



**NEIGHBORHOOD BLOCK PARTY
GUIDEBOOK**

Guidebook Contents:

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Dear Applicant,

Thank you for your interest in hosting a neighborhood block party in the City of Georgetown. Within this permit guidelines packet, you will find information about the application form, frequently asked questions, and events and celebrations ordinance. Taking time to review this packet will help you through the permitting process and complete the application form.

To ensure that all block party permits are processed before the event, we request that the application be submitted at least 45 days in advance of the event. Staff is happy to assist you with questions and will work with you to help make your event successful. After reviewing this permit guidelines packet or completing the application form, if you have any further questions or concerns, please contact the special events team at 512-930-6534 or e-mail specialevents@georgetown.org

Sincerely,

Special Events Team

Neighborhood Block Party Permit Information

- Permit Application Fee: \$50
- Permit application must be submitted at least forty-five (45) calendar days before the event.
- Block parties may only be held between 7AM and 10PM. You must live on the street in which the block party will be held.

A block party IS:

- Open to all residents
- A single block closure that does not include cross streets.
- A one-time closure of a residential street or occupation of a sidewalk, where only single & multi-family homes will be impacted.

Apply to hold a Neighborhood Block Party

Step 1 – Consider using a neighborhood park, if no park is available make sure the street you want to close:

- Is a residential street of primarily single-family/duplex homes. While local access must be maintained, for safety purposes, vehicular traffic in and out of the closure should be limited. Residents should be allowed to leave and return to their residences as needed; however, every effort should be made to communicate with neighbors on the block to reduce vehicle traffic inside the street closure.

- Is a full, single block that:
 - Does not include alleys or intersections.
 - Can be closed at each cross street (is not a midblock closure).

Link to parks areas, and guidelines, permit, etc.

Step 2 – You'll need to gather the following documents before applying.

- A. Resident Notification/Signed Acknowledgement**
- B. Street Closure Diagram**
- C. Barricade Rental Quote**
- D. Certificate of Insurance for the following:**
 - a. Event Liability Insurance (if applicable)**
 - b. Bounce Houses**
 - c. Food Truck**
- E. Food Truck Permits**

Document Descriptions:

A. Resident Notification/Signed Acknowledgement:

All residents within a proposed street closure must be notified of the Block Party. 50% of residents within the proposed street closure must sign the acknowledgement for the closure to be approved.

[Notification and Signature Form](#)

B. Street Closure:

- A Street Closure Permit for a Block Party may be denied if the city's traffic engineer determines that closing the street would be too disruptive or would leave residents unable to leave or return to their homes (such as on a dead-end street). Requests for closures of major thoroughfares will not be approved.

- **Street Closure Diagram** – A diagram of your block which shows barricade placement and items you wish to place on the street. Download and complete the template that matches your area:
 - [Street closure form](#)
 - [Cul-de-sac form](#)

C. Barricade Information:

You will need the following barricade sets for your block party closure:

- Four (4) Type Three barricades
- Four (4) barricade lights
- Two (2) “Road Closed” signs
- Two (2) high-visibility vests

A rental quote for barricades from a traffic control company will be required. The following are Central Texas vendors that provide barricade rentals.

- Primetex – 512.598.3063
- Mid Tex Safety – 512.751.5878

D. Certificate of Insurance:

- Proof of insurance is not required unless the block party has animals, bounce houses, amplified sound, has floats, a parade, or is otherwise required by special event rules or regulations. If any of these features are part of the request, a \$1M insurance policy may be required for permit.
- A Certificate of Insurance is required from all bounce houses and food trucks.

E. Food Truck Permits:

A food service permit from Williamson County Cities Health District (WCCHD) and a Georgetown Fire Department permit are required.

Step 3 – Complete the Neighborhood Block Party Application at least forty-five (45) calendar days before the date of the event. Submit all applicable documents. (Application example found below). Staff review will begin once all documents have been submitted. A notification confirming receipt of the application will be e-mailed.

[Neighborhood Block Party Permit Application](#)

Step 4 – Notification e-mail that your application has been approved!

- Pay the \$50 permit fee.

Step 5 – Prepare to close the block:

- Have a copy of your neighborhood block party permit printed and available.
- Georgetown Fire Department requires a clear undisturbed lane for emergency use. Width requirements below:
 - If the emergency lane is reduced to 20' there must be connected to both ends of the street for access and in no case should this occur on a street that does not have connectivity on both ends. 24' must be the minimum in cases with connectivity.
 - Street Parking can only remain when the full clear with of 25' is in place.

Step 6 – Safely Close Your Street and Have Fun!

It's hard to have fun if you're worried about the safety of your children and friends, so make sure you close the street before you begin!

- Set up your barricades and signs.
- Place a vehicle in front of barricades to act as a hard barrier.
- **Agree on which adult(s) will monitor the barricades.**
 - Ensure you have an assigned monitor for each end of the street at all times. They will need to wear a high-visibility vest and are responsible for moving the barricades for emergency vehicles and access for residents inside the closure.
 - **Remember** – Affected neighbors, deliveries, and emergency vehicles are allowed to enter the closure. The success of the program and safety of your neighbors relies on hosts being alert and responsive to their needs.

Ok, NOW it's time to have fun! We'd love to hear from you. If you'd like to share what went well, ideas for improvement, or photos from your event, please feel free to email specialevents@georgetown.org

Step 7 – Clean Up and Remove Barricades

When your event is over, please make sure the street is empty of equipment and any activity debris. Cleanup is a great activity to share with all the people who participated! Be sure to remove the barricades and signs and reopen the street to through traffic.

Frequently Asked Questions

Q. Can I have a bounce house?

A. Bounce houses and similar inflatable structures should be on private property and should not block any part of the street or sidewalks. Proof of insurance will be required.

Q. Can I put up tents?

A. You can have temporary (non-air inflated tents) in the closure if the following conditions are met:

- a. You maintain the emergency/local access lane
- b. Each tent does not exceed 10' x 10'
- c. Each tent has 40 pounds of weight for each leg
- d. A fire extinguisher is readily accessible if you have an open flame
- e. If you will be cooking or have an open flame, the tent must be fire-resistant

Q. Can we have music?

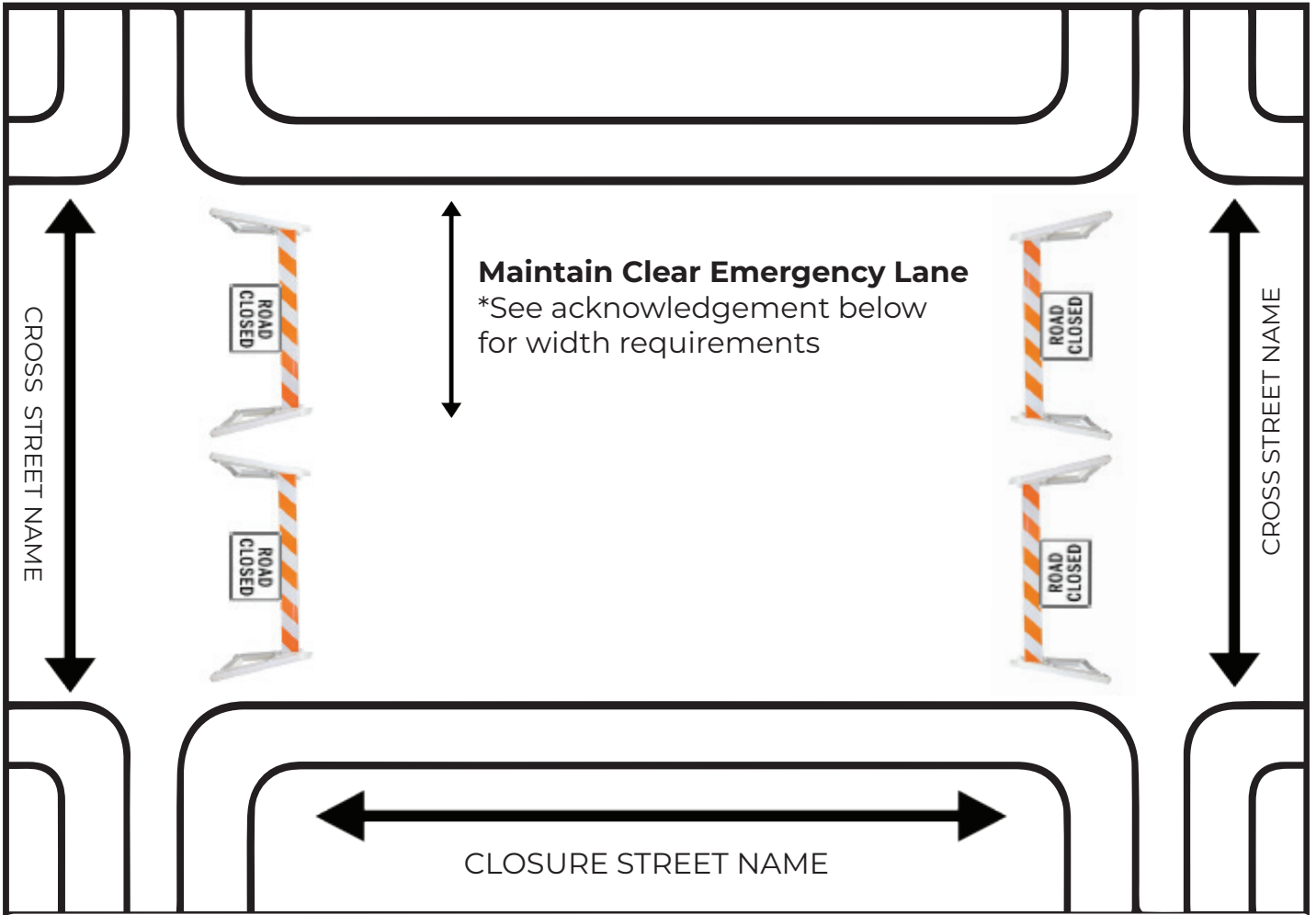
A. Yes! Amplified sound is allowed between 7:00 AM and 10:00 PM and is limited to 72 decibels in the daytime, and 65 decibels during the nighttime.

Q. Can we have a food truck?

A. Yes! You can have a food truck at your event if the following conditions are met:

- a. You maintain the emergency/local access lane
- b. A food service permit is obtained from Williamson County Health Department
- c. A Georgetown Fire Department permit is obtained
- d. Proof of insurance for the food truck is submitted

**CITY OF GEORGETOWN
STREET SITE MAP
INDEMNIFICATION AND ACKNOWLEDGEMENT**



INDEMNIFICATION: By signing below, applicant hereby fully indemnifies, saves, and hold harmless the City, its officers and employees, against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever, on account of personal injury, or property loss or damage of any kind whatsoever, which arises or is claimed to arise out of or is or is claimed to be in any manner connected with the neighborhood block party.

ACKNOWLEDGEMENT: By signing below, I confirm no items will be placed in the right of way. I have read, understand, and agree to abide by the following requirements for a neighborhood block party. Use of City property is contingent on these requirements being followed, failure to do so may result in the cancellation of my ability to use City property and host the event.

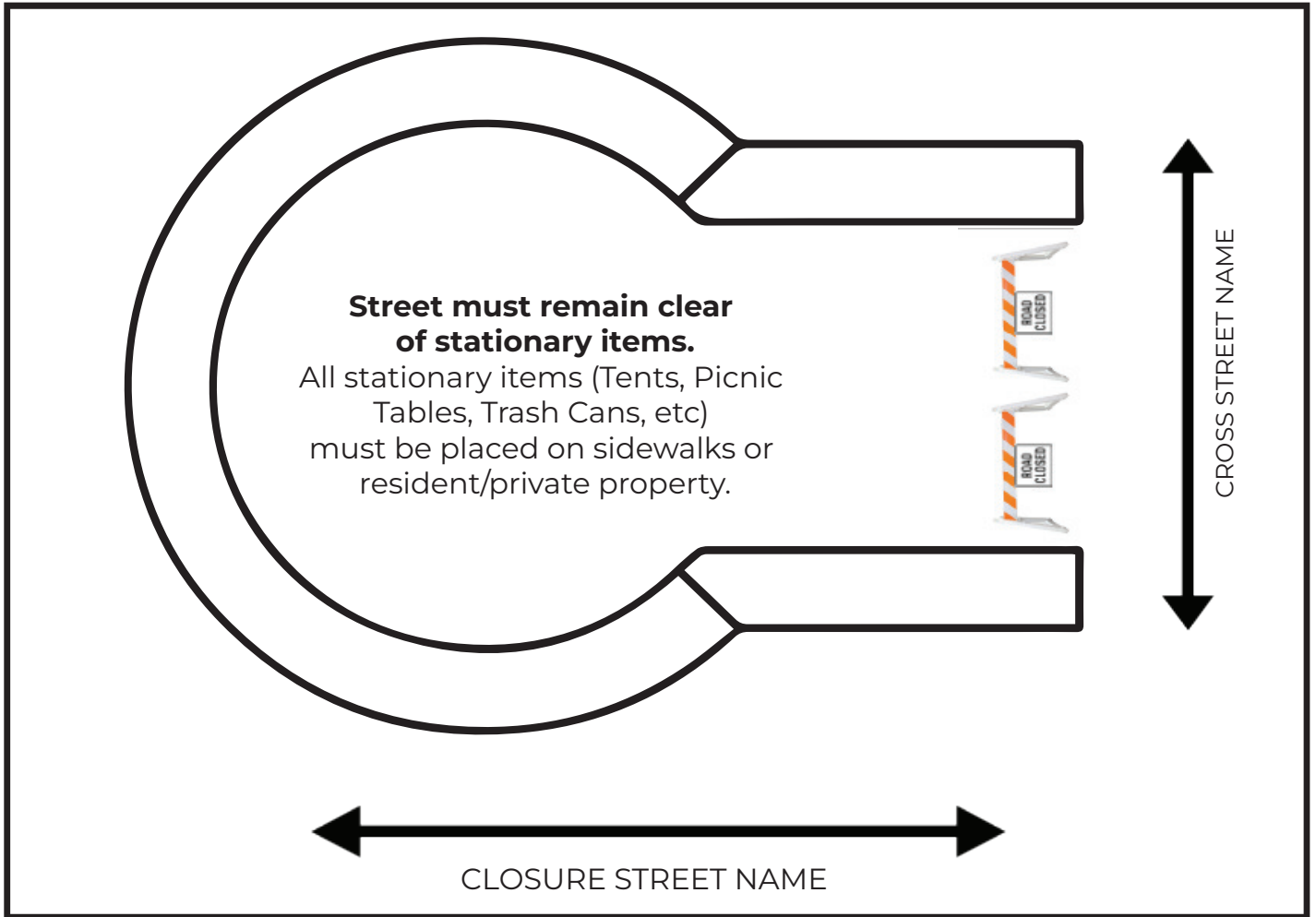
- Bounce houses/castles must be on private property and cannot be setup in the right of way.
- A monitor, wearing a safety vest, must be assigned to each barricaded end to allow local and emergency access.
- Georgetown Fire Department requires that no objects can be placed in the street
- Vehicles must be parked in driveways or outside the closure.

Applicant name (Printed)

Signature

Date

**CITY OF GEORGETOWN
 CUL DE SAC SITE MAP
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