



City of Kirkland Neighborhood Block Party Permit Application

APPLICANT INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	
BLOCK PARTY INFORMATION		
Date:	Hours: a.m./p.m. to a.m./p.m.	# of Guests:
Street to be closed:		
From (cross street):	To (cross street):	
Activities (Select all that apply.) <input type="checkbox"/> Amplified Music <input type="checkbox"/> Fire Barrel/Bonfire <input type="checkbox"/> Inflatable Bouncers <input type="checkbox"/> Tents/Canopies (+400sf) Describe activities/entertainment not included above:		
COMMUNITY RESOURCES (When available, representatives will attend neighborhood gatherings upon request. Make selection below.)		
Kirkland Police <input type="checkbox"/> YES <input type="checkbox"/> NO	Kirkland Fire <input type="checkbox"/> YES <input type="checkbox"/> NO	
REQUIRED ATTACHMENT (Applicants should keep copies of all paperwork for their records.)		
Attach a STREET CLOSURE MAP showing the following information: 1. Street closures (i.e. Street names, road closed barricades/signs, etc.) 2. A 20-foot emergency access lane 3. Applicant name, date and time of block party		
INDEMNIFICATION/HOLD HARMLESS		
By submitting this application the Applicant agrees to comply with all applicable city ordinances and all applicable requirements of state and federal law. The undersigned hereby makes application for use of public right-of-way and certifies the information provided in this application and supporting material is true and accurate. Applicant is aware all information contained herein is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and may be subject to disclosure to a third party requestor, regardless of any claim of confidentiality or privilege asserted by an external party. Applicant agrees to defend, indemnify and hold harmless the City of Kirkland, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the Event or from any activity, work or thing done, permitted, or suffered by Applicant during the Event, except only such injury or damage as shall have been occasioned by the sole negligence of the city. Signature: _____ Date: _____		
RETURN COMPLETED APPLICATION, STREET CLOSURE MAP, AND NON-REFUNDABLE \$25.00 APPLICATION FEE TO:		QUESTIONS
City of Kirkland Attn: Sudie Elkayssi 123 Fifth Avenue Kirkland, WA 98033		Sudie Elkayssi, Special Projects Coordinator (425) 587-3347 selkayssi@kirklandwa.gov www.kirklandwa.gov/specialevents

FOR OFFICE USE ONLY: KPD KFD PW **Payment Received:**



City of Kirkland

Neighborhood Block Party Guidelines

Sudie Elkayssi
City of Kirkland
123 5th Avenue
Kirkland, WA 98033
425-587-3347
selkayssi@kirklandwa.gov

Neighborhood block parties provide opportunities to connect with neighbors, celebrate, work on common projects, and strengthen community relationships. These events are held and attended by people living along the street, they are not intended to be publicized or open to the general public.

A Neighborhood Block Party Permit is required for neighborhood events that temporarily close a street. To apply for a permit follow these guidelines.

APPLICATION

A complete application must be received no less than 10 business days prior to the event or it will not be processed.

1. Applicant must live on the street to be closed and serve as event contact.
2. Block party may be held between 8:00 a.m. and 10:00 p.m.
3. A complete application includes the application, map of street closure, and application fee.

FEES

A non-refundable \$25.00 application fee is due at the time of application.

1. Checks should be made payable to the City of Kirkland.
2. Credit card and cash payments are accepted in person at the cashier's desk with advance notice.

NOTIFICATION

Applicant is responsible for contacting neighbors to share details of the block party and temporary street closure. Vehicle access must be provided for neighbors not attending.

STREET CLOSURE

An adult monitor should be posted at each street closure to ensure resident and emergency access.

Applicant may not close:

1. Arterial streets.
2. Intersections.
3. Streets with a bus stop.

Kirkland Fire Department requires:

1. A 20-foot emergency access lane be maintained at all times.
2. Hydrants and fire protection connections remain clear at all times.
3. Access and egress be maintained at all times.

Street closure barricades:

1. Applicant is responsible for obtaining and placing barricades/street closure signs. At the conclusion of the event, Applicant should remove the barricades and return the street to its original condition. Please note, the City does not lend or rent equipment.
2. Large portable items such as yard waste bins can be used with large street closure signs attached, or
3. 'Street Closed' barricades can be rented from a local traffic control company.

COMPLAINTS

The best way to handle complaints is to avoid them in the first place. Be a good neighbor and provide advance notice to adjacent property owners – a minimum of two weeks is recommended. Most complaints are reported when activities are unreasonably loud, have been going on for a long period of time, or take place during “quiet” hours. If a complaint is received, a police officer will be sent to the location to address the situation.

NATIONAL NIGHT OUT

"National Night Out" is a nationwide campaign aimed at involving communities in crime and drug prevention awareness. Kirkland residents are encouraged to gather with neighbors to work on common projects and strengthen community relationships. Kirkland City Councilmembers and representatives from the police and fire departments will visit events held on the first Tuesday in August between 6 p.m. and 9 p.m. For more information go to: <https://natw.org/>.

COMPARE PERMIT APPLICATIONS

Kirkland offers two types of block party permits, which application is right for you?

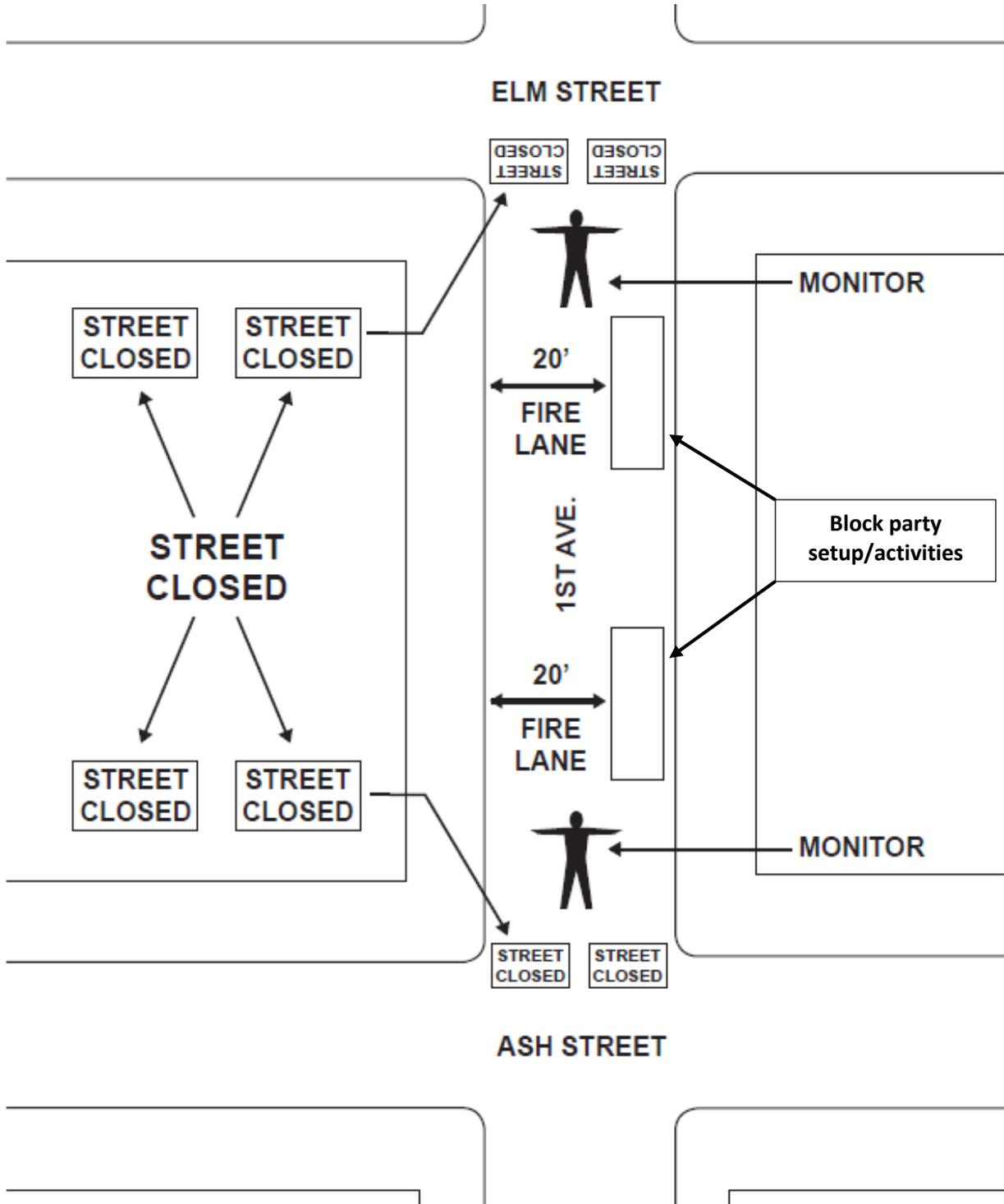
	National Night Out Block Party	Neighborhood Block Party
Street Closure	Yes	Yes
Event Date	1 st Tuesday in August	Varies
Application Fee	None	\$25.00
City Representatives	Visit between 6 p.m. – 9 p.m.	Visit upon request & staff availability
Event information published by City	Yes, general public invited to attend	No

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: It is the City of Kirkland’s policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland’s Title VI Program, or to file a complaint with the City of Kirkland contact the City’s Title VI Coordinator at 425-587-3011 or TitleVICoordinator@kirklandwa.gov.

BLOCK PARTY STREET CLOSURE EXAMPLE

1. Place barricades with "STREET CLOSED" signs across the entire roadway at each closure.
2. Keep tables/setup to one side of street in order to maintain a 20' emergency access lane.
3. Assign an adult monitor at each closure to move barricades for neighbor and emergency vehicle access.



STREET CLOSED

**NEIGHBORHOOD
BLOCK PARTY**

DATE: _____

to _____