



# CITY OF KIRKLAND NEIGHBORHOOD BLOCK PARTY APPLICATION

Sudie Elkayssi  
Parks & Community Services  
505 Market Street, Ste A  
Kirkland, WA 98033-6189  
Ph: (425) 587-3347  
[selkayssi@ci.kirkland.wa.us](mailto:selkayssi@ci.kirkland.wa.us)

*To close off a street and register Block Party activities, complete the following information. Please help us by being as precise as possible. You will receive notification of your permit within 14 days. At that point, you can invite your neighbors to the party.*

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Party Hours From: \_\_\_\_\_ to \_\_\_\_\_

Address of Event: \_\_\_\_\_

**NOTES:**

- Attach a map indicating where streets will be closed.
- *Intersections **cannot** be closed*

\_\_\_\_\_  
\_\_\_\_\_

Are you interested in having a community resource officer stop by your event?  YES  NO

What type of activities are you planning for your Block Party? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

By submitting this application I agree to be responsible for all applicable fees and adhere to all City of Kirkland Neighborhood Block Party rules and regulations. I agree to defend, and save harmless the City of Kirkland, its officers and employees, where such claim arises in whole or in part out of the activities for which such permit is issued: excepting therefore, any claims arising solely out of the negligent acts or omissions of the City of Kirkland, its officers and employees. The permit may be summarily revoked by the Director of Parks and Community Services or designee at any time when by reason of the disaster, public calamity, riot, or other emergency where it is determined that the safety of the public or property requires such revocation.

\_\_\_\_\_  
Applicant Name – Print

\_\_\_\_\_  
City of Kirkland

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please submit completed application to:**  
City of Kirkland  
Sudie Elkayssi  
505 Market Street, Ste A  
Kirkland, WA 98033

- Did you remember to:**
- \* Complete the application in full?
  - \* Sign the application?
  - \* Include the \$25 permit fee?
  - \* Include a map of the street closure?

If you have any questions, please e-mail: [selkayssi@ci.kirkland.wa.us](mailto:selkayssi@ci.kirkland.wa.us), or call 425.587.3347.

- CC:  Police Department  
 Fire Department  
 Public Works Department



## **CITY OF KIRKLAND** **NEIGHBORHOOD BLOCK PARTY** **PERMIT TERMS & CONDITIONS**

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***The following special terms and conditions shall be in effect for the duration of the block party permit.***

1. "Street Closed" signs indicating the area where the block party is taking place must be placed at each closure and must be **48" wide by 30" high**.
2. Barricades must be placed across the entire road at each closure and be of the movable type to provide access for ambulance and fire apparatus.
3. Maintain a 20' fire lane at all times. Do not place fixed items in the street area for any activities; all items must be portable in case of emergency.
4. Assign monitors at each street closure to allow access for neighbors and emergency vehicles.
5. Public access must be allowed for neighbors not attending said event.
6. The entire area shall be maintained in a clean and litter-free condition.
7. All decorative materials shall be fire resistant and flame retardant.
8. Noise level shall be kept at a minimum.
9. The name and telephone number of the applicant will be provided to the Kirkland Police Department.



# **CITY OF KIRKLAND** **NEIGHBORHOOD BLOCK PARTY** **GUIDELINES**

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The City of Kirkland issues Block Party permits for neighborhood events that temporarily close a street. The permit process is started by obtaining a permit application at [www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us) and submitting it to the Special Projects Coordinator.

## **HOST A NEIGHBORHOOD BLOCK PARTY**

Applicants are responsible for contacting affected neighbors to share the details of the street closure, event and clean up. Applicants are also responsible for providing temporary barricades and street closure signs. Closure signs for a Neighborhood Block Party can be posted on recycling bins or other movable items - example sign attached (not to scale).

To host a Neighborhood Block Party, you may not:

- Close an arterial street
- Close an intersection
- Close a street with a bus stop
- Place fixed items in any street

Once a block party permit is issued, you are welcome to close your street during the timeframe indicated on the permit.

If a complaint is received, a police officer will be sent to the location to assess the situation.

## **APPLICATION**

The application must describe your activities and include the following information:

- Date of your event, with beginning and ending times. Block parties can only be held between 8:00 a.m. and 10:00 p.m.
- The estimated number of people you expect to attend.
- The name, address, and telephone number of the contact person.
- A map of the area you intend to close.

Your application must be received by the City of Kirkland a minimum of 30 days prior to your planned Neighborhood Block Party. You can expect to receive notification of your permit status within 14 business days of submittal.

## **FEES**

A non-refundable permit fee of \$25.00 is required to cover the administrative costs of processing the application. Please make your check payable to the City of Kirkland.

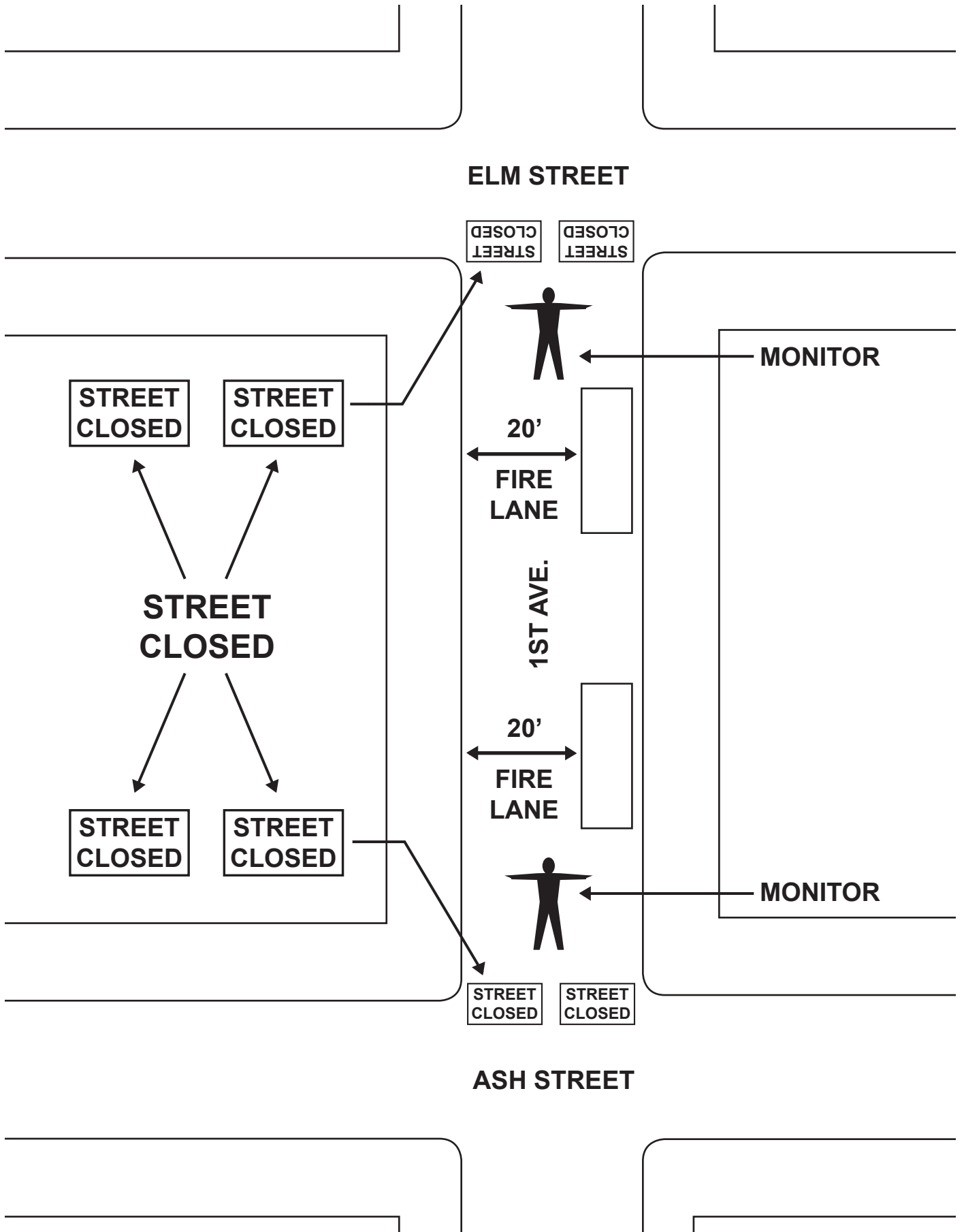
## **NATIONAL NIGHT OUT**

Each year the City of Kirkland partners with the National Association of Town Watch to promote National Night Out, a nationwide campaign to raise awareness of crime and drug prevention. Fees are waived for neighborhoods holding block parties in conjunction with NNO in an effort to strengthen neighborhood spirit and support increased awareness. For more information go to: [www.nationalnightout.org/natw/](http://www.nationalnightout.org/natw/)

**Here is an example of how to block off your street, once you receive a permit.**

- Place barricades with "STREET CLOSED" signs across the entire roadway at each closure
- Keep tables/fixtures to one side of the street in order to maintain a 20' fire lane
- Assign a monitor at each closure to remove temporary barricades/signs for neighbor access and emergency vehicles.

# BLOCK PARTY STREET CLOSURE EXAMPLE



**STREET CLOSED**

**NEIGHBORHOOD  
BLOCK PARTY**

**to**

\_\_\_\_\_