**Name:**

**Email:**

**Email:**

**Phone Number:**

**Phone Number:**

**Address:**

**Address:**

## Additional Information


### Parks and Roads Services - Branch Use Only

<b>Date submitted:</b>		<b>Notification Number:</b>	
<b>Approved by:</b>		<b>OSCAM Permit Number:</b>	

# NEIGHBOURHOOD NOTIFICATION

You must notify each **residence along the closure** before applying for this permit. Complete support from all residents affected is recommended. Please provide one of the following:

1. Email or online post (please attach)
2. Flyer or door hanger you distributed to residences (click on the link for templates) (please attach)
3. Log filled out below with other notification methods (conversation, phone call, etc)

Address / Building Number	Date notified	Method of Notification	Notes / Name / Signature
Example: 12345 - 67 St NW	2/11/18	Spoke in Person	Will Attend! - <i>John Blue</i>

**Block Party Planning information at:** [http://www.edmonton.ca/residential\\_neighbourhoods/neighbourhoods/block-parties.aspx](http://www.edmonton.ca/residential_neighbourhoods/neighbourhoods/block-parties.aspx)

PLEASE SUBMIT COMPLETED APPLICATION VIA ONE OF THE FOLLOWING:

Email:  
roaduse.permit@edmonton.ca

In-Person:  
Edmonton Service Centre  
2<sup>nd</sup> Floor Edmonton Tower  
10111 – 104 Avenue NW  
Edmonton AB T5J 0J4

Mail:  
Parks and Roads Services  
Attn: Traffic Operations  
16th Floor Edmonton Tower  
1011 - 104 Avenue NW  
Edmonton AB T5J 0J4

This information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. Your Personal Information will be used for the administration of City Operations programs, including On-Street Construction and Maintenance Permits (OSCAM). The information may be disclosed to Financial and Corporate Services, but is protected by the privacy provisions of the FOIP Act. If you have any questions regarding the collection, use and disclosure of this information, contact the General Supervisor of Parks and Roads – Network Operations at 780-496-3095.

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